

The menu choices on this screen enable the CFL property manger to allocate and transfer computer equipment to requesting schools.

The reporting agency logs onto the GSAXcess® web site. Select Menu and under the CFL Functions Menu, *choose* "View/Allocate Request Items".

#### CFL View/Allocate Requested Items Screen

Clicking the View/Allocate Request link takes you to the CFL View/Allocate Requested Items screen.

| GSA | GSAXcess® Practice            |                 |  |                   |                 |                |                    |
|-----|-------------------------------|-----------------|--|-------------------|-----------------|----------------|--------------------|
|     | User Guides                   | FAQ             | Program Links                                    |                   | Contact Links   | G              | SAXcess® HelpDesk  |
|     | Agency Asset Management Syste | m (AAMS)        | • Energy Asset Disposal System (EADS)            | •                 | Report Property | Want List      | Direct Select      |
|     |                               |                 |  | Basic             | Search Options  | Advanced Searc | ch Menu Home Logou |
|     |                               |                 | CFL View/Allocate Request                        | ed Items          |                 |                |                    |
|     |                               |                 | Activity Address Code : 473082                   | Submit            |                 |                | Back He            |
|     |                               |                 |  |                   |                 |                | Page : 1           |
|     |                               |                 | No More Request Records A                        | vailable          |                 |                |                    |
|     | Transfer Control Number       |                 | School Name                                      |                   | School Location | Request Dat    | e Line<br>Items    |
|     | <u>907000219</u>              | THE SCHOOL OF F | PROPERTY KNOWLEDGE                               |                   | VA              | 04/05/2007     | 3                  |
|     | <u>907000221</u>              | THE SCHOOL OF F | PROPERTY KNOWLEDGE                               |                   | VA              | 04/05/2007     | 2                  |
|     | <u>907000193</u>              | TEST SCHOOL     |  |                   | VA              | 04/03/2007     | 3                  |
|     |                               |                 |  |                   |                 |                |                    |
|     |                               | [FAS Ho         | me] [GSAXcess® Browser Troubleshooting Guide] [G | ISA Home] [Suppor | ted Browsers]   |                |                    |

**CFL View/Allocate Requested Items** screen which displays the Transfer Control Number(s), requesting School(s) Name, School Location, and Request Date that are associated with your Activity Address Code (AAC).

# DATA CATEGORIES

Activity Address Code - The Activity Address Code of the Agency that reported the CFL property.

Transfer Control Number - Nine-Digit Transfer Control Number (TCN) system-assigned to the requested items during checkout of requested items.

School Location - The state where the school is located.

Request Date - The date the school submitted selected property.

Line Items - Shows the number of line items (Item Control Numbers) checked out under the particular Transfer Control Number.

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|     | User Guides<br>• Agency Asset Management Syste | FAQ<br>m (AAMS) • Ener | Program Links<br>gy Asset Disposal System (EADS)                 | Contact Links • Report Property Basic Search Options | GSAXce<br>• Want List • Dire<br>• Advanced Search M | ss® HelpDesk<br>ct Select<br>enu Home L | ogout |
|     |  | A                      | CFL View/Allocate Requested Ite<br>ctivity Address Code : 473082 | ms<br>Ibmit  |   | Back                                    | Help  |
|     |  |                        | No More Request Records Availa                                   | ble  |   | Page : 1                                |       |
|     | Transfer Control Number                        |                        | School Name  | School Location                                      | Request Date  | Line<br>Items                           |       |
|     | 907000219                                      | THE SCHOOL OF PROPER   | TY KNOWLEDGE   | VA   | 04/05/2007  | 3                                       |       |
|     | <u>907000221</u>                               | THE SCHOOL OF PROPER   | TY KNOWLEDGE   | VA   | 04/05/2007  | 2                                       |       |
|     | <u>907000193</u>                               | TEST SCHOOL            |  | VA   | 04/03/2007  | 3                                       |       |
|     |  | [FAS Home] [GSAX       | Covernment Guide (GSA Hon  | ie] [Supported Browsers]                             |   |   |       |

#### How to Allocate

You allocate a request by clicking on the hypertext Transfer Control Number (TCN) or on the hypertext School Name. When you click on the TCN the system displays the **Multiple Line CFL Allocation** screen. In the example provided, the first TCN (90-7-0002-19) was selected..

|            | GSAXcess® Prac              | tice                        |                                 |                                |                       |                                |                   |                                       | -                    |                    |                      |
|------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|-----------------------|--------------------------------|-------------------|---------------------------------------|----------------------|--------------------|----------------------|
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|            | User Guides                 | FAQ                         | Prog                            | gram Links                     |                       |                                | Cont              | act Links                             |                      | GSAXcess           | ® HelpDesk           |
|            | Agency Asset Managem        | ent system (AAWS)           | Energy Asset Disposal Sys       | stem (EADS)                    |                       | • Re<br>Basic Se               | arch Ontio        | ny                                    |                      | dvanced Search Men | Home Logou           |
|            |                             |                             | CFL Multipl<br>Transfer Control | le Line Allo<br>Number : 9     | cation<br>0-7-0002-   | -19                            |                   |                                       |                      |                    | 9                    |
| cho        | ol/Education Nonprofit N    | lame : THE SCHOOL OF PROPER | RTY KNOWLEDGE                   |                                |                       |                                |                   |                                       |                      |                    |                      |
| RD         | . 04/12/2007 Requested      | Date . 04/05/2007           | Main Me                         | enu Alloca                     | te                    |                                |                   |                                       |                      | Save               | Back Help<br>Page: 1 |
|            |                             |                             | No more Reque                   | est records av                 | ailable               |                                |                   |                                       |                      |                    | _                    |
| SI.<br>No. | Item Control Number         | Item Name                   |                                 | Total<br>Requested<br>Quantity | Available<br>Quantity | Total<br>Allocated<br>Quantity | Allocated<br>Date | Transfer<br>or<br>Transferred<br>Date | Allocate<br>Quantity | Error/Message      |                      |
| 1          | 473082-7094-1234            | COMPUTER CPU DELL LA        | λTI                             | 40                             | 25                    |                                |                   |                                       | 15                   | Competing Requests |                      |
| 2          | 473082-7095-4321            | COMPUTER CPU APPLE I        | ASER                            | 25                             | 25                    |                                |                   |                                       | 25                   |                    |                      |
| 3          | 473082-7095-5583            | COMPUTER PRINTERS L         | ASER C                          | 36                             | 35                    |                                |                   |                                       | 35                   | Competing Requests |                      |
|            |                             |                             | Main Me                         | Alloca                         | ta                    |                                |                   |                                       |                      | ٨                  |                      |
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|            |                             |                             |                                 |                                |                       |                                |                   |                                       |                      |                    |                      |

Note the "CFL Multiple Line Allocation" at the top of the screen. In the CFL Module this means that one organization has applied for several items.

