#### **Requesting a Salvage Pickup**

The below step by step directions are provided to help you use our automated process for Salvage Property pickups and Salvage cage requests.

You can go directly to the subject listed in the table of contents by holding your keyboard's CTRL key while clicking on the name of the desired section.

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To request a Salvage pickup, follow the guidelines below

1. Log on to BETS via the Internet or by clicking on the following link: <u>http://bets.berkeley.edu/BETS/home/BetsHome.cfm</u>

2. In BETS, the process differs depending on whether the item(s) desired for salvage pickup are inventorial or not.

#### **Inventorial Assets**

While in BETS:

1. Select Field 1 by clicking on the drop down menu

Berkel	ey Equipment Tracking System
B WIVE	
	Tools - Settings - New Non-Invitem Logout Contact Us Help Welcome Eric, Today is July-19-2010.
BETS is a valuable source of information on more than	<ul> <li>To explore BETS user interface, use navigation and search controls.</li> <li>To ask us a question, click Contact Us.</li> </ul>
200,000 equipment items.	To ask us a question, click <u>contact us</u> .      To get online support, click <u>Help</u> .
Item Search	To close BETS session, click Logout.
2 Scope All Equipment Order Property Number Select Field 1 Select Field 2 GD Equipment Reports Select Report	System Information: Please, make sure to read topic "BETS Frequently Asked Questions" in BETS Help if your experience any problem.
	Fauinment Management 1 & SD.DTS   IIC Rerks

- 2. Then select the *Property Number* option from the drop down menu.
- 3. Enter the item's property number in the open field below what will now be titled Property Number (and to the left of the box titled AND) and click on the "GO" button

Note that entering the "%" key serves as the wildcard key

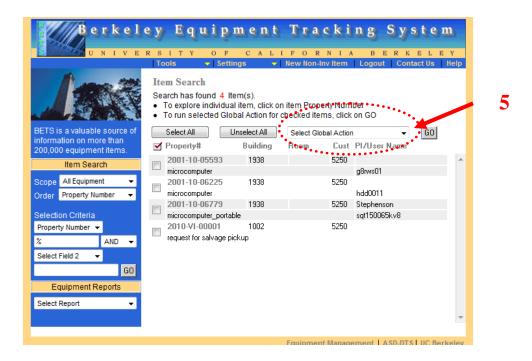
Successfully completing steps 1 through 3 results in your seeing the following screen.

II State II	e y	Equip	ment		c k i		sten	n
C N I V E		ools - Sett		New Non-I				ı Help
	Se •	em Search arch has found 4 lt To explore individua To run selected Glo	al item, click or bal Action for o					
BETS is a valuable source of information on more than		Select All	Unselect All	Select Glo	bal Action	· •	GO	
200.000 equipment items.	<b></b>	Property#	Building	Room	Cust	PI/User Name		
Item Search		2001-10-05593	1938		5250			~
		microcomputer				g8rws01		
Scope All Equipment 👻		2001-10-06225	1938		5250			
Order Property Number 👻		microcomputer				hdd0011		
		2001-10-06779	1938		5250	Stephenson		
Selection Criteria		microcomputer_porta			5250	sqt150065kv8		
Property Number 👻		2010-VI-00001 request for salvage p	1002		5250			
% AND ▼		request for salvage p	скир					
Select Field 2 👻								
GO								
Equipment Reports								
Equipment Reports								
Select Report 🔹								
								-
				Fauipmen	t Manage	ement ASD-DTS	UC Berk	celev

4. Click the box or boxes to the left of the item or items you desire to dispose of.

Berkele UNIVE		Tracking System	
	Tools 🔫 Settings 🔫	New Non-Inv Item   Logout   Contact Us   Hel	lp
	Item Search Search has found 4 Item(s). • To explore individual item, click o • To run selected Global Action for		
BETS is a valuable source of	Select All Unselect All	Select Global Action 👻 GO	
information on more than 200,000 equipment items.	Property# Building	Room Cust PI/User Name	
Item Search	2001 10-05593 1938	5250	*
	microcomputer	g8rws01	
Scope All Equipment	2001-10-06225 1938	5250	
Order Property Number 👻	microcomputer	hdd0011	
:	2001-10-06779 1938	5250 Stephenson	
Selection Criteria	microcomputer_portable	sqt150065kv8	
Property Number 👻	2010 VI-00001 1002	5250	
% AND 🚽	request for salvage pickup		
Select Field 2 -			
GO	••••		
	4		
Equipment Reports	-		
Select Report -			
i i i i i i i i i i i i i i i i i i i			-
		Equipment Management   ASD DTS   UC Berkel	

5. Click on drop down arrow to the right of the Select Global Action box



- 6. Click on the Overstock & Surplus Den Transfer option in the drop down box and then click on the "GO" button.
- 7. A transfer box will open up as follows:

Overstock & Surplus	is Den Transfer(2 items selected)	
Selected items 20011006779 2010VI00001	Custody Code 0143 Overstock & Surplus Den Building Number 1024A Regatta 3200A Ptokup Information	8

- 8. In the Pickup Information box, enter in:
  - Contact Information of the person where items are to be picked up from (name and telephone number)

- Description of item(s) to be picked up in addition to the inventorial items if applicable (number, type, weight, i.e., 4 Steel Case desks; 1 blue chair)
- Requested pickup date
- 9. Click on the "Submit" button and then log off.

