

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- Adding Pictures
- Data Clean-up
- Transfer Reminders
- Wrong Number



Auction Information

The next two auctions will be on November 8 and December 13. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency
 P O Box 94095
 1059 Brickyard Lane
 Baton Rouge LA 70804-9095
 (225) 342-6849 Main
 (225) 342-6853 Compliance
 (225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Adding Pictures

Is your agency utilizing the option of adding pictures to AMS? Doing so can help your agency in numerous ways. The biggest benefit is at inventory time. Can't find the asset? Don't know exactly what it is? Having pictures in AMS will further identify it.



Here is how to do it (only users with full access can add pictures):

- First you will need pictures of your assets. The best way to do this is to take them as you are conducting your inventory. Be sure to keep a note for which asset is which picture number.
- When you are ready to add your pictures to the system, select the asset by going to Assets > By asset number.
- At the bottom right of the screen you will see the Images option with a View/Change box. Select the View/Change option.
- You will receive a pop-up which will contain numerous options. You will need to browse for the picture. Once you locate the picture on your computer, you will click Open. This puts the file name on the line for "Upload a new file."
- You can add comments to the file (i.e. left side of item or a location of item). Once your comments are complete, select Add File.
- This will post your picture to that asset.

Attachments for asset 24802-000246
Click on a thumbnail (icon) to view image files.
 For other file types right click and select "Save Target As..."

Save > Delete this file

Close

Upload a new file:
 Browse...

Comments:

Add File >

Images View/Change (0)

Attachments for asset 24802-000721
Click on a thumbnail (icon) to view image files.
 For other file types right click and select "Save Target As..."

No files are attached.

Close

Upload a new file:
 Browse...

Comments:

Add File >

- At any time you can add comments or pictures to assets. If you would like to keep them updated with wear and tear or upgrades, you may do so. You can delete and add files as long as your asset is active. Once you put the asset on a transfer, unlocate or surplus the asset, you can no longer add pictures.
- Once your picture is added, the Images option will change to show how many pictures you have attached to this item.
- Please only put three pictures per item. Each picture is saved as a thumbnail, but will show larger if you select it.

There are a lot of great reasons agencies utilize this feature! We don't expect you to use it for every computer or printer, but it is beneficial for larger items and equipment. Once your items are surplus, the pictures follow it and will also post to Web Surplus. If you have any questions regarding uploading pictures or unsure what files you should upload, please contact Rebecca.

Images View/Change (1)

Data Clean-up

Its that time of the year again. Time to check your property records and make sure everything is in order. Here are a few things that we are asking you to check when it comes to your AMS information:

Contact Information:

- In the system, go to Contacts > By Agency > type in your agency number and click Search. This information is your organizational detail. In the middle of the page are all of the contacts who have access to your agency's records. If anyone is listed there and are no longer employed or no longer do property, please request them to be deleted. This can be done by an email to rebecca.kleinpeter@la.gov. For the people who should remain, please be sure their telephone number, fax number, and email addresses are correct.
- If it is a property or fleet manager who needs to be deleted, please be sure your agency head designates a new person and sends a request for ID and password for that person.
- On the same page, the next tab is Address. Verify that your mailing and street address are correct. If not, please send the corrected information to Rebecca.

Organization Detail	
Agency Name	DIVISION OF ADMINISTRATION-LA. PROPERTY
Agency Number	24821
Certification Date	02/02/2009
Department	DIVISION OF ADMINISTRATION
JSIS	806
Govt. Type	NON-PRIMARY
Property Manager	REBECCA KLEINPETER
Fleet Manager	REBECCA KLEINPETER

Contacts	Address	Locations	Person Responsible
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Protected Field Information:

- Location codes are a key element to property/fleet management. In the system, go to Contacts > By Agency > type in your agency number and click Search. In the middle of the screen you will see a Location tab. Please click this tab. This is the list of locations that you can use on your property/fleet records. Do you see any that are no longer being used? If so, we need to delete these from the system. To delete a location code, click the code to receive a pop-up. This pop-up will have a white delete button, which is what you need to select.
- Do you see location codes duplicated? For example, if you have code 00212 and 0212, chances are they are the same physical location and one can be deleted. Keep in mind that a location code can only be deleted if no assets are in that location. If that is the case, change the assets to the location code you wish to keep and then delete the unused location code.
- The Person Responsible field, although not required, is a big part of inventory and knowing who has what assets. In the system, go to Contacts > By Agency > type in your agency number and click Search. In the middle of the screen you will see a Person Responsible tab. Please click this tab. The most common errors in this field are misspelling or duplicating names. For example, lets use the name Amy Smith. You may have it numerous times in different formats. Such as Amy, Amy Smith, Amy S., Smith A. or A. Smith under your Person Responsible field. All of these are the same person. You will need to select one format to use, then delete the others. If you have a misspelling, you can click the name, correct it, then click Save.
- Now is the perfect time to clean these fields. If you would like to re-do your location index, please let your Compliance Officer or Rebecca know. Be sure to send a revised location index to LPAA. We are able to do mass changes on these fields, which will save you a lot of time. Contact Rebecca for more information.

