

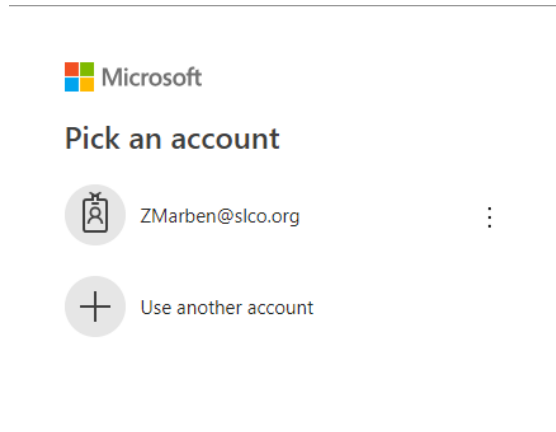
The Surplus Marketplace allows county organizations to browse and claim items that are up for reutilization. The Surplus Admin Portal allows designees to post items on behalf of their organizations.

Surplus Admin Portal

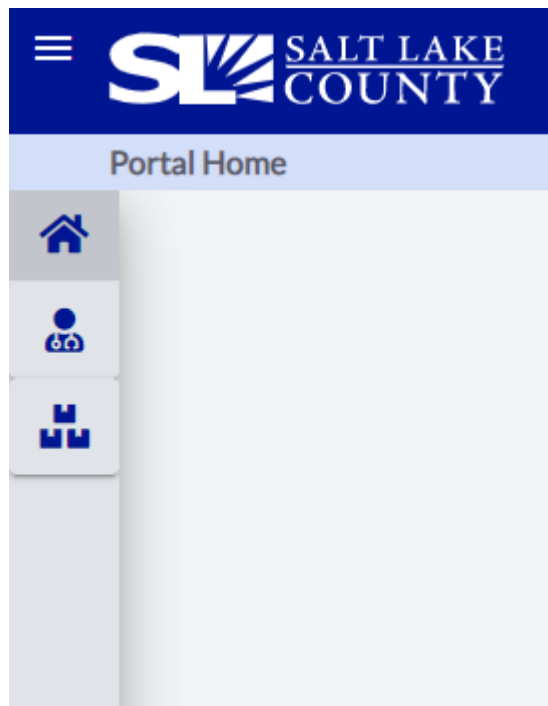
- To add items and manage designees, organizations, and categories, users must log into the Salt Lake County Portal, located [here](#), where you'll need to first login via your network credentials.



- Your SLCo account may show up on a list; if so, choose your account. If not, enter your SLCo email and password.



- Once logged in, click the collapsed menu (which will appear as a list of icons) on the left-hand side to expand the list of applications.