The selected TCN is shown at the top of the screen while the school that requested the item is shown on the left side. The "Error/Message" field on the rightmost column aids the allocating official to know at a glance whether there are competing requests for the ICN listed on the leftmost side. If there are no competing requests for the item, you may then allocate it to the requesting school by clicking the "Allocate" button. If there are competing requests, as in the example, click on the hypertext ICN to view the CFL Competing Requestsfor an Item screen.

If there are competing requests, the allocating property manager will have to choose which organization is most qualified to receive the property.

On the <u>CFL Requester Information – Allocation/Confirmation</u> page you can view the organization's responses to the questions the CFL module provides to help you make your decision when there are competing requests. These questions are based on the organization's need, such as number of students per computer, number of students eligible for government lunches, etc.

Click on the ICN to find out who is requesting the equipment (see next page).

| GSAXcess®                           | Practice<br>Administration |                            |                     | ×               |              |                       |                     | -     |
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| User Guides                         | FAQ                        | Progr                      | ram Links           | C               | ontact Links | (                     | GSAXcess® HelpDesk  |       |
| <ul> <li>Agency Asset Ma</li> </ul> | nagement System (AAMS)     | Energy Asset Disposal Syst | tem (EADS)          | Report Pro      | operty       | Want List             | Direct Select       |       |
|                                     |                            |                            | _                   | Basic Search Op | otions       | Advanced Sear         | ch Menu Home Lo     | ogout |
|                                     |                            | CFL View Competin          | ig Requests For An  | ltem            |              |                       |                     |       |
|                                     |                            |                            |                     |                 |              | Item Details          | Back Help           |       |
|                                     | Ite                        | m Control Number: 473082-7 | 7094-1234 Availab   | le Quantity: 2  | ī            |                       |                     |       |
|                                     |                            |                            |                     | ····,           | -            |                       | Denne 4             |       |
|                                     |                            |                            |                     |                 |              |                       | Page: 1             |       |
|                                     |                            | No More Reques             | st Records Availabl | e               |              |                       |                     |       |
| Transfer Contro<br>Number           | ol Schoo                   | ol Name                    | School Location     | Status          | Status Date  | Requested<br>Quantity | Multiple<br>Request |       |
| 907000219                           | THE SCHOOL OF PROPERTY KNO | WLEDGE                     | VA                  | Requested       | 04/05/2007   | 15                    | Yes                 |       |
| 907000221                           | THE SCHOOL OF PROPERTY KNO | WLEDGE                     | VA                  | Requested       | 04/05/2007   | 25                    | Yes                 |       |
|                                     |                            |                            |                     |                 |              |                       |                     |       |
|                                     |                            |                            |                     |                 |              |                       |                     |       |

**Competing Requests:** This shows that for <u>Item Control Number: 473082-7094-1234</u> there is an available quantity of 25 and a requests from two organizations for a total quantity of 40.

The above shows that both schools shown on the **CFL View/Allocate Requested Items** are interested in the same item. You may get a print out of this screen to guide you to make the allocation decisions. Click on the back button to go back to the **Multiple Line CFL Allocation** screen to allocate to the calling TCN (90700219) and/or click back again from the **Multiple Line CFL Allocation** to be taken to the **CFL View/Allocate Requested Items** to click and allocate to the competing TCN (90700221).

To view the **Property Data Sheet** for the item, click on the "Item Details button".

| GSA GSAXcess® F   | Practice<br>dministration  |  |  | + L                  |                                |                   |        |
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| User Guides   |  | AQ                                     | Program Links                            | Contact Links        |                                | GSAXcess® HelpDes | k      |
| Agency Asset Man  | agement System (AAMS)  | <ul> <li>Energy Asse</li> </ul>        | et Disposal System (EADS)                | Report Property      | Want List                      | Direct Select     |        |
|   |  | c                                      | FL Property Item Data Sheet              | Basic Search Options | Advanced Se                    | earch Menu Home   | Logout |
| Item Control Number:<br>Item Name:<br>Screening Ends:   | 47308270941234<br>COMPUTER CPU DELL LAT<br>April 12, 2007  | ITUD PENTIMU                           |  |                      |                                | Dion              | 1015   |
| FSC/National Stock Number:<br>Quantity Available:<br>Orig Unit Acq Cost:<br>Condition:<br>Demilitarization: | 7021<br>25 EACH<br>8 1450.00<br>Usable<br>No   | Quantity Requested:<br>Total Acq Cost: | 40<br>\$ 36250.00                        |                      |                                |                   |        |
| Hardware Type:<br>Equipment Type:<br>Make:<br>Model:<br>Processor :   | CPU<br>WINDOWS<br>DELL<br>LATITUDE<br>PENTIMU IV   |  |  | Click here to        | view the original picture imag | e                 |        |
| Hard Disk Status:   | Removed  |  |  | Dicture              |                                | hla               |        |
| Agency Bureau:<br>Reporting Agency:<br>POC:<br>POC Phone:<br>POC Fax:<br>POC Email:<br>Property Location:   | Federal Supply Service, All O<br>GSA, FAS, FBPR<br>DENISE HICKS<br>703-605-2877 Ext:<br>703-605-2873 Fast:<br>703-605-9833<br>denise.hicks@gsa.gov<br>GSA, FAS, FBPR | ther                                   |  | FICULE               | NUL AVAIIA                     |                   |        |
|   | 2200 CRYSTAL DRIVE<br>ARLINGTON , VA-22202   |  |  |                      |                                |                   |        |
| Property Custodian:<br>Custodian Phone:<br>Custodian Fax:<br>Custodian Email:                               | DENISE HICKS<br>703-605-2877 Ext:<br>703-605-9833<br>denise.hicks@gsa.gov  |  |  |                      |                                |                   |        |
| Item Description<br>COMPUTER CPU DELL LATIT   | UDE PENTIMU IV   | [FAS Home] [GSAXcess® B                | rowser Troubleshooting Guide] [GSA Home] | [Supported Browsers] |                                |                   |        |
|   |  |  | (TO)                                     |                      |                                |                   |        |

# CFL Property Data Sheet

Click on the "back" button to be taken back to the **Multiple Line CFL Allocation.** When you are ready to allocate, click on the **allocate** button on the screen.

