

# Salvage

## Overview

If equipment becomes unrepairable or reaches the end of its useful life, it must be documented in DACE MC through the salvage process. Items must be processed as salvage prior to being moved to your campus's salvage area. This places the items in salvage pending status within DACE MC. Additionally, items located in CTE classrooms require a VE-35 be submitted to the Division Central Office's Career Technical Education department so they will obtain State approval. Once relocated, the salvage process must be completed in DACE MC. The topics below will walk you through the salvage process.

## Topics Covered

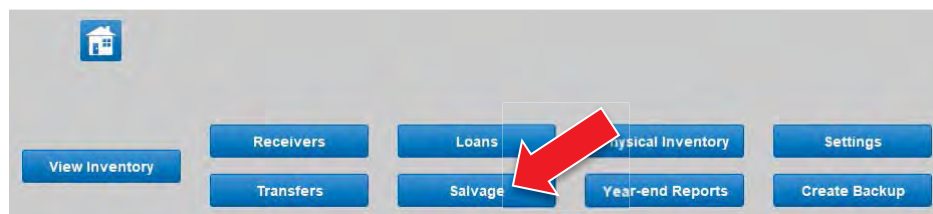
- Process
- View
- Reprint
- DNI Salvage Labels
- Cancel
- Complete
- Print CTE VE-35
- Outstanding Salvage Report
- Transportation Worksheet



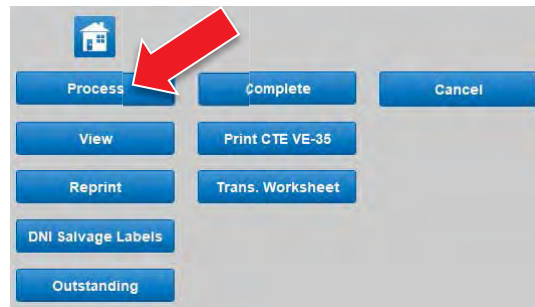
5. Scan the DACE Asset Control Label QR Codes of the items to be salvaged for the Salvage Reason scanned.
6. Scan the same Salvage Reason barcode you scanned in Step 4, indicating you are done scanning items for this reason.
7. If within the same room there are more items to scan for a different Salvage Reason, repeat the above three steps.
8. Scan the Room QR Code where the salvage is located, indicating you are done scanning items for this room.
9. If you have additional rooms with salvage, repeat the above six steps.
10. Scan the Process Salvage barcode, indicating you are done scanning salvage.
11. Save the file.
12. Copy the file to the computer running DACE MC.

## Steps – Part 2: Generate a Salvage Request

1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the Process button.



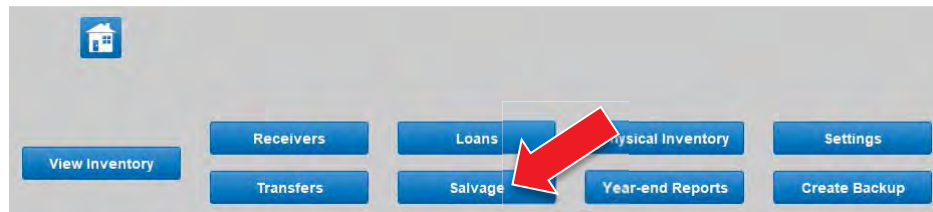
3. From the File Explorer Window, locate the Spreadsheet you created in Part 1 of these steps and click Open.
4. Within the Print dialog box, click OK.
5. Within the Universal Printer dialog box, select the desired printer, if applicable, and click Print.
6. Remove the Salvage Import Results report from the printer. Use this report to verify that the data you scanned was nested properly.
7. If everything in the report appears okay, click Continue to proceed. If not, click Cancel to abort. Once you are done reviewing the report, you may discard it.
8. Within the Print dialog box, click OK.
9. Within the Universal Printer dialog box, select the desired printer, if applicable, and click Print.
10. Repeat the above two steps one more time.
11. Remove the Salvage Processing Results report and Salvage Request form from the printer.
12. Review the Salvage Processing Results report to see if there were any items DACE MC could not process as salvage. If there were, make a note of the items and, if applicable, deal with them properly in a separate transaction. Once you are done reviewing the report, you may discard it.
13. On the Salvage Request form, complete the Requestor's area of the signature footer.

14. Have your Principal approve the Salvage Request by completing the Principal's area of the signature footer.
15. Adhere each Salvage label to its corresponding salvage item.
16. Give the Salvage Request to the Plant Manager for processing.
17. When the Plant Manager returns the completed and signed Salvage Request, follow the completion process in the Salvage/Complete section of this manual.