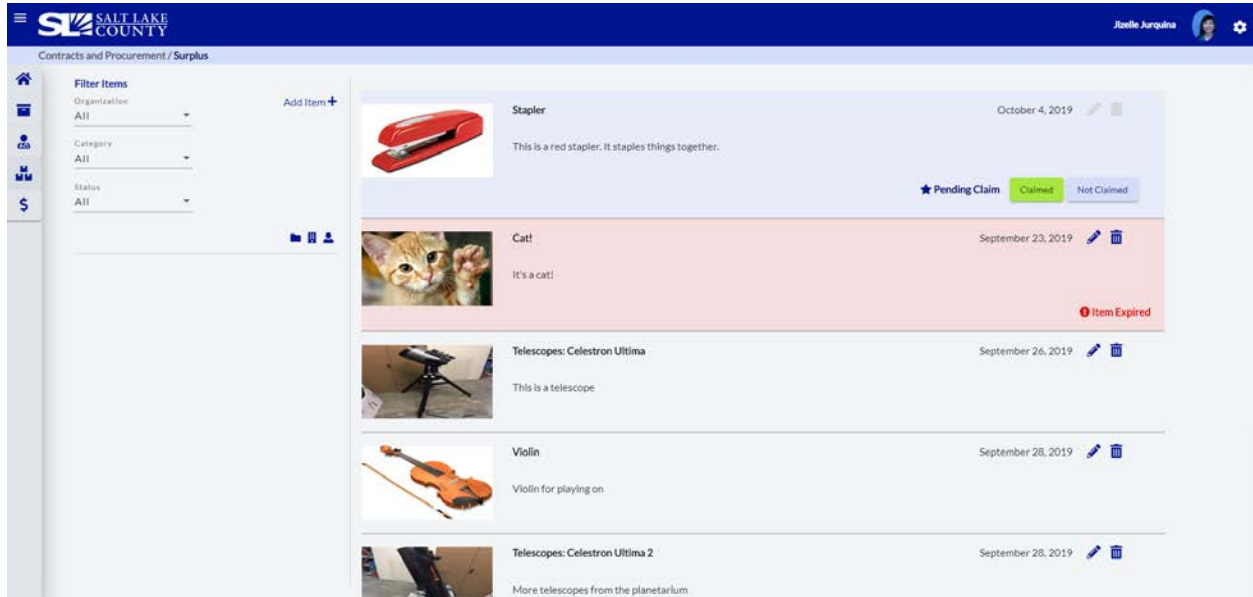




- Select your division and then “Surplus” from the list of applications on the left menu. You may only see the one option depending on your permissions.
- Only users assigned as designees will have permission to view this application. If redirected to a forbidden page, please contact [Brian Anderson](#) to add you as a designee.

Managing Items

On the right-hand side of the screen, a list of surplus items within your division will be visible. Each item may appear different according to its status.

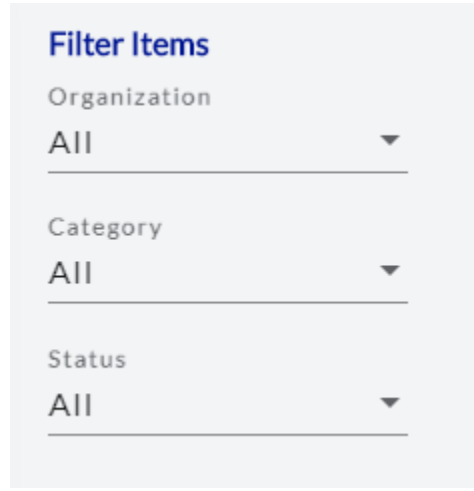


- Active / Pending Active: Items that are white are either currently active, or will become active when the item has reached its assigned start date. Active items are visible on the user-side Surplus Marketplace.
- Pending Claim: Items that are tinted light blue with the words “Pending Claim” in the corner have had a user on the Surplus Marketplace place a claim on it – in other words, these items have been “requested.” At this point, the item is awaiting transfer from the designee to the claimer. See section: “Handling Pending Claims / Requested Items.”
- Expired: Items that are tinted light red with the words “Item Expired” in the corner has surpassed its surplus listing date, and is no longer viewable from the Surplus Marketplace. See section: “Handling Expired Items.”

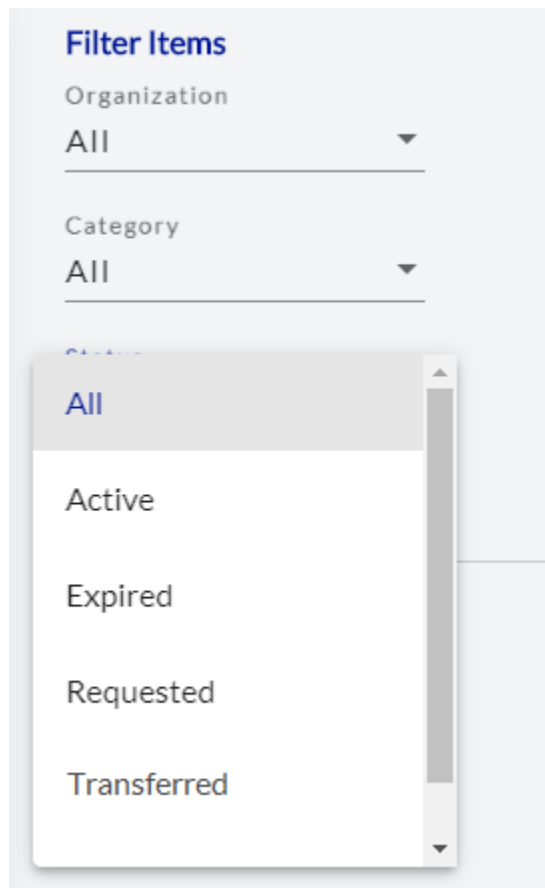
“Pending Claim,” or requested items will always float to the top, followed by expired items, and then active items will appear last. (This is only applicable if the “Status” filter is set to “All.” It is set to “All” by default.)

Filtering Items

The filters on the left side of the application allows users to view items based on the organization the item is posted by, category of the item, and the status of the item.