10. Just prior to salvage pickup, line out the property number printing on the property tag.

## Non-Inventorial Assets with a UC Property Number

Follow the same procedure as Inventorial Assets

#### **Non-Inventorial Assets**

### Request a Salvage Cage

1. Log on to BETS via the Internet or by clicking on the following link: <u>http://bets.berkeley.edu/BETS/home/BetsHome.cfm</u>

2. In BETS, click on New Non-Inv Item from the horizontal menu bar just below the BETS banner (do not click on the down arrow to the left of the name).



3. Clicking on the New Non-Inv Item opens up the following menu:

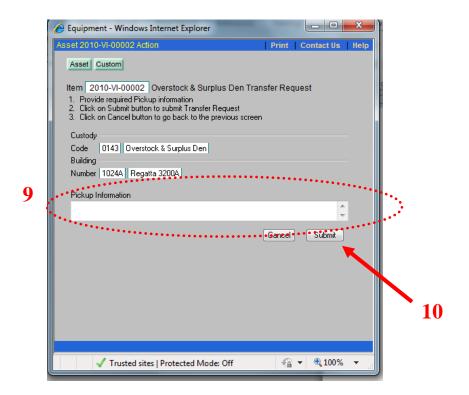
New Non-In	ventorial Item			Print	Contact l	Js   Help
Prop No	2006 💌 -FK-XXX	×				
Ref No		Rec Date	8 🗸 / 2	8 🔽 / 20	06 🔽	
Value	\$0.00	Serial No				
Custody	0299 🔽 Property	, management	t			
Comp Of		Building	1002 💌	Cleary		~
Room No		PI/User				
COA Model No	Loc Account	Fund (	Org Pi	rog Projec	t Flex	
Descriptio	n			L	Iseful Life	
Comment	Item Val	orrect followir orrect followir ue format is ir o is required	ng error(s):			
	Manufac	o is required turer is required ion is required			Reset	Save

We have purposely highlighted the boxes you need to populate to show them for you, but they won't automatically highlight.

- 4. You must fill in the following boxes: Value (enter in \$1) Model No (enter in NOR, which equals Not On Record) Manufact (enter in NOR) Description (enter in Request for Salvage Cage)
- 5. Next, click on the "Save" button on the lower right)
- 6. You will be asked to confirm, click "Yes."
- 7. Click on the drop down arrow next to the Select Action box (see below) and choose Overstock and Surplus Den transfer option

	nt - Windows Internet Explorer				
	I-00002   Print   Contact Us   Help   ustom				
Prop No	2010-VI-00002 Status Active				
Ref No	Rec Date 7 ▼ / 19 ▼ / 2010 ▼				
Value	\$1.00 Serial No				
Custody	5250 - Phased out-aas-break the cycle/berkeley pledge				
Comp Of	Building 1002 🕶 Cleary 💌				
Room No	PI/User				
COA	Loc Account Fund Org Prog Project Flex 1 ▼				
Nodel No	NOR Manufact Nor				
Description	n Just a test Useful Life				
Comment					
Select Act					
New non-inventorial item successfully created					
	Trusted sites   Protected Mode: Off				
	Item 2010-V Asset C Prop No Ref No Value Custody Comp Of Room No COA COA				

8. Click on the "GO" button next to the Select Action box. This opens up the dialogue box.





- 9. In the Pickup Information box, enter in:
  - Contact Information of the person where the cage is to be delivered
  - Description of item(s) that will be put into the cage (number, type, weight, i.e., 4 Steel Case desks; 1 blue chair). This will help us determine how many cages you need.
  - Requested delivery date.
- 10. Click on the "Submit" button and then log off.
- 11. We will automatically schedule the pick-up of the cage for one week later unless Email us at <u>CENTDIST@berkeley.edu</u>, asking for a different pick-up date.

#### **Request for Free Standing Item(s) (non-inventorial) Pick-up**

Follow the same process as requesting a Salvage Cage, except the pickup information should be specific to the item(s) to be picked up.

NOTE: Central Distribution will not complete the pickup if it cannot be accomplished by one man in 20 minutes and/or if there is no direct access to the building egress via elevator (where items are on upper/lower floors). Central Distribution cannot move items up/down stairs.

In these cases, departments may contact Moving Services at 643-6262 for fee based service.

#### **Request for Refrigerator Pickup**

See the immediately preceding process, and departments must include their chart string in the request as there is a \$55 Freon removal charge.

# **Criteria for Pickup**

Central Distribution will pick your items up and take them to salvage at no cost to you if they can complete the pickup with one man in 20 minutes and/or if there is direct access to the building egress via elevator (where items are on upper/lower floors). Central Distribution cannot move items up/down stairs.

If the above conditions cannot be achieved, departments may contact Moving Services at 643-6262 for fee based salvage pickup.