| GSA        | GSAXcess® Pract               | tice                               |                                       |                                 |                         |                                | -                 |                                       |                      |                  |            |        |
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|            | 0.5. General Services Adminis | suauon                             | <b>D</b> ata and an                   | 1.1-1-1                         | _                       |                                |                   |                                       | 1                    |                  |            | P. 4   |
|            | Agency Asset Manageme         | ent System (AAMS)                  | Energy Asset Disposal System          | LINKS<br>(EADS)                 |                         | Rep                            | ort Prope         | act Links                             | • \                  | Want List • Dir  | ect Select |        |
|            |                               | · · ·                              |                                       |                                 |                         | Basic Sea                      | rch Optio         | ns                                    |                      | dvanced Search   | Menu Home  | Logout |
|            |                               |                                    | CFL Multiple L<br>Transfer Control Nu | ine Allocat<br>mber : 90-7      | tion<br>7-0002-1        | 19                             |                   |                                       |                      |                  |            |        |
| Scho       | ool/Education Nonprofit Na    | ame : <u>THE SCHOOL OF PROPERT</u> | Y KNOWLEDGE                           |                                 |                         |                                |                   |                                       |                      |                  |            |        |
| CRD        | ): 04/12/2007 Requested       | Date : 04/05/2007                  |                                       |                                 |                         |                                |                   |                                       |                      | S                | ave Back I | Help   |
|            |                               |                                    | Main Menu                             | Allocate                        |                         |                                |                   |                                       |                      |                  | Pag        | je: 1  |
|            |                               |                                    | No more Request r                     | ecords avail                    | able                    |                                |                   |                                       |                      |                  |            |        |
| SI.<br>No. | Item Control Number           | Item Name                          | F                                     | Total<br>Avequested<br>Quantity | vailable A<br>uantity ( | Total<br>Allocated<br>Quantity | Allocated<br>Date | Transfer<br>or<br>Transferred<br>Date | Allocate<br>Quantity | Error/Message    |            |        |
| 1          | 473082-7094-1234              | COMPUTER CPU DELL LATI             |                                       | 40                              | 25                      |                                |                   |                                       | 10                   | Competing Reques | ts         |        |
| 2          | <u>473082-7095-4321</u>       | COMPUTER CPU APPLE LAS             | SER                                   | 25                              | 25                      |                                |                   |                                       | 25                   |                  |            |        |
| 3          | <u>473082-7095-5583</u>       | COMPUTER PRINTERS LAS              | ER C                                  | 36                              | 35                      |                                |                   |                                       | 15                   | Competing Reques | ts         |        |
|            |                               |                                    | Main Menu                             | Allocate                        |                         |                                |                   |                                       |                      |                  |            |        |
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The decision is made to allocate all three ICN's. Since the two with competing interests request more items than are available, we will change the amount of allocation on each ICN.

Select "Allocate" - This does not complete the transaction.

Upon allocation, the system generates a transfer order for the computer equipment and e-mails it to the requesting school or educational nonprofit organization for signature.

The school or educational nonprofit organization signs the transfer order and faxes it to the reporting agency or scans it and returns it by e-mail.

Dear School/Educational Nonprofit: Congratulations! As part of the Computers for Learning, your school/educational nonprofit has been chosen to receive the excess Federal computer equipment(s):

You must respond to this offer on or before 04/12/2007 by signing and returning the attached transfer form by fax or email. If you do not respond by this date, the equipment may be offered to another school/nonprofit. Also, you must pick up the equipment within the time specified by the property manager or the title reverts to the donating agency.

Attached the Property Transfer Order generated by Computers for Learning:

| GSA        | GSAXcess® Pra<br>U.S. General Services Admi<br>User Guides<br>• Agency Asset Manager | Ctice<br>inistration<br>ment System (AAMS) • Ene | Program Links<br>rgy Asset Disposal System (EADS<br>CFL Multiple Line Allocatio<br>Transfer Control Number | )<br>n/Confirm<br>: 90-7-000 <sup>7</sup> | • R<br>Basic S<br>ation<br>1-93  | Cor<br>eport Prop<br>earch Opti | ntact Links<br>eerty<br>ions | • V<br>• A                            | Vant List<br>dvanced | GSAXcess® i<br>• Direct Sel<br>Search Menu | leipDesk<br>set<br>Home Logout |
|------------|--|--|--|---|--|---------------------------------|------------------------------|---------------------------------------|----------------------|--|--------------------------------|
| Scho       | ool/Educational Nonprot  | fit Name : TEST SCHOOL                           |  |   |  |                                 |                              |                                       |                      |  |                                |
| CRD        | : Multiple Requested [   | Date : 04/03/2007                                |  |   |  |                                 |                              |                                       |                      | Save                                       | Back Help                      |
|            |  |  | Main Menu Allocate C   | onfirmatio                                | on in the second se |                                 |                              |                                       |                      |  | Page: 1                        |
|            |  |  | Use 'Confirmation' to confirm  | your Allocati                             | on   |                                 |                              |                                       |                      |  |                                |
|            |  | OR Cha   | nge Allocate Quantity and use 'Al  | locate to upo                             | late Quanti  | ty                              |                              |                                       |                      |  |                                |
| SI.<br>No. | Item Control Number  | Item Name  | CFL<br>Release<br>Date   | Total<br>Requested<br>Quantity            | Available<br>Quantity  | Total<br>Allocated<br>Quantity  | Allocated<br>Date            | Transfer<br>or<br>Transferred<br>Date | Allocate<br>Quantity | Error/Message                              |                                |
| 1          | 473082-7073-0001   | COMPUTER LAPTOP DELL L                           | 04/12/200  | 7 100                                     | 100  | 100                             | 04/11/2007                   |                                       | 100                  | Allocated                                  |                                |
| 2          | 473082-7085-N006   | COMPUTER DESKTOP APPLE                           | 03/21/200  | 7 3                                       | 3  | 3                               | 04/11/2007                   |                                       | 2                    | Allocated                                  |                                |
| 3          | 473082-7085-N011   | COMPUTER DESKTOP APPLE                           | 03/14/200  | 75  | 5  | 5                               | 04/11/2007                   |                                       | 5                    | Allocated                                  |                                |
|            |  |  | Main Menu Allocate C   | onfirmatio                                | n  |                                 |                              |                                       |                      |  |                                |
|            |  | [FAS Home] [GSA)                                 | Ccess® Browser Troubleshooling Guid  | e] [GSA Homs<br>/<br>/ Kay                | e] [Supporte   | d Browsers                      | ]                            |                                       |                      |  |                                |

This example shows that all three ICN's have been allocated. Though the items have been allocated, you must still "Confirm" the allocation or if you want to change the quantity you must select allocate again to update the quantity.

To confirm the allocation and create a transfer, click on the Confirmation button. You will receive a system message stating, "TCN: 907000193 -- Allocation Confirmation Successful." A blank **Requester Information – Allocation/Confirmation** screen will appear. If you wish to allocate another TCN, you will input it on this screen and click the "**Submit**" button. If you click the "**Back**" button, you will be taken back to the **CFL View/Allocate Requested Items** where you will make more allocation decisions on the remaining TCNs. When you confirm the allocation the system sends an electronic Transfer Form (**SF-122**) to the requesting school. After the approving official of the school signs and sends back the SF-122 to you, you will then complete the transfer using the **Transfer** module (discussed later). You may defer confirming your allocation; in that case you will use the **Confirm Allocations** module (discussed later) confirm it to initiate sending the transfer form, or you may use the Change **Allocation/Transfer module** (discussed later) to cancel the allocation.