- Click on the arrows to open the dropdown menu, and select the desired filters.

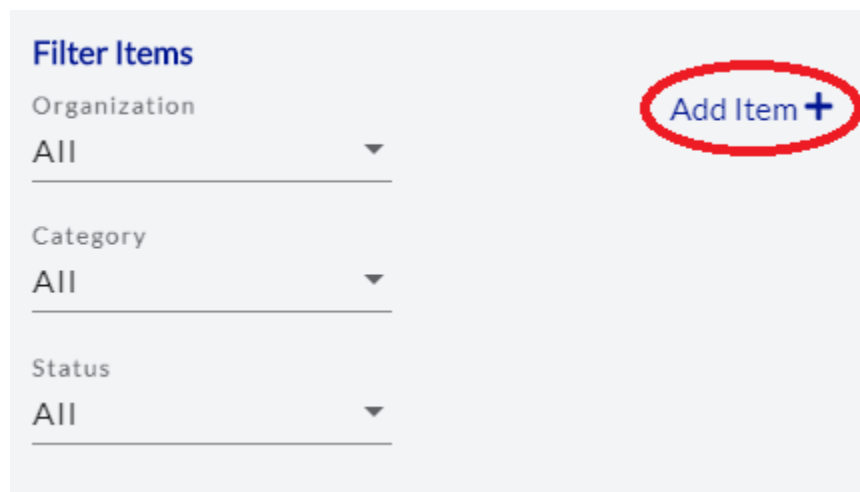


- The user will only be able to see organizations that they have been given access to list items on behalf of.

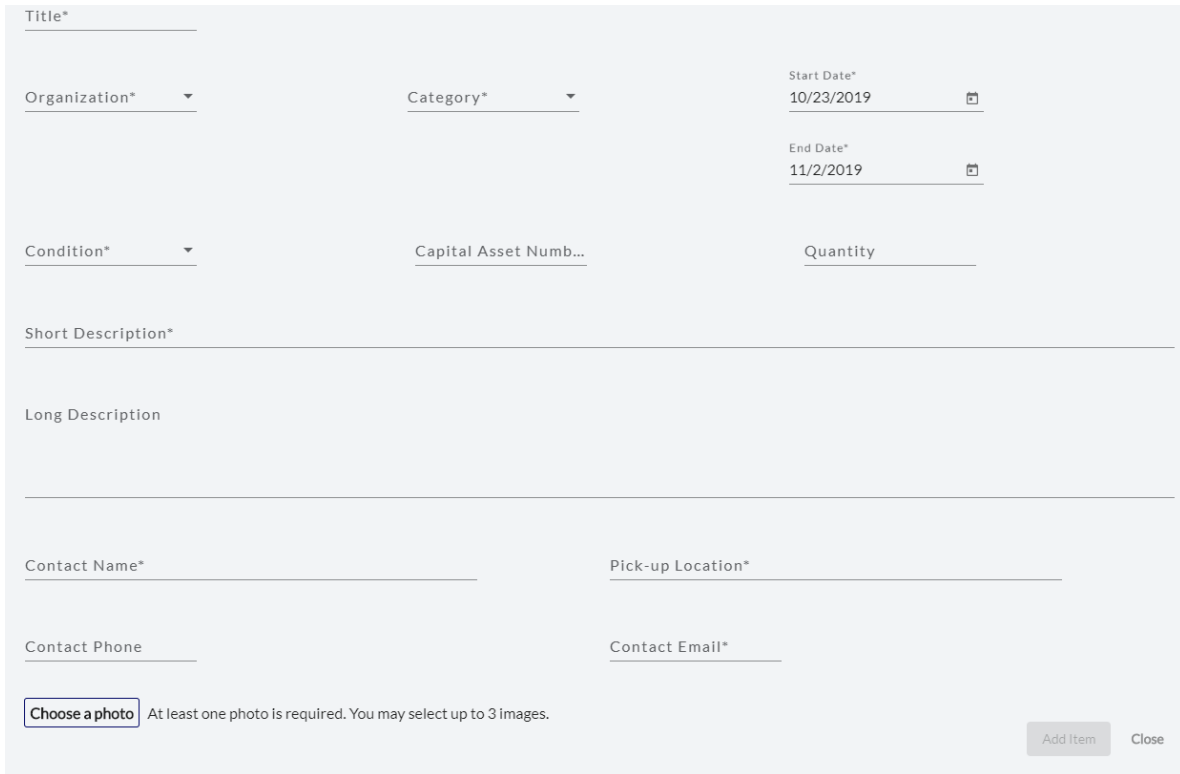
- Statuses refer to the items as follows:
 - o Active: Items currently visible in the Surplus Marketplace / will become viewable on a future date.
 - o Expired: Items whose surplus listing end date has passed.
 - o Requested: Items that have a “Pending Claim” – someone has placed a claim on it from the User side of Surplus Marketplace.
 - o Transferred: Items that have already been given to the claimer.
 - NOTE: Items with this status do not appear in the other selections, including “All,” and are only viewable by selecting the “transferred” status in the item filter.