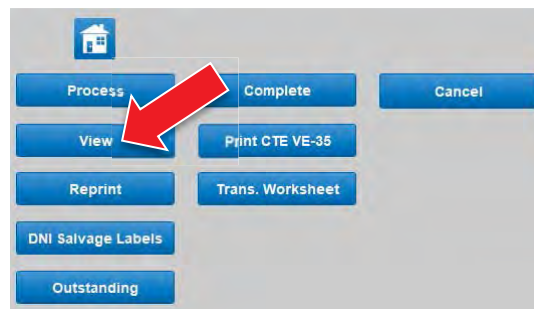
## View

### Steps

1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the View button.



3. Use the Navigation Bar, at the bottom of the window, to perform the following tasks:

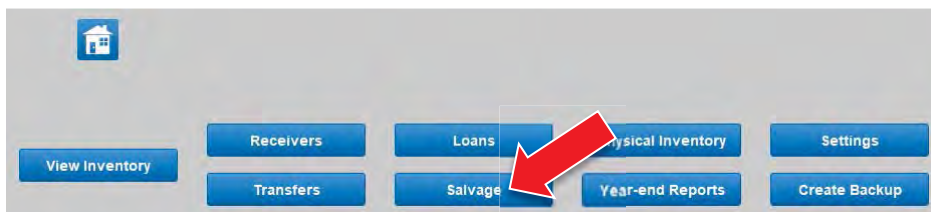


- **Home**  
The house icon returns you to the Main Menu
- **Salvage Menu**  
The four square icon returns you to the Salvage Menu
- **Show All**  
Show all salvage records for your service area
- **Find**  
Find salvage records that match the criteria you specify
- **Sort**  
Sort the currently showing salvage records in a specified order
- **Print**  
Print a copy of the currently showing salvage records
- **Reprint Labels**  
Reprint the salvage labels, which get attached to the equipment being salvaged, for the currently showing records

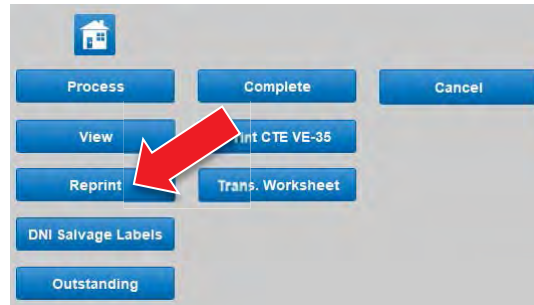
## Reprint

### Steps

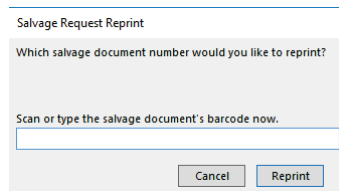
1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the Reprint button.



3. Within the Salvage Request Reprint dialog box, scan or type the receiver document number you wish to reprint.
4. Within the Salvage Request Reprint dialog box, scan the salvage document number you wish to reprint. Alternatively, you may enter the salvage document number into the provided field and click Reprint. (Should you decide not to reprint a transfer, you may click Cancel to abort.)



5. Within the Print dialog box, click OK.
6. Within the HP Universal Printing dialog box, select the desired printer, if applicable, and click Print.

## Cancel

### Steps

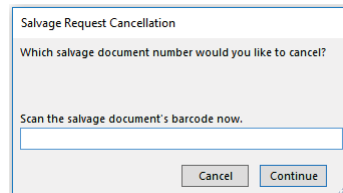
1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the Cancel button.



3. Within the Salvage Request Cancellation dialog box, scan the salvage document number you wish to cancel. Alternatively, you may enter the salvage document number into the provided field and click Continue to proceed. (Should you decide not to cancel a pending salvage request, you may click Cancel to abort.)



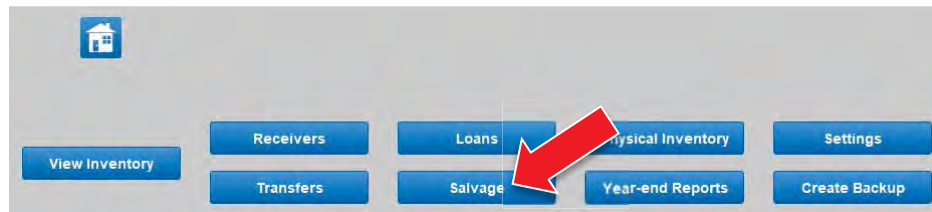
4. If successful, a dialog box will appear indicating this and you may proceed to the next instruction. If the request is unsuccessful, a different dialog box will alert you to the issue and the request will be aborted.
5. Within the Print dialog box, click OK.
6. Within the HP Universal Printing dialog box, select the desired printer, if applicable, and click Print.
7. Draw a large "X" through the original salvage request.
8. Staple the Salvage Request Cancelled sheet to the front of the crossed-out salvage request and file away in order of the Salvage Document Number.