| GSAXcess® Practice   |   |                      |                     |                 |
|--|---|----------------------|---------------------|-----------------|
| U.S. General Services Administration                         |   | TK NO                |                     |                 |
| User Guides FAQ  | Program Links   | Contact Link         | s GSA               | (cess® HelpDesk |
| Agency Asset Management System (AAMS)                        | <ul> <li>Energy Asset Disposal System (EADS)</li> </ul> | Report Property      | • Want List • D     | irect Select    |
|  |   | Basic Search Options | Advanced Search     | Menu Home Logo  |
|  | CFL Requester Information - Allocation/Co               | onfirmation          |                     |                 |
|  | Main Menu Allacata Submitt                              |                      |                     | Back Help       |
|  | Click 'Mocate' to Continue                              |                      |                     |                 |
| Fields marked with an asterisk * are required.               |   |                      |                     |                 |
|  | Transfer Control Number:* 90 - 7 -                      | 0002 - 19            |                     |                 |
|  |   |                      |                     |                 |
| Screener Information   |   |                      |                     |                 |
| School/Education Nonprofit Name                              |   | KNOWLEDGE            | NCES or 501C Number | 12-3456789      |
| First Name   | DENISE Middle Initial: A                                |                      | Last Name           | HICKS           |
| Phone Number   | 703-605-2877 Extension:                                 |                      | Title               | Supervisor      |
| Email Address:   | DENISE.HICKS@GSA.GOV                                    |                      |                     |                 |
| Approval Official Information                                |   |                      |                     |                 |
| First Name   | MONICA Middle Initial:                                  |                      | Last Name:          | UGBAJA          |
| Fax Number   | 703-605-9888 Room Number:                               |                      | Title               | Supervisor      |
| Email Address:   | COMPUTERS.LEARNING@GSA                                  | A.GOV                |                     |                 |
| Allocation Information                                       |   |                      |                     |                 |
| Ratio of Computers to Students?                              | 100 Computers for 1 Student(s)                          |                      |                     |                 |
| Is this school received CFL equipment in the last 12 months? | No  |                      |                     |                 |
| Empowerment Zone/Enterprise Community?                       | No  |                      |                     |                 |
| Number of students registered for lunch assistance?          | 75  |                      |                     |                 |
| Shipping Information   |   |                      |                     |                 |
| School/Education Nonprofit Name                              | THE SCHOOL OF PROPERTY K                                | KNOWLEDGE            |                     |                 |
|  | 2200 CRYSTAL DRIVE                                      |                      |                     |                 |
| Ship to Address  | ARLINGTON VA 92929 2909                                 |                      |                     |                 |
|  | County : FAIRFAX  |                      |                     |                 |
|  | Main Menu Allocate Submit                               |                      |                     |                 |

# Allocation the Property

To "**Allocate**" by clicking on the School Name, the system displays the "CFL Requestor Information – Allocation/Confirmation" screen which allows you to allocate and confirm the property. The screen displays all the pertinent Screen, Approval, Allocation, and Shipping information.

| GSA<br>U.S. General S | ss® <i>Practice</i><br>Services Administratio | n                |                                  |                               | *                       | 3             |           |                 |           |
|-----------------------|---|------------------|----------------------------------|-------------------------------|-------------------------|---------------|-----------|-----------------|-----------|
| User Guid             | es  | FAQ              | Progr                            | am Links                      |                         | Contact Links |           | GSAXcess® HelpD | lesk      |
| Agency A              | Asset Management Syst                         | tem (AAMS)       | Energy Asset Disposal Syst       | tem (EADS)                    | Report                  | Property      | Want List | Direct Select   | no Logout |
|                       |   |                  | CFL Confi<br>Activity Address Co | irm Allocation<br>de : 473082 | Submit                  | options       | Auvanceu  | Ba              | ick Help  |
|                       |   | Con              | firm Allocation                  |                               |                         |               | Page: 1   |                 |           |
|                       |   |                  | No More Reques                   | t Records Av                  | ailable                 |               |           |                 |           |
| Confirmation          | Transfer Control<br>Number                    | Sch              | nool Name                        | School<br>Location            | Alloc/Denied<br>Date    | Line Items    |           | Message         |           |
|                       | 907000189                                     | THE SCHOOL OF PR | ROPERTY KNOWLEDGE                | VA                            | 04/05/2007              | 1             |           |                 |           |
|                       | 907000219                                     | THE SCHOOL OF PR | ROPERTY KNOWLEDGE                | VA                            | 04/05/2007              | 3             |           |                 |           |
|                       |   | Con<br>[FAS Ho   | nfirm Allocation                 |                               | A Home] [Supported Brov | vsers]        |           |                 |           |

# **Confirm Allocations Module**

If you did not confirm your allocation on the **CFL Multiple Allocation/Confirmation** screen, you can use this option to confirm the allocation at a later date. Clicking the Confirm Allocation option from the Main Menu displays the CFL Confirm Allocations screen which displays the TCN's that you allocated but did not confirm for transfer.

The screen displays the Transfer Control Numbers, Schools, School Locations, and Allocation or Denial Dates, and any System Messages that are associated with your Activity Address Code (AAC). If there are no pending allocations, the system will display a message stating so. If there are pending allocations, as in the example above, click on the check box next to the TCN you wish to confirm and click on the "Confirm Allocation" button. A system message will appear in the Message column that states, "Allocation **Confirmation Successful".** 

| User Guides                | FAQ                       | Program Links                        |                   | Contact Links        | GSAXcess® HelpDesk            | ¥      |
|----------------------------|---------------------------|--------------------------------------|-------------------|----------------------|-------------------------------|--------|
| Agency Asset Manageme      | ent System (AAMS) • En    | ergy Asset Disposal System (EADS)    |                   | Report Property      | Want List     • Direct Select |        |
|                            |                           |                                      | Bas               | sic Search Options 💽 | Advanced Search Menu Home     | Logout |
|                            |                           | CFL Transfer                         | 5                 |                      |                               |        |
|                            |                           |                                      |                   |                      | Back                          | Help   |
|                            | 1                         | Activity Address Code :  4/308       | 2 Submit          |                      |                               |        |
|                            |                           |                                      |                   |                      | Page: 1                       |        |
|                            |                           | No More Request Record               | s Available       |                      |                               |        |
| Transfer Control<br>Number | School Nat                | me                                   | School Locatio    | on Alloc/Denied Date | Line Items                    |        |
| 907000221                  | THE SCHOOL OF PROPERTY KN | OWLEDGE                              | VA                | 04/05/2007           | 2                             |        |
| <u>907000156</u>           | COMPUTERS FOR LEARNING    |                                      | VA                | 03/14/2007           | 1                             |        |
| <u>907000120</u>           | TEST SCHOOL               |                                      | VA                | 03/14/2007           | 2                             |        |
| <u>907000123</u>           | TEST SCHOOL               |                                      | VA                | 03/14/2007           | 1                             |        |
| <u>907000183</u>           | TEST SCHOOL               |                                      | VA                | 04/03/2007           | 2                             |        |
| <u>907000139</u>           | NANCY'S OTHER TEST SCHOOL |                                      | MD                | 03/14/2007           | 2                             |        |
| <u>907000138</u>           | NANCY'S TEST SCHOOL       |                                      | VA                | 03/14/2007           | 3                             |        |
| <u>907000151</u>           | NANCY'S TEST SCHOOL       |                                      | VA                | 03/14/2007           | 2                             |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            | [FAS Home] [GSA           | Xcess® Browser Troubleshooting Guide | ) [GSA Home] [Sup | ported Browsers]     |                               |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            |                           |                                      |                   |                      |                               |        |
|                            |                           |                                      |                   |                      |                               |        |

#### **Transfer Module**

All TCNs of your confirmed allocations will show on the **Transfer** module awaiting completion of transfer. After you receive a signed transfer form, click on the **Transfer** option from the **Main Menu** screen. The system will display the CFL Transfer screen and show all your confirmed allocations that have not been transferred.