Adding a New Item

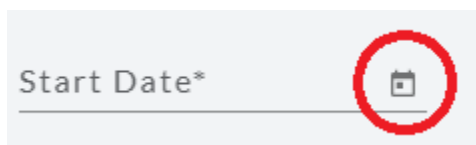
- To add a new item to the Surplus Marketplace, click “Add Item” on the left side of the screen.



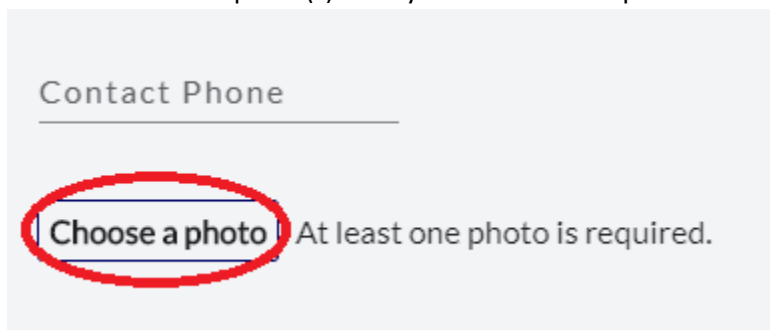
- A form will appear at the top of the pre-existing items on the right side of the screen.

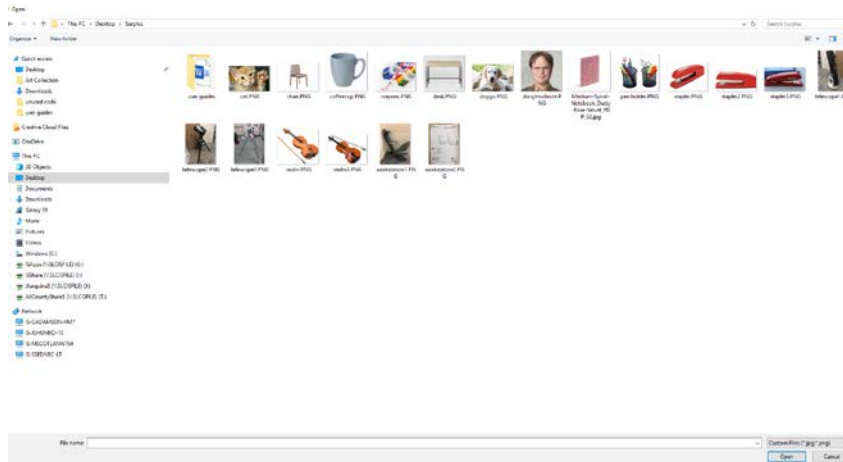
A screenshot of the Surplus Marketplace Administrator Portal form. The form is light gray with white text. It contains several fields: "Title*" (text input), "Organization*" (dropdown), "Category*" (dropdown), "Start Date*" (date picker with calendar icon), "End Date*" (date picker with calendar icon), "Condition*" (dropdown), "Capital Asset Numb..." (text input), and "Quantity" (text input). Below these are "Short Description*" and "Long Description" (text areas). Further down are "Contact Name*" and "Pick-up Location*" (text inputs), and "Contact Phone" and "Contact Email*" (text inputs). At the bottom left is a "Choose a photo" button with a red border, followed by the text "At least one photo is required. You may select up to 3 images." At the bottom right are "Add Item" and "Close" buttons.

- Fill out the form. Form fields with an asterisk after the title are required.
- By default, the current date is assigned as a start date, and the end date is 10 days from the current date. These dates can be altered as desired. To select a listing start and end date, use the associated datepickers by clicking the calendar icons.

