

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.

**CFL View/Allocate Requested Items**

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Activity Address Code :  [Submit](#)

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No More Request Records Available

Transfer Control Number	School Name	School Location	Request Date	Line Items
<a href="#">907000219</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	3
<a href="#">907000221</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	2
<a href="#">907000193</a>	<a href="#">TEST SCHOOL</a>	VA	04/03/2007	3

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**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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**No More Request Records Available**

Transfer Control Number	School Name	School Location	Request Date	Line Items
<a href="#">907000219</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	3
<a href="#">907000221</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	2
<a href="#">907000193</a>	<a href="#">TEST SCHOOL</a>	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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**CFL Multiple Line Allocation**  
Transfer Control Number : 90-7-0002-19

School/Education Nonprofit Name : [THE SCHOOL OF PROPERTY KNOWLEDGE](#)

CRD : 04/12/2007      Requested Date : 04/05/2007      [Save](#)      [Back](#)      [Help](#)

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No more Request records available

Sl. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Allocate Quantity	Error/Message
1	<a href="#">473082-7094-1234</a>	COMPUTER CPU DELL LATI	40	25				<input type="text" value="15"/>	Competing Requests
2	<a href="#">473082-7095-4321</a>	COMPUTER CPU APPLE LASER	25	25				<input type="text" value="25"/>	
3	<a href="#">473082-7095-5583</a>	COMPUTER PRINTERS LASER C	36	35				<input type="text" value="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 Requests for 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 [CFL Requester Information – Allocation/Confirmation](#) 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).

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**CFL View Competing Requests For An Item**

[Item Details](#)    [Back](#)    [Help](#)

Item Control Number: **473082-7094-1234**    Available Quantity: **25**

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**No More Request Records Available**

Transfer Control Number	School Name	School Location	Status	Status Date	Requested Quantity	Multiple Request
907000219	THE SCHOOL OF PROPERTY KNOWLEDGE	VA	Requested	04/05/2007	15	Yes
907000221	THE SCHOOL OF PROPERTY KNOWLEDGE	VA	Requested	04/05/2007	25	Yes

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**Competing Requests:** This shows that for Item Control Number: 473082-7094-1234 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 (907000221).

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

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**CFL Property Item Data Sheet**

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Item Control Number:	47308270941234		
Item Name:	COMPUTER CPU DELL LATITUD PENTIMU		
Screening Ends:	April 12, 2007		
FSC/National Stock Number:	7021	Quantity Requested:	40
Quantity Available:	25 EACH	Orig Unit Acq Cost:	\$ 1450.00
Condition:	Usable	Total Acq Cost:	\$ 36250.00
Demilitarization:	No		
Hardware Type:	CPU		
Equipment Type:	WINDOWS		
Make:	DELL		
Model:	LATITUDE		
Processor :	PENTIMU IV		
Hard Disk Status:	Removed		
Agency Bureau:	Federal Supply Service, All Other		
Reporting Agency:	GSA, FAS, FBPR		
POC:	DENISE HICKS		
POC Phone:	703-605-2877 Ext:		
POC Fax:	703-605-9833		
POC Email:	denise.hicks@gsa.gov		
Property Location:	GSA, FAS, FBPR 2200 CRYSTAL DRIVE  ARLINGTON , VA-22202		
Property Custodian:	DENISE HICKS		
Custodian Phone:	703-605-2877 Ext:		
Custodian Fax:	703-605-9833		
Custodian Email:	denise.hicks@gsa.gov		
Item Description	COMPUTER CPU DELL LATITUDE PENTIMU IV		

[Click here to view the original picture image](#)

Picture Not Available

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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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**CFL Multiple Line Allocation**  
Transfer Control Number : 90-7-0002-19

School/Education Nonprofit Name : [THE SCHOOL OF PROPERTY KNOWLEDGE](#)

CRD : 04/12/2007    Requested Date : 04/05/2007    [Save](#)    [Back](#)    [Help](#)


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No more Request records available

Sl. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Allocate Quantity	Error/Message
1	<a href="#">473082-7094-1234</a>	COMPUTER CPU DELL LATI	40	25				10	Competing Requests
2	<a href="#">473082-7095-4321</a>	COMPUTER CPU APPLE LASER	25	25				25	
3	<a href="#">473082-7095-5583</a>	COMPUTER PRINTERS LASER 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:

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**CFL Multiple Line Allocation/Confirmation**  
Transfer Control Number : 90-7-0001-93

School/Educational Nonprofit Name : TEST SCHOOL

CRD : Multiple Requested Date : 04/03/2007    [Save](#)    [Back](#)    [Help](#)

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3 Items Allocated

Use 'Confirmation' to confirm your Allocation  
OR Change Allocate Quantity and use 'Allocate to update Quantity'

Sl. No.	Item Control Number	Item Name	CFL Release Date	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Allocate Quantity	Error/Message
1	<a href="#">473082-7073-0001</a>	COMPUTER LAPTOP DELL L	04/12/2007	100	100	100	04/11/2007		<input type="text" value="100"/>	Allocated
2	<a href="#">473082-7085-N006</a>	COMPUTER DESKTOP APPLE	03/21/2007	3	3	3	04/11/2007		<input type="text" value="2"/>	Allocated
3	<a href="#">473082-7085-N011</a>	COMPUTER DESKTOP APPLE	03/14/2007	5	5	5	04/11/2007		<input type="text" value="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.



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**CFL Requester Information - Allocation/Confirmation**

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Click 'Allocate' to Continue

Fields marked with an asterisk \* are required.

**Transfer Control Number:** \* 90 - 7 - 0002 - 19

**Screener Information**

School/Education Nonprofit Name	THE SCHOOL OF PROPERTY 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.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 KNOWLEDGE
	2200 CRYSTAL DRIVE
Ship to Address	ARLINGTON VA 92929 2909
	County : FAIRFAX

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## 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.

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**CFL Confirm Allocations**

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Activity Address Code :       [Submit](#)

[Confirm Allocation](#)      Page : 1

No More Request Records Available

Confirmation	Transfer Control Number	School Name	School Location	Alloc/Denied Date	Line Items	Message
<input type="checkbox"/>	<a href="#">907000189</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	1	
<input type="checkbox"/>	<a href="#">907000219</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	3	

[Confirm Allocation](#)

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## 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**".

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**CFL Transfers**

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No More Request Records Available

Transfer Control Number	School Name	School Location	Alloc/Denied Date	Line Items
<a href="#">907000221</a>	<a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>	VA	04/05/2007	2
<a href="#">907000156</a>	<a href="#">COMPUTERS FOR LEARNING</a>	VA	03/14/2007	1
<a href="#">907000120</a>	<a href="#">TEST SCHOOL</a>	VA	03/14/2007	2
<a href="#">907000123</a>	<a href="#">TEST SCHOOL</a>	VA	03/14/2007	1
<a href="#">907000183</a>	<a href="#">TEST SCHOOL</a>	VA	04/03/2007	2
<a href="#">907000139</a>	<a href="#">NANCY'S OTHER TEST SCHOOL</a>	MD	03/14/2007	2
<a href="#">907000138</a>	<a href="#">NANCY'S TEST SCHOOL</a>	VA	03/14/2007	3
<a href="#">907000151</a>	<a href="#">NANCY'S TEST SCHOOL</a>	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.

**CFL Multiple Line Transfer**  
Transfer Control Number : 90-7-0002-21

School/Educational Nonprofit Name : [THE SCHOOL OF PROPERTY KNOWLEDGE](#)

CRD : 04/12/2007 Requested Date : 04/05/2007

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No more Request records available

Sl. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Transfer Quantity	Error/Message
1	<a href="#">473082-7094-1234</a>	COMPUTER CPU DELL LATI	31	25	25	04/11/2007		<input type="text" value="15"/>	
2	<a href="#">473082-7095-5583</a>	COMPUTER PRINTERS LASER C	18	19		04/05/2007	04/11/2007	<input type="text" value="1"/>	Transferred

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**Transfer Module (continued)**

Click on the Transfer button to complete the Transferring process.