To complete the transfer of a particular TCN, e.g., 907000221, click on the TCN. The system displays the **Multiple Line CFL Transfer** screen. You can also click on the hypertext school name to display the **Requester Information – Transfer** screen. You can complete the transfer from either screen by clicking in "Transfer" button.

| Basic Search Options       Advanced Search       Menu       Home         CFL Multiple Line Transfer<br>Transfer Control Number : 90-7-0002-21         Nomor/Educational Nonprofit Name : THE SCHOOL OF PROPERTY KNOWLEDGE         D : 04/12/2007 Requested Date : 04/05/2007         Save Back         Main Menu       Transfer       Provide Control Number       Provide Control Number         No more Request records available         Transfer       Provide Control Number       Transfer or Transfer       Transfer or Transfer       Transfer or Transfer       Provide Control Number       Total Requested Quantity       Allocated Quantity       Total Date       Allocated Date       Transfer Quantity       Front/Message         473082-7094-1234       COMPUTER CPU DELLIATI       31       25       25       04/11/2007       Total  |                     |                                 |                                | S) •                         | Report Propert                          | ý • V                                    | /ant List            | Direct Select  |
|---|---------------------|---------------------------------|--------------------------------|------------------------------|---|--|----------------------|----------------|
| CFL Multiple Line Transfer<br>Transfer Control Number : 90-7-0002-21         Interster Control Number : 1HE SCH00L OF PROPERTY KN0WLEDGE         Interster Control Number : 04/05/2007         Interster Con  |                     |                                 | Basic Se                       | arch Options                 |   | Advanced                                 | Search I             | Menu Home Logo |
| Transfer Control Number 1:00/ 4002-21         col/Educational Nonprofit Name : THE SCHOOL OF PROPERTY KNOWLEDGE         D: 04/12/2007 Requested Date : 04/05/2007         Main Menu       Transfer       Provide Control Number         Main Menu       Transfer       Provide Control Number         Item Name       Total Requested Available       Total Allocated Date       Transfer or Transfer       Transfer or Transfer or Transfer or Transfer or Transfer Output       Transfer Transfer Output       Total Allocated Quantity       Allocated Date       Transfer Transfer Output       Total Allocated Quantity       Allocated Date       Transfer  |                     | C                               | FL Multiple Line Tr            | ansfer                       | 21                                      |  |                      |                |
| Save Back         D: 04/12/2007 Requested Date : 04/05/2007         Save Back         Main Meru       Transfer       Pathol         No more Requested colspan="5">Save Back         No more Request records available         Item Name       Total Requested Quantity       Available Allocated Quantity       Transfer or Date       Transfer or Quantity       Transfer or Quantity       Transfer or Quantity       Transfer or Date       Transfer or Quantity   | ol/Educational Nonp | rofit Name : THE SCHOOL OF PROF | PERTY KNOWLEDGE                | 50-1-0002-                   | 21                                      |  |                      |                |
| Main Meru       Transfer       Provide Street Stre | :04/12/2007 Reques  | sted Date : 04/05/2007          |                                |                              |   |  | 5                    | ave Back Help  |
| No more Request records available         Item Control Number       Item Name       Total Requested Quantity       Available Allocated Quantity       Item Control Number       Item Name       Total Requested Quantity       Available Allocated Quantity       Item Solution       Transferred Quantity       Item Solution       Item Solution <td></td> <td></td> <td>Main Menu Trans</td> <td>fer</td> <td></td> <td></td> <td>AND.</td> <td>Page: 1</td>   |                     |                                 | Main Menu Trans                | fer                          |   |  | AND.                 | Page: 1        |
| Item Control Number     Item Name     Total<br>Requested<br>Quantity     Available<br>Quantity     Total<br>Allocated<br>Quantity     Allocated<br>Date     Transfer<br>or<br>Date     Transfer<br>Quantity     Transfer<br>Quantity       473082-7094-1234     CDMPUTER CPU DELLIATI     31     25     25     04/11/2007     15  |                     | No                              | more Request records a         | available                    |   |  |                      |                |
| 473082-7094-1234 COMPUTER CPU DELL LATI 31 25 25 04/11/2007   | Item Control Number | Item Name                       | Total<br>Requested<br>Quantity | Available All<br>Quantity Qu | Fotal<br>ocated Allocal<br>Jantity Date | Transfer<br>ed or<br>Transferred<br>Date | Transfer<br>Quantity | Error/Message  |
|   | 473082-7094-1234    | COMPUTER CPU DELL LATI          | 31                             | 25                           | <b>25</b> 04/11/2                       | 007                                      | 15                   |                |
| 2 473082-7095-5583 COMPUTER PRINTERS LASER C 18 19 04/05/2007 04/11/2007 1 Transferred  | 473082-7095-5583    | COMPUTER PRINTERS LASER C       | 18                             | 19                           | 04/05/2                                 | 007 04/11/2007                           | 1                    | Transferred    |
| Main Menu Transfer  |                     |                                 | Main Menu Trans                | sfer                         |   |  |                      |                |

# Transfer Module (continued)

Click on the Transfer button to complete the Transferring process.