## Complete



## Steps

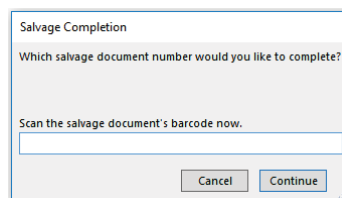
1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the Complete button.



3. Within the Salvage Completion dialog box, scan the salvage document number you wish to complete. Alternatively, you may enter the salvage document number into the provided field and click Continue to proceed. (Should you decide not to complete a pending salvage request, you may click Cancel to abort.)



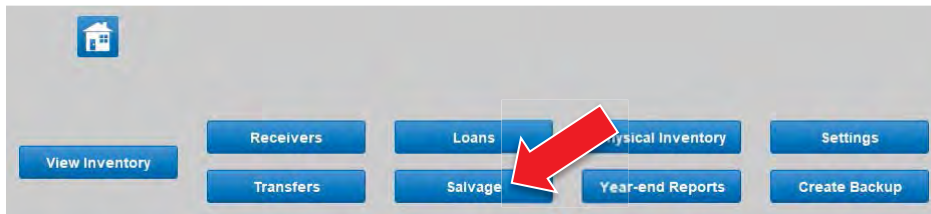
4. If successful, a dialog box will appear indicating this and you may proceed to the next instruction. If the request is unsuccessful, a different dialog box will alert you to the issue and the request will be aborted.
5. Within the Print dialog box, click OK.
6. Within the HP Universal Printing dialog box, select the desired printer, if applicable, and click Print.

7. Staple the Salvage Request Completed sheet to the front of the Salvage Request and file away in order of the Salvage Document Number.

## Print CTE VE-35

### Steps

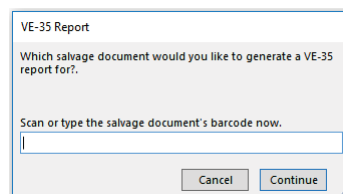
1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the Print CTE VE-35 button.



3. Within the VE-35 Report dialog box, scan the salvage document number for which you wish to print a VE-35. Alternatively, you may enter the salvage document number into the provided field and click Continue to proceed. (Should you decide not to print a VE-35, you may click Cancel to abort.)

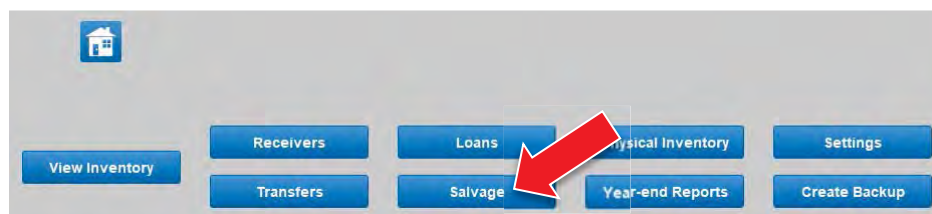


4. If successful, a dialog box will appear indicating this and you may proceed to the next instruction. If the request is unsuccessful, a different dialog box will alert you to the issue and the request will be aborted.
5. Within the Print dialog box, click OK.
6. Within the HP Universal Printing dialog box, select the desired printer, if applicable, and click Print.
7. Have your Principal sign the VE-35 form.
8. Make a copy of the VE-35 form; mail the copy to the DACE Central Office's Career Technical Education unit. Be sure to make a note to follow-up on the VE-35 being approved by the State.
9. Staple the VE-35 in front of the Salvage Request, but behind the Salvage Request Completed form, and file away in order of the Salvage Document Number.

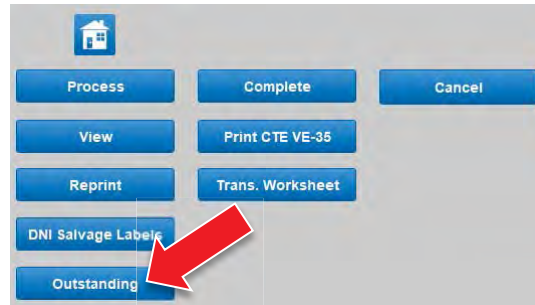
## Outstanding Salvage Report

### Steps

1. From the Main Menu, click the Salvage button.



2. From the Salvage Menu, click the Outstanding button.



3. If there is no salvage pending, a dialog box will inform you of this and the request will be aborted. Otherwise, proceed to the next step.
4. Within the Print dialog box, click OK.
5. Within the HP Universal Printing dialog box, select the desired printer, if applicable, and click Print.