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**CFL Multiple Line Allocation/Confirmation**  
Transfer Control Number : 90-7-0002-21

School/Education Nonprofit Name : [THE SCHOOL OF PROPERTY KNOWLEDGE](#)

CRD : 04/12/2007 Requested Date : 04/05/2007      [Save](#)      [Back](#)      [Help](#)      Page: 1


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2 Items Allocated  
Use 'Confirmation' to confirm your Allocation  
OR Change Allocate Quantity and use 'Allocate to update Quantity'

Sl. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Allocate Quantity	Error/Message
1	<a href="#">473082-7094-1234</a>	COMPUTER CPU DELL LATI	10	25	10	04/05/2007			Allocation Denied
2	<a href="#">473082-7095-5583</a>	COMPUTER PRINTERS LASER C	16	35	16	04/05/2007	1		Allocated

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

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**DATE: 04/05/07**  
**PLEASE DISREGARD - TEST ONLY - TEST ONLY - TEST ONLY - TEST ONLY - TEST ONLY**

**TO:   UGBAJA,MONICA**  
**THE SCHOOL OF PROPERTY KNOWLEDGE**  
**(Fax) 703-605-9888**


**FROM:   Federal Acquisition Service / FB**

**Dear School/Nonprofit:**

**The following items(s) on Transfer Order 90-7-0001-89 have been denied.**

**1. 473082-7009-CL01**

**In the event there is no response from the activity or activities receiving the allocation, your request will be reconsidered.**

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			Basic Search Options	<a href="#">Advanced Search</a> <a href="#">Menu</a> <a href="#">Home</a> <a href="#">Logout</a>					
<b>CFL Multiple Line Transfer</b> <b>Transfer Control Number : 90-7-0002-21</b>									
School/Education Nonprofit Name : <a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>									
CRD : 04/12/2007 Requested Date : 03/14/2007 <span style="float: right;"><a href="#">Save</a> <a href="#">Back</a> <a href="#">Help</a></span>									
<a href="#">Main Menu</a> <a href="#">Transfer</a> <span style="float: right;">Page: 1</span>									
No more Request records available									
Sl. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Transfer Quantity	Error/Message
1	<a href="#">473082-7094-1234</a>	COMPUTER CPU DELL LATI	10	25	10	04/05/2007			Allocation Denied
2	<a href="#">473082-7095-5583</a>	COMPUTER PRINTERS LASER C	16	35	16	04/05/2007		<input type="text"/>	
<a href="#">Main Menu</a> <a href="#">Transfer</a>									
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All line items listed for this particular organization are listed here. Select “Transfer”

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Basic Search Options			<a href="#">Advanced Search</a>	<a href="#">Menu</a> <a href="#">Home</a> <a href="#">Logout</a>

**CFL Requester Information - Allocation/Confirmation**

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Enter Transfer Control Number and Click 'Submit'

Fields marked with an asterisk \* are required.

**Transfer Control Number:**  -  -  -

**Screener Information**

School/Educational Nonprofit Name		NCES or 501C Number
First Name	Middle Initial:	Last Name
Phone Number	Extension:	Title
Email Address:		

**Approval Official Information**

First Name	Middle Initial:	Last Name:
Fax Number	Room Number:	Title
Email Address:		

**Allocation Information**


Ratio of Computers to Students?	0 Computers for 0 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?	0

**Shipping Information**

School/Educational Nonprofit Name	
Ship to Address	County :


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## 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.

User Guides	FAQ	Program Links	Contact Links	GSA Xcess® HelpDesk
• Agency Asset Management System (AAMS)		• Energy Asset Disposal System (EADS)	• Report Property	• Want List • Direct Select
			Basic Search Options	<a href="#">Advanced Search</a> <a href="#">Menu</a> <a href="#">Home</a> <a href="#">Logout</a>
<b>CFL Requester Information - Transfer</b>				
				<a href="#">Back</a> <a href="#">Help</a>
<a href="#">Main Menu</a> <a href="#">Change Transfer</a> <a href="#">Submit</a>				
Click "Transfer" to Continue				
Fields marked with an asterisk * are required.				
Transfer Control Number: 90 - 7 - 0002 - 19				
<b>Screener Information</b>				
School/Educational Nonprofit Name	THE SCHOOL OF PROPERTY 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			
<b>Approval Official Information</b>				
First Name	MONICA	Middle Initial:	Last Name:	UGBAJA
Fax Number	703-605-9888	Room Number:	Title	Supervisor
Email Address:	COMPUTERS.LEARNING@GSA.GOV			
<b>Allocation Information</b>				
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			
<b>Shipping Information</b>				
School/Educational Nonprofit Name	THE SCHOOL OF PROPERTY KNOWLEDGE			
	2200 CRYSTAL DRIVE			
Ship to Address	ARLINGTON VA 92929 2909			
	County : FAIRFAX			
<a href="#">Main Menu</a> <a href="#">Change Transfer</a> <a href="#">Submit</a>				
<a href="#">FAS Home</a>   <a href="#">GSA Xcess® Browser Troubleshooting Guide</a>   <a href="#">GSA Home</a>   <a href="#">Supported Browsers</a>				
				