| S. General Services Administration     User Guides     Agency Asset Management System (AAMS)     Agency Asset |     | GSAXcess® Practic                | e                        |  |                       |            |                       |            |             |          |                   |              |
|---|-----|----------------------------------|--------------------------|--|-----------------------|------------|-----------------------|------------|-------------|----------|-------------------|--------------|
| User Guides       FAQ       Program Links       Context Links       GEAKcess® BeipDesk         • Agency Asset Management System (AAMS)       • Energy Asset Disposal System (EADS)       • Report       • Report <t< th=""><th>S۸</th><th>U.S. General Services Administra</th><th>tion</th><th></th><th></th><th></th><th></th><th>~~</th><th>6</th><th></th><th></th><th>-</th></t<>   | S۸  | U.S. General Services Administra | tion                     |  |                       |            |                       | ~~         | 6           |          |                   | -            |
|   |     | User Guides                      | FAQ                      | Program Lir                              | iks                   |            |                       | Contact    | Links       |          | GSAXcess          | ® HelpDesk   |
| Image: Search Uptons       Image: Search Uptons <th< td=""><th></th><td>Agency Asset Management S</td><td>System (AAMS)</td><td>Energy Asset Disposal System (E/</td><th>ADS)</th><th></th><th>Report</th><td>t Property</td><td></td><th>• Want</th><th>List • Direct §</th><th>Select</th></th<>  |     | Agency Asset Management S        | System (AAMS)            | Energy Asset Disposal System (E/         | ADS)                  |            | Report                | t Property |             | • Want   | List • Direct §   | Select       |
| School/Education Nonprofit Name: THE SCHOOL OF PROPERTY KNOWLEDGE.       Save: 190-7000-213         School/Education Nonprofit Name: THE SCHOOL OF PROPERTY KNOWLEDGE.       Save: 190-7000-213         School/Education Nonprofit Name: THE SCHOOL OF PROPERTY KNOWLEDGE.       Save: 190-7000-213         State: 1000-1112       Save: 190-7000-213         Save: 1000-1112         Colspan=1000-2100   |     |                                  |                          | CEL Multiple Line Allege                 | 41 m / C m            | B          | asic Searcl           | h Uptions  |             | Advar    | nced Search Men   | u Home Logou |
| Schwarter Freiher Schwarter Schwart                           |     |                                  |                          | Transfer Control Numb                    | er: 90-7              | -0002-21   | n                     |            |             |          |                   |              |
| Back Hole         W112/2007 Requested Date: 0/0/5/2007         Main Menu Malocate Confirmation: o Confirmation: to Confirmatio: to Confirmation: to Confirmatio: to Confirmatio: t   | cho | ol/Education Nonprofit Nam       | e : THE SCHOOL OF PROPER |  |                       |            |                       |            |             |          |                   |              |
| Image: State in the proposition of provide of                            | BD  | - 04/12/2007 Bequested Da        | te · 04/05/2007          |  |                       |            |                       |            |             |          | Sava              | Rook Holp    |
| International operational operation                                       |     |                                  |                          | Main Menu Allocate                       | Confirm               | nation     |                       |            |             |          | Save              | Page: 1      |
| Description to confirme your Allocate outputs         Sile       Item Name       Requestion to CPUI particulation to CPUI particulati particulati particulati particulation to CPUI particulation to CP   |     |                                  |                          | 2 Items Alloc                            | ated                  | lation     |                       |            |             |          |                   | i ago: i     |
| International Control Number       Control Number       International Control Number       Internationa Control Number       In   |     |                                  |                          | Use 'Confirmation' to confi              | rm your Al            | location   |                       |            |             |          |                   |              |
| Sin       Incomposition       Internation       Internaternation       Internation  |     |                                  |                          | OR Change Allocate Quantity and use      | Allocate              | to update  | Quantity              |            |             |          |                   |              |
| No.     Item Control Number     Item Name     Requested Number     Allocate Number     Number Number Number     Number Num Number Number Number Number Num Number  | C1  |                                  |                          |  | Total                 | Ausilable  | Total                 | Allogated  | Transfer    | Allegato |                   |              |
| 1       472082-7094-1224       COMPUTER CPU DELL LATI       10       25       10       04/05/2007       Allocation Denied         2       472082-7095-5583       COMPUTER PRINTERS LASER C       16       35       16       04/05/2007       1       Allocation Denied  | No. | Item Control Number              | Item Name                |  | Requested<br>Quantity | Quantity   | Allocated<br>Quantity | Date       | Transferred | Quantity | Error/Message     |              |
| 2     173082-7095-5593     COMPUTER PRINTERS LASER C     16     35     16     04/05/2007     1     Allocated  | 1   | 473082-7094-1234                 |                          | ۵TI                                      | 10                    | 25         | 10                    | 04/05/2007 | Date        |          | Allocation Denied |              |
| Image: Control of the state     Image: Control of th  |     |                                  |                          |  | 10                    | 25         |                       | 04/00/2001 |             |          | Anocation Denied  |              |
| Main Menu     Allocate     Confirmation       [FAS Home]     [GSAXcess@ Browser Troubleshooting Guide]     [GSA Home]     [Supported Browsers]  | 2   | 473082-7095-5583                 | COMPUTER PRINTERS I      | LASER C                                  | 16                    | 35         | 16                    | 04/05/2007 |             | μ        | Allocated         |              |
| [FAS Home] [QSAXcess® Browser Troubleshooting Guide] [QSA Home] [Supported Browsers]  |     |                                  |                          | Main Menu Allocate                       | Confirm               | nation     |                       |            |             |          |                   |              |
|   |     |                                  | (FAS Ho                  | me] [GSAXcess® Browser Troubleshooting ( | Guide] [GS/           | A Home] [S | upported Bro          | wsers]     |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |
|   |     |                                  |                          |  |                       |            |                       |            |             |          |                   |              |

The above screen shot shows that the first ICN is denied while the second is allocated.

| Denial Notice   | Page: 1   |  |
|---|---|--|
| DATE: 04/05/07<br>PLEASE DISREGARD - TI<br>TO: UGBAJA,MONICA<br>THE SCHOOL OF P<br>(Fax) 703-605-9888 | EST ONLY - TEST ONLY - TEST ONLY - TEST ONLY - TEST ONLY<br>A<br>PROPERTY KNOWLEDGE |  |
| FROM: Federal Acquisi   | sition Service / FB   |  |
| Dear School/Nonprofit:  |   |  |
| The following items(s) on   | n Transfer Order 90-7-0001-89 have been denied.                                     |  |
| 1. 473082-7009-CL0  | D1  |  |
| In the event there is no re<br>the allocation, your reque   | esponse from the activity or activities receiving est will be reconsidered.         |  |

|    | User Guides                 | FAQ                                     | Program Links                       | \$                            |                       |                                | Contact           | inks                                  |                          | GSAXcess®         | HelpDesk    |
|----|-----------------------------|---|-------------------------------------|-------------------------------|-----------------------|--------------------------------|-------------------|---------------------------------------|--------------------------|-------------------|-------------|
|    | Agency Asset Manageme       | nt System (AAMS) • E                    | nergy Asset Disposal System (EAD    | S)                            |                       | Report                         | Property          |                                       | • Want                   | List • Direct Se  | elect       |
|    |                             |   |                                     |                               | B                     | asic Searcl                    | n Options         |                                       | <ul> <li>Adva</li> </ul> | nced Search Menu  | Home Logout |
|    |                             |   | CFL Multiple Line                   | Transf                        | er                    |                                |                   |                                       |                          |                   |             |
|    |                             |   | Transfer Control Number             | r : 90-7                      | -0002-21              |                                |                   |                                       |                          |                   |             |
| Sc | nool/Education Nonprofit Na | ame : <u>THE SCHOOL OF PROPERTY KNO</u> | WLEDGE                              |                               |                       |                                |                   |                                       |                          |                   |             |
| CR | D : 04/12/2007 Requested    | Date : 03/14/2007                       |                                     |                               |                       |                                |                   |                                       |                          | Save              | Back Help   |
|    |                             |   | Main Menu Tra                       | nsfer                         |                       |                                |                   |                                       |                          |                   | Page: 1     |
|    |                             |   | No more Request record              | ds availa                     | ble                   |                                |                   |                                       |                          |                   |             |
| S  | . Item Control Number       | Item Name                               | Re<br>Q                             | Total<br>equested<br>luantity | Available<br>Quantity | Total<br>Allocated<br>Quantity | Allocated<br>Date | Transfer<br>or<br>Transferred<br>Date | Transfer<br>Quantity     | Error/Message     |             |
| 1  | 473082-7094-1234            | COMPUTER CPU DELL LATI                  |                                     | 10                            | 25                    | 10                             | 04/05/2007        |                                       |                          | Allocation Denied |             |
| 2  | 473082-7095-5583            | COMPUTER PRINTERS LASER C               |                                     | 16                            | 35                    | 16                             | 04/05/2007        |                                       | 1                        |                   |             |
|    |                             |   | Main Menu Tra                       | nsfer                         |                       |                                |                   |                                       |                          |                   |             |
|    |                             |   |                                     |                               |                       |                                |                   |                                       |                          |                   |             |
|    |                             | [FAS Home] [GS                          | AXcess® Browser Troubleshooting Gui | iide] [GSA<br>₩<br>de Exsy    | <u>A Home</u> ] [Si   | upported Bro                   | <u>wsers</u> ]    |                                       |                          |                   |             |