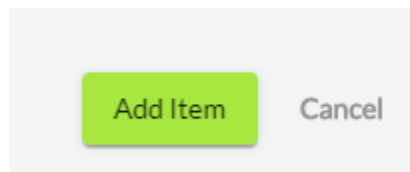


- To upload a photo, click "Choose a photo." The file selector will open.
- Select the desired photo(s) from your files. Click "Open" when finished.





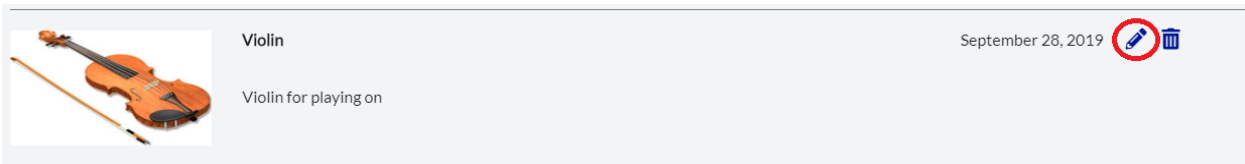
- At least one photo is required. Up to three photos can be uploaded. Multiple images can be selected at once by clicking the desired files while holding the shift key.
 - o Files cannot be larger 2MB.
 - o Accepted Filetypes: JPG and PNG
 - o For best results, please upload photos with dimensions of 1920 x 1080 (landscape photo orientation).
 - o Since at least one image is always required, a lone image cannot be deleted. You can delete this image if another image is uploaded – at that point, either photo will be eligible for deletion.



- Click “Add Item” when satisfied with the information entered. The form will close, and the new item will appear on the list.
 - o This button will not activate if required form fields are missing. If button is grayed out, please double check that you have entered all required information.
- Click “Cancel” if you wish to discard your item and close the form.
 - o If you have made any changes to the form, a confirmation prompt will appear asking if you wish to discard your changes or not.
 - o Clicking “Yes” will close the form and discard your progress.
 - o Clicking “Cancel” will dismiss the prompt and allow you to continue adding the item.

Editing an Item

- To make changes to a pre-existing item, click the pencil icon on the right side of the item display.
 - o Note that you cannot edit items when another edit/add item form is open, or if the item is requested/pending claim or transferred.



- A form will appear with the item's information. Make changes as desired.

Title*
Violin

Organization*
WEB-ADMIN-TES... ▾

Category*
Arts/Crafts Suppl... ▾

Start Date*
9/19/2019 📅

End Date*
9/28/2019 📅

Condition*
Good ▾

Capital Asset Numb...

Quantity

Short Description*
Violin for playing on




Long Description

Contact Name*
Jizelle

Pick-up Location*
2001 South State Street

Contact Phone

Contact Email*
JJurquina@slco.org

Delete Photo Delete Photo Delete Photo

Choose a photo Photo max reached.

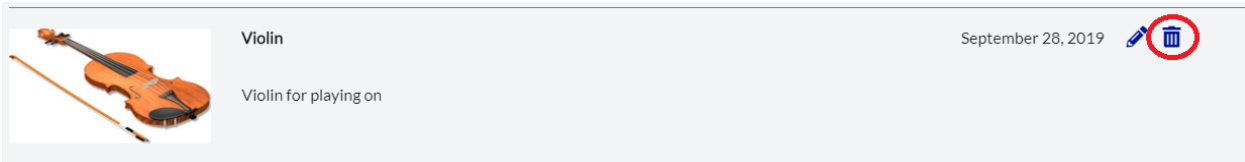
Save Close

- When satisfied with your changes, click "Save" to save the edits, and then "Close" to close the form.
- Click "Cancel" to discard all changes made and close the form.

- A confirmation prompt will appear, asking if the changes were meant to be discarded; clicking “Yes” will discard all changes and close the form. Clicking “no” will close the dialog and allow for continued editing.

Deleting an Item

- To delete an item, click the trashcan icon on the right side of the item.



- A prompt will appear asking to confirm the deletion of the object.

Delete item?

Are you sure you want to delete Telescopes: Celestron Ultima?

Cancel

Yes

- Click “Yes” to delete the item.
- Click “Cancel” to cancel the deletion and close the prompt.

Handling Pending Claims / Requested Items

An item showing “Pending Claim” indicates that someone browsing the Surplus Marketplace has placed a claim on the item, and that they are committing to communicate with the item contact to pick their item up. The item is now considered a “requested” item, and is no longer viewable on the Surplus Marketplace.

