

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.

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		set Disposal System (EADS)	Report Property Basic Search Options	Advanced Search	
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					Page : 1
	No	More Request Records Available			
Transfer Control Number	Scho	ol Name	School Location	Request Date	Line
				-	Items
<u>907000219</u>	THE SCHOOL OF PROPERTY KI	NOWLEDGE	VA	04/05/2007	3
<u>907000221</u>	THE SCHOOL OF PROPERTY K	NOWLEDGE	VA	04/05/2007	2
<u>907000193</u>	TEST SCHOOL		VA	04/03/2007	3
		<u>vowledge</u>			

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.

User Guides • Agency Asset Management Systemet	FAQ em (AAMS)	Program Links • Energy Asset Disposal System (EADS)	Con • Report Prope	tact Links		Kcess® HelpDesk irect Select	
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<u>907000221</u>	THE SCHOOL OF P	ROPERTY KNOWLEDGE		VA	04/05/2007	2	
907000193	TEST SCHOOL			VA	04/03/2007	3	
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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..

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1	473082-7094-1234	COMPUTER CPU	DELL LATI	40	25				15	Competing Requests	
2	473082-7095-4321	COMPUTER CPU	APPLE LASER	25	25				25	1	
3	473082-7095-5583	COMPUTER PRIN	ITERS LASER C	36	35				35	Competing Requests	
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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).

User Guides	FAQ		m Links		ontact Links		GSAXcess® HelpDesk
 Agency Asset Manage 	ement System (AAMS)	Energy Asset Disposal System	em (EADS)	Report Pro Basic Search Op		Want List Advanced Sear	Direct Select Menu Home
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	item c			ie Guuniny. 20			Denne 4
							Page: 1
		No More Request	Records Availabl	e			
Transfer Control Number	School N	me	School Location	Status	Status Date	Requested Quantity	Multiple Request
907000219	THE SCHOOL OF PROPERTY KNOWLE	DGE	VA	Requested	04/05/2007	15	Yes
907000221	THE SCHOOL OF PROPERTY KNOWLE	DGE	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".

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User Guides		AQ	Program Links	Contact Links		GSAXcess® HelpDes	k
Agency Asset Man	agement System (AAMS)	Energy Asse	et Disposal System (EADS)	Report Property	Want List	Direct Select	
		c	FL Property Item Data Sheet	Basic Search Options	Advanced Se	earch Menu Home Back	Logout Help
Item Control Number: Item Name: Screening Ends:	47308270941234 COMPUTER CPU DELL LATE April 12, 2007	TUD PENTIMU				Dion	1015
FSC/National Stock Number: Quantity Available: Orig Unit Acq Cost: Condition: Demilitarization:	7021 25 EACH 8 1450.00 Usable No	Quantity Requested: Total Acq Cost:	40 \$ 36250.00				
Hardware Type: Equipment Type: Make: Model: Processor :	CPU WINDOWS DELL LATITUDE PENTIMU IV			Click here to v	view the original picture imag	e	
Hard Disk Status:	Removed			Diatura	Not Availa	hla	
Agency Bureau: Reporting Agency: POC: POC Phone: POC Fone: POC Fax: POC Email: Property Location:	Federal Supply Service, All O GSA, FAS, FBPR DENISE HICKS 703-605-2877 Ext: 703-605-2877 Ext: 703-605-9833 denise.hicks@gsa.gov GSA, FAS, FBPR	ther		FICIULE	NUL AVAIIA	NIC	
	2200 CRYSTAL DRIVE ARLINGTON , VA-22202						
Property Custodian: Custodian Phone: Custodian Fax: Custodian Email:	DENISE HICKS 703-605-2877 Ext: 703-605-9833 denise.hicks@gsa.gov						
Item Description COMPUTER CPU DELL LATIT	UDE PENTIMU IV	[FAS Home] [GSAXcess® B	rowser Troubleshooting Guide] [GSA Home]	[Supported Browsers]			
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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.

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	User Guides Agency Asset Management 	FAQ System (AAMS)	Energy Asset Disposal System	m Links m (EADS)		Report Prope	act Links	• \	GSAXces: Want List • Direct	® HelpDesk Select
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Scho	ol/Education Nonprofit Nan	ne : THE SCHOOL OF PROPER	CFL Multiple Transfer Control N RTY KNOWLEDGE)				
CRD	: 04/12/2007 Requested Da	ate : 04/05/2007							Save	Back Help
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SI. No.	Item Control Number	Item Name		Total Requested Av. Quantity Qu	vailable T uantity Qu	Total ocated Allocated uantity Date	Transfer or Transferred Date	Allocate Quantity	Error/Message	
1	<u>473082-7094-1234</u>	COMPUTER CPU DELL LA	TI	40	25			10	Competing Requests	
2	473082-7095-4321	COMPUTER CPU APPLE L	ASER	25	25			25		
3	473082-7095-5583	COMPUTER PRINTERS LA	ASER C	36	35			15	Competing Requests	
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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:

	User Guides	FAQ		am Links				tact Links			GSAXcess®	
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SI. No.	Item Control Number	Item Name	Change Allocate Quantity a		Total Requested Quantity			Allocated Date	Transfer or Transferred Date	Allocate Quantity	Error/Message	
1	<u>473082-7073-0001</u>	COMPUTER LAPTOP DELL L		04/12/2007	100	100	100	04/11/2007	0.010	100	Allocated	
2	473082-7085-N006	COMPUTER DESKTOP APPLE		03/21/2007	3	3	3	04/11/2007		2	Allocated	
3	473082-7085-N011	COMPUTER DESKTOP APPLE		03/14/2007	5	5	5	04/11/2007		5	Allocated	
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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.

User Guides FAQ	Program Links	Contact Links		(cess® HelpDesk
Agency Asset Management System (AAMS)	Energy Asset Disposal System (EADS)	Report Property Basic Search Options	Want List D Advanced Search	Manue Homo Logou
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Trar	nsfer Control Number:* 90 - 7	- 0002 - 19		
Screener Information				
School/Education Nonprofit Name	THE SCHOOL OF PROPERT	YKNOWLEDGE	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 Numbe		Title	Supervisor
Email Address:	COMPUTERS.LEARNING@G	SA.GOV		
Allocation Information				
Ratio of Computers to Students?	100 Computers for 1 Student(s	3)		
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 PROPERT	Y KNUWLEDGE		
	2200 CRYSTAL DRIVE			
Ship to Address	ARLINGTON VA 92929 2909			
	County : FAIRFAX			
	Main Menu Allocate Subn	lit		

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.

Agency A	es Asset Management Syst		am Links em (EADS)	Report	Contact Links Property		s® HelpDesk Select	
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		Activity Address Cod	de : 473082	Submit				
		Confirm Allocation			F	Page: 1		
		No More Reques	t Records Avai	lable				
Confirmation	Transfer Control Number	School Name	School Location	Alloc/Denied Date	Line Items	Message		
	907000189	THE SCHOOL OF PROPERTY KNOWLEDGE	VA	04/05/2007	1			
	907000219	THE SCHOOL OF PROPERTY KNOWLEDGE	VA	04/05/2007	3			
		Confirm Allocation						

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 • Agency Asset Managen	FAQ nent System (AAMS)	Program • Energy Asset Disposal System	n Links m (EADS) • F	Contact Links Report Property • W	GSAXcess® HelpDes Vant List • Direct Select	k
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907000221	THE SCHOOL OF PROPE	RTY KNOWLEDGE	VA	04/05/2007	2	
<u>907000156</u>	COMPUTERS FOR LEAR	NING	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 S	CHOOL	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	
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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.

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Transfer Module (continued)

Click on the Transfer button to complete the Transferring process.

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Basic Search Options Advanced Search Menu Home Logo CFL Multiple Line Allocation/Confirmation Transfer Control Number : 90-7-0002-21 School/Education Nonprofit Name : THE SCHOOL OF PROPERTY KNOWLEDGE. Save Back Help Page: 1 Capter State Confirmation Capter State Capter State Capter State Capter State Capter State Main Menu Allocate Capter State C									Links			
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The above screen shot shows that the first ICN is denied while the second is allocated.

Denial Notice	Page: 1	
TO: UGBAJA,MONICA	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 the allocation, your reque	esponse from the activity or activities receiving est will be reconsidered.	

	User Guides	FAQ		Program Links			Contact	Links		GSAXcess	
	Agency Asset Management	t System (AAMS)	 Energy Asset Disposa 	al System (EADS)	D	• Report asic Searcl	t Property	1	• Want	List • Direct S nced Search Menu	
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SI. No.	Item Control Number	Item Name	NO MORE K	lequest records availa Total Requested Quantity		Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Transfer Quantity	Error/Message	
1	<u>473082-7094-1234</u>	COMPUTER CPU DE	ILL LATI	10	25	10	04/05/2007			Allocation Denied	
2	<u>473082-7095-5583</u>	COMPUTER PRINTER	RS LASER C	16	35	16	04/05/2007		1		
			Main	Menu Transfer							
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All line items listed for this particular organization are listed here. Select "Transfer"