All line items listed for this particular organization are listed here. Select "Transfer"

| User Guides                                    | FAQ                        | Program Links                                    | Contact Links                |                | GSAXcess® HelpDesk     |
|--|----------------------------|--|------------------------------|----------------|------------------------|
| Agency Asset Management                        | System (AAMS)              | Energy Asset Disposal System (EADS)              | Report Property              | Want List      | Direct Select          |
|  |                            | OFL De sus stande formation . Alle estis         | Basic Search Uptions         | Advanced S     | earch Menu Home Logout |
|  |                            | CFL Requester information - Allocatio            | on/Confirmation              |                | Deek Hele              |
|  |                            | Main Menu Submit                                 |                              |                | Dack Help              |
|  |                            | Enter Transfer Control Number and Cli            | ck 'Submit'                  |                |                        |
| Fields marked with an asterisk * are required. |                            |  |                              |                |                        |
|  | Tr                         | ansfer Control Number:* 90 - 7                   | - 0002 - 48                  |                |                        |
|  |                            |  | - 10002 - 110                |                |                        |
| Screener Information                           |                            |  |                              |                |                        |
| School/Educational Nonprofit Nam               | e                          |  |                              | NCES or 501C N | lumber                 |
| First Name                                     |                            |  | Middle Initial:              | Last Name      |                        |
| Phone Number                                   |                            |  | Extension:                   | Title          |                        |
| Email Address:                                 |                            |  | Excention                    | T KIO          |                        |
| Approval Official Information                  |                            |  |                              |                |                        |
| First Name                                     |                            |  | Middle Initial:              | Last Name:     |                        |
| E au Number                                    |                            |  | Room Number:                 | Title          |                        |
|  |                            |  |                              | THE            |                        |
| Allocation Information                         |                            |  |                              |                |                        |
| Retia of Computers to Students?                |                            |  | 0 Computers for 0 Student(s) |                |                        |
|  |                            |  | o computers for o student(s) |                |                        |
| Is this school received LFL equipm             | ent in the last 12 months? |  | NU<br>N-                     |                |                        |
| Empowerment Zone/Enterprise Con                | nmunity?                   |  | NO                           |                |                        |
| Number of students registered for l            | unch assistance?           |  | U                            |                |                        |
| Shipping Information                           |                            |  |                              |                |                        |
| School/Educational Nonprofit Nam               | e                          |  |                              |                |                        |
| Ship to Address                                |                            |  |                              |                |                        |
|  |                            |  | County :                     |                |                        |
|  |                            | Main Menu Submit                                 |                              |                |                        |
|  | FAS Hon                    | e] [GSAXcess® Browser Troubleshooting Guide] [GS | A Home] [Supported Browsers] |                |                        |
|  |                            | Government 9 Made Easy                           |                              |                |                        |
|  |                            |  |                              |                |                        |
|  |                            |  |                              |                |                        |

#### Change/Allocation/Transfer Module

This module is used to change already allocated or transferred ICNs. When you click on this option from the CFL **Main Menu** choices, the system displays **Requester Information – Transfer** screen. Enter the Transfer Control Number in the appropriate blocks and click "Submit". The Requestor Information will appear.

| Agency Asset Management System (AAMS)                        | • Energy Asset Disposal System (EADS)                       | Report Property     | •WantList •         | Direct Select    |
|--|---|---------------------|---------------------|------------------|
| ······································                       | в   | asic Search Options | Advanced Search     | Menu Home Logout |
|  | CFL Requester Information - Transfer                        |                     |                     |                  |
|  |   |                     |                     | Back Help        |
|  | Main Menu Change Transfer Submit                            |                     |                     |                  |
|  | Click 'Transfer' to Continue                                |                     |                     |                  |
| Fields marked with an asterisk = are required.               |   |                     |                     |                  |
| Tra  | ansfer Control Number:*  90 -  7 -  0002                    | - 19                |                     |                  |
| O Information  |   |                     |                     |                  |
| Screener Information   |   |                     |                     | 10.0450700       |
| School/Educational Nonprohit Name                            |   | WLEDGE              | NUES or 501C Number | 12-3456789       |
| First Name   | DENISE Middle Initial: A                                    |                     | Last Name           | HICKS            |
| Phone Number   | 703-605-2877 Extension:                                     |                     | Title               | Supervisor       |
| Email Address:   | DENISE.HICKS@GSA.GOV  |                     |                     |                  |
| Approval Official Information                                |   |                     |                     |                  |
| First Name   | MONICA Middle Initial:                                      |                     | Last Name:          | UGBAJA           |
| Fax Number   | 703-605-9888 Room Number:                                   |                     | Title               | Supervisor       |
| Email Address:   | COMPUTERS.LEARNING@GSA.GO                                   | V                   |                     |                  |
| Allocation Information                                       |   |                     |                     |                  |
| Ratio of Computers to Students?                              | 100 Computers for 1 Student(s)                              |                     |                     |                  |
| Is this school received CFL equipment in the last 12 months? | No  |                     |                     |                  |
| Empowerment Zone/Enterprise Community?                       | No  |                     |                     |                  |
| Number of students registered for lunch assistance?          | 75  |                     |                     |                  |
| Shipping Information   |   |                     |                     |                  |
| School/Educational Nonprofit Name                            | THE SCHOOL OF PROPERTY KNOW                                 | WLEDGE              |                     |                  |
|  | 2200 CRYSTAL DRIVE  |                     |                     |                  |
| Ship to Address  | ARLINGTON VA 92929 2909                                     |                     |                     |                  |
|  | County : FAIRFAX  |                     |                     |                  |
|  | Main Menu Change Transfer Submit                            |                     |                     |                  |
| [FAC Home  | a] [GSAXcess® Browser Troubleshooting Quirte] [GSA Home] [S | unported Browsers   |                     |                  |
|  |   |                     |                     |                  |
|  | Government GMade Easy                                       |                     |                     |                  |
|  |   |                     |                     |                  |