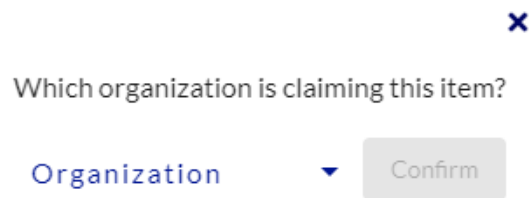


If an item was successfully transferred to the claimer:

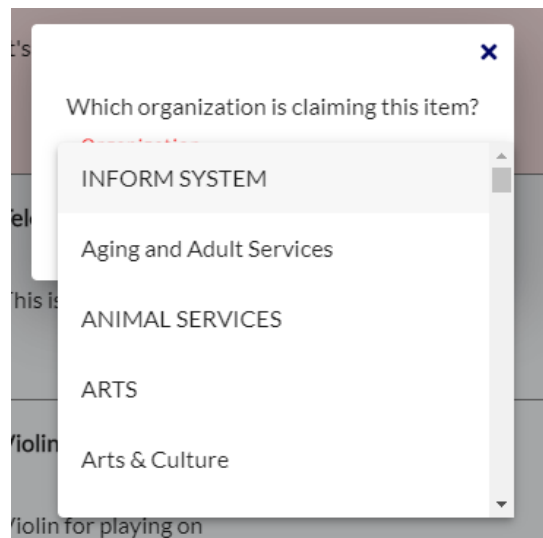
- Once an item has been given to the claimer, click "Claimed."



- A prompt will come up asking for the organization of the claimer.

A modal form with a close button (X) in the top right. The text reads "Which organization is claiming this item?". Below this is a dropdown menu with the word "Organization" and a downward arrow. To the right of the dropdown is a "Confirm" button.

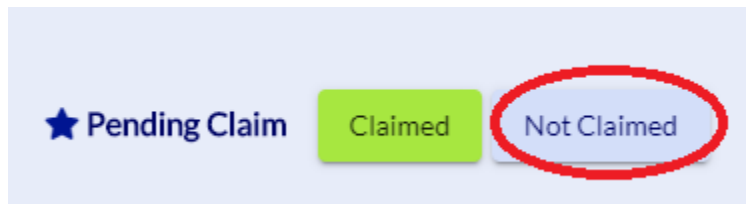
- Click the form field to bring down a dropdown list and select the correct organization.



- Click “Confirm”.
- The item will be now marked as “Transferred,” and the item will no longer show up on the Surplus Marketplace.

If an item was never picked up by the claimer or the transaction was canceled:

- Click “Not Claimed.”



- A confirmation prompt will appear.

Mark as 'Not Claimed'?

This will re-list the item for 10 days.

Cancel

Yes

- Click “Yes” to re-list the item. The item will become active again and appear on the Surplus Marketplace for another 10 days from this point.
 - o The surplus listing end date is automatically adjusted to add 10 days from the date the item was re-listed, regardless of the original date. Users can alter this date by editing the item and manually changing it.
 - o If an item is left in this pending claim / requested state for 30 days, the item is automatically marked as “Not Claimed” and is re-listed again for 10 days.

Handling Expired Items

An expired item indicates that the item's surplus listing end date has passed, and is no longer viewable from the Surplus Marketplace.

- To extend the date, open the item's edit form by clicking the pencil. See: "Editing an Item"



The screenshot shows a form with two date fields: "Start Date*" and "End Date*". The "Start Date*" field contains "9/21/2019" and has a calendar icon. The "End Date*" field contains "9/23/2019" and also has a calendar icon. The "End Date*" field is highlighted in red, and a red error message "End date must be in the future." is displayed below it. Below the date fields, there is a "Quantity" field with a horizontal line underneath it.

- The End Date form will glow red.
- Click the calendar symbol and a datepicker window will appear.
- Select a new surplus listing end date; end dates can be the current day or in the future.
 - o Items will expire at the end of the day on the given end date (at midnight).
- Other properties of the item can also be edited at this point, but these changes cannot be saved until the end date is valid.
- Click "Save" to save the new end date (and other changes, if applicable). Or click "Cancel" to discard changes; the item will continue to remain in an expired state until changed.
- Click "Close" to close the form.

- Enter the category or organization name in the field provided. You may not enter the name of a pre-existing category/organization.

- The field will become editable. Edit the text as desired.



The screenshot shows a text input field with the text "Arts/Crafts Supplies" entered. To the right of the text are two icons: a green checkmark and a blue X.

- To save your changes, click the green checkmark icon.