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	FAQ	Program Links	Contact Links	GSAXcess® HelpDesk					
• Agency Asset Management System (AAMS)		• Energy Asset Disposal System (EADS)	• Report Property	• Want List • Direct Select					
			Basic Search Options	<a href="#">Advanced Search</a> <a href="#">Menu</a> <a href="#">Home</a> <a href="#">Logout</a>					
<b>CFL Multiple Line Change Transfer</b>									
Transfer Control Number : 90-7-0002-19									
School/Educational Nonprofit Name : <a href="#">THE SCHOOL OF PROPERTY KNOWLEDGE</a>									
CRD : 04/12/2007		Requested Date : 04/05/2007		<a href="#">Save</a> <a href="#">Back</a> <a href="#">Help</a>					
<a href="#">Main Menu</a> <a href="#">Change Transfer</a>				Page: 1					
No more qualifying Request records exists									
Sl. No.	Item Control Number	Item Name	Total Requested Quantity	Available Quantity	Total Allocated Quantity	Allocated Date	Transfer or Transferred Date	Transfer Quantity	Error/Message
1	<a href="#">473082-7094-1234</a>	COMPUTER CPU DELL LATI	16	15	10	04/05/2007	04/11/2007	<input type="text" value="0"/>	Transferred
2	<a href="#">473082-7095-4321</a>	COMPUTER CPU APPLE LASER	15			04/05/2007	04/11/2007	<input type="text" value="15"/>	Transferred
3	<a href="#">473082-7095-5583</a>	COMPUTER PRINTERS LASER C	18	19		04/05/2007	04/11/2007	<input type="text" value="15"/>	Transferred
<a href="#">Main Menu</a> <a href="#">Change Transfer</a>									
<a href="#">FAS Home</a>   <a href="#">GSAXcess® Browser Troubleshooting Guide</a>   <a href="#">GSA Home</a>   <a href="#">Supported Browsers</a> 									

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	GSA Xcess® HelpDesk
• Agency Asset Management System (AAMS)		• Energy Asset Disposal System (EADS)	• Report Property	• Want List • Direct Select
			Basic Search Options	<a href="#">Advanced Search</a> <a href="#">Menu</a> <a href="#">Home</a> <a href="#">Logout</a>
<b>CFL Requester Information - Allocation/Confirmation</b>				
				<a href="#">Back</a> <a href="#">Help</a>
<a href="#">Main Menu</a> <a href="#">Allocate</a> <a href="#">Submit</a>				
Click "Allocate" to Continue				
Fields marked with an asterisk * are required.				
Transfer Control Number: <input type="text" value="090"/> - <input type="text" value="7"/> - <input type="text" value="0002"/> - <input type="text" value="48"/>				
<b>Screener Information</b>				
School/Educational Nonprofit Name	THE SCHOOL OF PROPERTY 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			
<b>Approval Official Information</b>				
First Name	MONICA	Middle Initial:	Last Name:	UGBAJA
Fax Number	703-605-9888	Room Number:	Title	Supervisor
Email Address:	COMPUTERS.LEARNING@GSA.GOV			
<b>Allocation Information</b>				
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			
<b>Shipping Information</b>				
School/Educational Nonprofit Name	THE SCHOOL OF PROPERTY KNOWLEDGE			
	2200 CRYSTAL DRIVE			
Ship to Address	ARLINGTON VA 92929 2909			
	County : FAIRFAX			
<a href="#">Main Menu</a> <a href="#">Allocate</a> <a href="#">Submit</a>				
<a href="#">FAS Home</a>   <a href="#">GSA Xcess® Browser Troubleshooting Guide</a>   <a href="#">GSA Home</a>   <a href="#">Supported Browsers</a>				
				

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.