Person
AGGIE
AGGIE H.
AGGIE HIGGINBOTHAM

Open Transfers:

- Your agency may have open transfers pending receipt or surplus and you are unaware of it. Check your transfers from you and to you to see if any need attention.
- To check transfers from your agency, go to Transfers > Search. Put your agency number in the From Agency field and the status as open. If you have open transfers from your agency, they will be listed there.
- To check transfers that need to be received by your agency, go to Transfers > Search. Put your agency number in the To Agency field and the status as open. If there are any transfers needing to be received, they will be listed there.
- If you do have transfers pending over 60 days, please attempt to clear it up. If it is pending due to a surplus pick-up, make sure you have a scheduled date.

Transfers By Filter	
Transfer number	
From Agency	24821
To Agency	
Asset Number	
Status	OPEN
<input type="button" value="Cancel"/> <input type="button" value="Search"/>	

Vehicle Information:

- Be sure that all of your fleet vehicles have an updated license plate and a correct VIN number.

Transfer Reminders



Here are a few reminders when completing transfers:

- If you are doing a transfer to surplus for pick-up, the remarks section must contain a contact name, contact phone number, contact email address, and physical street location of the property. If this information is not in the remarks field, it could lead to a delay in pick-up. Keep in mind once you create the transfer, you can not go back and edit the remarks so this has to be done before you create it. If you have any questions on surplus pick-ups, contact Angela at angela.barker@la.gov.
- A transfer for disposal (scrap, inventory adjustment, trade-in, etc.) is only a request. Do not take action on these until they are approved. For example, you may request to scrap an item that we know another state agency is looking for. Your scrap request will be voided and we will ask you to surplus it. Be sure to check the approval before you take action.
- Approval for disposal transfers will only be done after all of the hard-copy paperwork is received. This means if you are doing a disposal for a trade-in, LPAA must receive the information before it will be approved. At times, LPAA will request pictures of items you want to scrap.
- As-is/where-is (aiwi) transfers are a last resort for most items. The items are either too big or too dangerous to be brought to LPAA. These transfers will not be automatically approved. Pictures are required for anything that your agency wants to sell as-is/where-is.

As always, if you have any questions with transfers please contact us.

Wrong Number?

Want to avoid being transferred? Having someone's direct line or email address always helps to avoid transfers and accidental dropped calls. For your most frequent questions; here are a list of people that can assist you:

- **Rebecca Kleinpeter** at (225) 342-6853 or rebecca.kleinpeter@la.gov can assist you with AMS, and numerous compliance questions. She is also the CLK Coordinator.
- Password disabled? Click the "Support" or "Need help signing in" options on the Incircuit homepage.
- **Rick Janis**, the State Fleet Manager, can be reached at (225) 342-6855 or Richard.janis@la.gov.
- **Floyd Rector**, the Compliance Supervisor, can be reached at (225) 342-6853 or floyd.rector@la.gov.
- Your Compliance Officer can answer any questions regarding compliance rules and regulations, along with any other question that may arise:
 - **Stan Aaron** (225) 342-3022 or Stanley.aaron@la.gov
 - **John Gilbeaux** (225) 342-4324 or john.gilbeaux@la.gov
 - **Aggie Higginbotham** (225) 342-6858 or aggie.higginbotham@la.gov
 - **Tom Lohman** (225) 342-3479 or tom.lohman@la.gov
- **Angela Barker** at (225) 342-3407 or angela.barker@la.gov can answer questions about surplus pick-ups.
- Surplus delivery questions can be answered by **Dedra Matthews** at (225) 342-6857 or Dedra.matthews@la.gov
- New vehicle status can be answered by **Veronica Daye** at (225) 342-6861 or veronica.daye@la.gov.
- **Sheryl Ferguson** at (225) 342-6851 can answer questions about tags, replacement tags, and duplicate tags that your agency needs. She can also answer questions about J4s and invoicing.
- **Louvenia Johnese**, the LPAA Warehouse Manager, can be reached at (225) 342-6865 or louvenia.johnese@la.gov.
- **Vera McClain**, the Auto Shop Supervisor, can be reached at (225) 342-6833 or vera.mcclain@la.gov
- Auction questions? Contact **Evie Matthews** at (225) 342-6854 or evie.matthews@la.gov or **Betty Phillips** at (225) 342-3312 or betty.phillips@la.gov.
- LPAA's main line is (225) 342-6849, and Administration can be reached at (225) 342-6890.
- LPAA fax numbers are (225) 342-6891 and (225) 342-6167.



Happy
Thanksgiving!