The system displays all the pertinent information about the requester. Click "Transfer" or "Change Transfer" button for allocated and transferred ICN respectively. The system displays **Multiple Line Change Transfer** screen where you can modified allocated or transferred quantity. After you have adjusted the quantity, click on the "Change Transfer" button again to effect the change.

|        | llser Guides                 | FAQ                                  | Program Links  |                       | Co                             | ntact Links       |                                       |                      | GSAXcess      | HelpDesk      |
|--------|------------------------------|--------------------------------------|--|-----------------------|--------------------------------|-------------------|---------------------------------------|----------------------|---------------|---------------|
|        | Agency Asset Managemen       | it System (AAMS) • Energy A          | Asset Disposal System (EADS)   | •                     | Report Prop                    | perty             |                                       | Want List            | Direct Se     | elect         |
|        |                              |                                      |  | Basic S               | Gearch Op                      | tions             | •                                     | Advanced             | Search Menu   | I Home Logout |
|        |                              | C                                    | CFL Multiple Line Change Transfer  | er<br>2_19            |                                |                   |                                       |                      |               |               |
| Sc     | hool/Educational Nonprofit N | Name - THE SCHOOL OF PROPERTY KNOWLE | FDGF   | 2-15                  |                                |                   |                                       |                      |               |               |
| CF     | D : 04/12/2007 Requested D   | )ate : 04/05/2007                    |  |                       |                                |                   |                                       |                      | Save          | Back Heln     |
|        |                              |                                      | Main Menu Change Transfer  |                       |                                |                   |                                       |                      | Oave          | Page: 1       |
|        |                              | N                                    | lo more qualifying Request records exist   | s                     |                                |                   |                                       |                      |               | -             |
| S<br>N | I.<br>Item Control Number    | Item Name                            | Total<br>Requested<br>Quantity   | Available<br>Quantity | Total<br>Allocated<br>Quantity | Allocated<br>Date | Transfer<br>or<br>Transferred<br>Date | Transfer<br>Quantity | Error/Message |               |
|        | <u>473082-7094-1234</u>      | COMPUTER CPU DELL LATI               | 16   | 15                    | 10                             | 04/05/2007        | 04/11/2007                            | 0                    | Transferred   |               |
|        | <u>473082-7095-4321</u>      | COMPUTER CPU APPLE LASER             | 15   |                       |                                | 04/05/2007        | 04/11/2007                            | 15                   | Transferred   |               |
| :      | <u>473082-7095-5583</u>      | COMPUTER PRINTERS LASER C            | 18   | 19                    |                                | 04/05/2007        | 04/11/2007                            | 15                   | Transferred   |               |
|        |                              |                                      | Main Menu Change Transfer  |                       |                                |                   |                                       |                      |               |               |
|        |                              | [FAS Home] [GSAXcess                 | 18 Browser Troubleshooting Guide] [GSA Hom<br>CSA Hom<br>Contraction of the second seco | 2] [Support           | ed Browser                     | 5]                |                                       |                      |               |               |

The **Multiple Line Change Transfer** screen where you can modify allocated or transferred quantity. After you have adjusted the quantity, click on the "Allocate" button again to effect the change.

In the above case, the one transferred quantity was deleted and "Change Transfer" selected. Total of two items transferred.

Note: Allocate quantity can not be greater than available quantity minus total allocated quantity.

|  |   | 2 4 62             |                     |                   |  |  |  |
|--|---|--------------------|---------------------|-------------------|--|--|--|
| User Guides FAQ  | Program Links   | Contact Links      | GSA<br>• Went Liet  | Xcess® HelpDesk   |  |  |  |
| • Agency Asset management system (AAms)                      | Ba  | sic Search Options | Advanced Search     | Menu Home Logout  |  |  |  |
| C  | EL Requester Information - Allocation/Confirm           | nation             |                     | inona nonio Logoa |  |  |  |
| -  |   |                    |                     | Back Help         |  |  |  |
|  | Main Menu Allocate Submit                               |                    |                     |                   |  |  |  |
|  | Click 'Allocate' to Continue                            |                    |                     |                   |  |  |  |
| Fields marked with an asterisk * are required.               |   |                    |                     |                   |  |  |  |
| Tran   | sfer Control Number:* 90 - 7 - 0002                     | - 48               |                     |                   |  |  |  |
|  |   |                    |                     |                   |  |  |  |
| Screener Information   |   |                    |                     |                   |  |  |  |
| School/Educational Nonprofit Name                            | THE SCHOOL OF PROPERTY KNOW                             | /LEDGE             | NCES or 501C Number | 12-3456789        |  |  |  |
| First Name   | DENISE Middle Initial: A                                |                    | Last Name           | HICKS             |  |  |  |
| Phone Number   | 703-605-2877 Extension:                                 |                    | Title               | Supervisor        |  |  |  |
| Email Address:   | DENISE.HICKS@GSA.GOV                                    |                    |                     |                   |  |  |  |
| Approval Official Information                                |   |                    |                     |                   |  |  |  |
| First Name   | MONICA Middle Initial:                                  |                    | Last Name:          | UGBAJA            |  |  |  |
| Fax Number   | 703-605-9888 Room Number:                               |                    | Title               | Supervisor        |  |  |  |
| Email Address:   | COMPUTERS.LEARNING@GSA.GO                               | /                  |                     |                   |  |  |  |
| Allocation Information                                       |   |                    |                     |                   |  |  |  |
| Ratio of Computers to Students?                              | 100 Computers for 1 Student(s)                          |                    |                     |                   |  |  |  |
| Is this school received CFL equipment in the last 12 months? | No  |                    |                     |                   |  |  |  |
| Empowerment Zone/Enterprise Community?                       | No  |                    |                     |                   |  |  |  |
| Number of students registered for lunch assistance?          | 75  |                    |                     |                   |  |  |  |
| Shipping Information   |   |                    |                     |                   |  |  |  |
| School/Educational Nonprofit Name                            | THE SCHOOL OF PROPERTY KNOW                             | /LEDGE             |                     |                   |  |  |  |
|  | 2200 CRYSTAL DRIVE                                      |                    |                     |                   |  |  |  |
| Ship to Address  | ARLINGTON VA 92929 2909                                 |                    |                     |                   |  |  |  |
|  | County : FAIRFAX  |                    |                     |                   |  |  |  |
|  | Main Menu Allocate Submit                               |                    |                     |                   |  |  |  |
|  |   |                    |                     |                   |  |  |  |
| FAS Home   | GSAXcess® Browser Troubleshooting Guide] [GSA Home] [Su | pported Browsers   |                     |                   |  |  |  |
|  |   |                    |                     |                   |  |  |  |
|  | and the second second                                   |                    |                     |                   |  |  |  |

The system displays all the pertinent information about the requester. Click "Transfer" or "Change Transfer" button for allocated and transferred ICN respectively. The system displays **Multiple Line Change Transfer** screen where you can modified allocated or transferred quantity. After you have adjusted the quantity, click on the "Change Transfer"

button again to effect the change.