User Guides	FAQ	Program Links	Contact Links		GSAXcess® HelpDesk
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	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:	
Fax Number			Room Number:	Title	
Email Address:				THE	
Allocation Information					
Ratio of Computers to Students?			0 Computers for 0 Student(s)		
			No		
Is this school received CFL equipm					
Empowerment Zone/Enterprise Con	-		No		
Number of students registered for h	unch assistance?		0		
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.

lises Guides FAG	December Links	Contract links		CAV
User Guides FAQ • Agency Asset Management System (AAMS)	Program Links • Energy Asset Disposal System (EADS)	Contact Links • Report Property		SAXcess® HelpDesk • Direct Select
· Agency Accor management system (AAmo)	Energy Associatepolar System (EASS)	Basic Search Options		h Menu Home Logo
	CFL Requester Information - Trans			
				Back Help
	Main Menu Change Transfer Sub	mit		
	Click 'Transfer' to Continue			
Fields marked with an asterisk * are required.				
Tra	Insfer Control Number:* 90 - 7 -	0002 - 19		
Screener Information				
School/Educational Nonprofit Name	THE SCHOOL OF PROPERTY K	NOWLEDGE	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	.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/Educational Nonprofit Name	THE SCHOOL OF PROPERTY K	NOWLEDGE		
	2200 CRYSTAL DRIVE			
Ship to Address	ARLINGTON VA 92929 2909			
	County : FAIRFAX			
	Main Menu Change Transfer Sub	mit		
FAS Home	[GSAXcess® Browser Troubleshooting Guide] [GSA Hom	e Supported Browsers		
	USA.gov			
	overnisen — mide 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.

	User Guides • Agency Asset Management Sys	FAQ	Program Links sset Disposal System (EADS)		Co Report Pro	ontact Links		• Want List	GSAXcess® • Direct Se	
	 Agency Asset Management Sys 	enn (AAMS) • Energy A	sset bisposar system (EADS)		Search Op				Search Menu	
		Tra	FL Multiple Line Change Transi nsfer Control Number : 90-7-000	fer						
	ol/Educational Nonprofit Nam : 04/12/2007 Requested Date	e : <u>The school of property knowle</u> : 04/05/2007	DGE						Save	Back Help
			Main Menu Change Transfer							Page: 1
		N	o more qualifying Request records exis	ts			. .			
SI. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Transfer d Quantity	Error/Message	
1	<u>473082-7094-1234</u>	COMPUTER CPU DELL LATI	16	15	10	04/05/2007	04/11/2007	0	Transferred	
2	<u>473082-7095-4321</u>	COMPUTER CPU APPLE LASER	15			04/05/2007	04/11/2007	15	Transferred	
3	<u>473082-7095-5583</u>	COMPUTER PRINTERS LASER C	18	19		04/05/2007	04/11/2007	15	Transferred	
			Main Menu Change Transfer							
		[EAS Home] [OSAVoneo			ted Browne					
		[FAS Home] [GSAXcess	B Browser Troubleshooting Guide] [GSA Hon	ne) (Suppor	ted Browse	rs]				
		[FAS Home] [GSAXcess		ne) (Suppor	ted Browse	<u>[8]</u>				
		[FAS Home] [GSAXcess		ne) [Suppor	ted Browse	<u>s</u>]				
		[FAS Home] [GSAXcess(ie] (Suppor	ted Browser	<u>[2]</u>				
		[FAS Home] (GSAXcess)		ie) (Suppor	ted Browser	<u>[5]</u>				
		[FAS Home] [GSAXcess		ie] [Suppor	ted Browser	[2]				
		[FAS Home] [GSAXcess(ie] [Suppor	ted Browser	[2]				
		[FAS Home] [GSAXcess		te] [Suppor	ted Browser	[2]				

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.

User Guides FAQ	Program Links	Contact Links	G	SAXcess® HelpDesk
Agency Asset Management System (AAMS)	Energy Asset Disposal System (EADS)	Report Property	Want List	Direct Select
		Basic Search Options	Advanced Searc	ch Menu Home Logo
	CFL Requester Information - Allocation/Con	firmation		
				Back Help
	Main Menu Allocate Submit			
	Click 'Allocate' to Continue			
Fields marked with an asterisk * are required.				
	Transfer Control Number:* 📴 - 7 - 00	02 - 48		
Concernen Information				
Screener Information	THE SCHOOL OF PROPERTY KN		NCES or 501C Number	12-3456789
School/Educational Nonprofit Name		UWLEDGE		HICKS
First Name			Last Name	
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.G	iOV		
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 KN	OWLEDGE		
	2200 CRYSTAL DRIVE			
Ship to Address	ARLINGTON VA 92929 2909			
	County : FAIRFAX			
	Main Menu Allocate Submit			

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.