Instructions for the state of Oregon's "Reuse" database

The "DAS – Disposing of Surplus Property" training in Workday is required training prior to gaining your Reuse Login credentials and sending property to the Surplus Property Program. This training can be found by clicking here or by searching for 'surplus' in the Learning section of Workday.

The Reuse system simplifies the process of submitting property, as well as tracking property. The most recent version will always be located on the website, www.oregonsurplus.com. This tutorial is interactive; by clicking on the different function buttons, the instructions for that topic will open.

The image below is what the first page looks like. From this page, one can search for specific property, or press the "Show All" button to view a list of the entire inventory. It is not necessary to login to use this feature.

The first step to access the Reuse system is to obtain a password. There are three permission levels: User, Manager and Administrator. **You can view the roles for each permission level here**. Please determine before obtaining a password, the permission level(s) necessary for you and your staff.

Contacts for obtaining passwords, profiles and administrative rights are:

Rhonda Mann at 503-378-2195 **rhonda.mann@das.oregon.gov**

John Cody at 503-378-6222 **john.cody@das.oregon.gov**

Once you obtain the password, go to the website **www.oregonsurplus.com**, and find the link to Reuse. The main focus of this software program is the blue tool bar. When logged out, the words "Search" and "Login" are the only two words visible. When logged in, the different function buttons become available.

Note: We have observed that this system, being an online reporting tool, responds best when using Firefox or Chrome web browsers. Internet Explorer will work, but if the user is not utilizing the latest version available, unexpected functionality issues may occur.

View of toolbar *when logged out*

View of toolbar *when logged in*
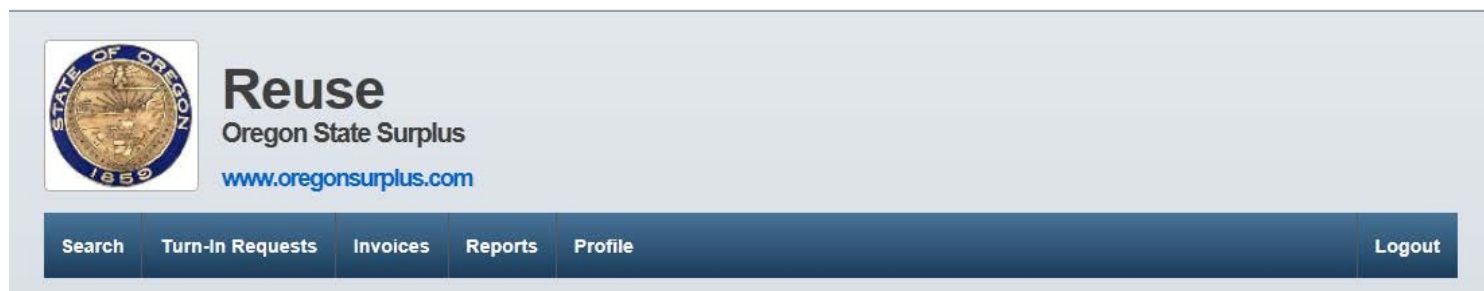
Click on the selections (Search, Turn-In Request, etc.) in the blue toolbar below to view the specific instructions.

Reuse
Oregon State Surplus
www.oregonsurplus.com

| Search | Turn-In Requests | Invoices | Reports | Profile | Logout |

Welcome to the Oregon Surplus Property Management System

Learn how to submit property in Reuse (tutorial). Login required to submit property.
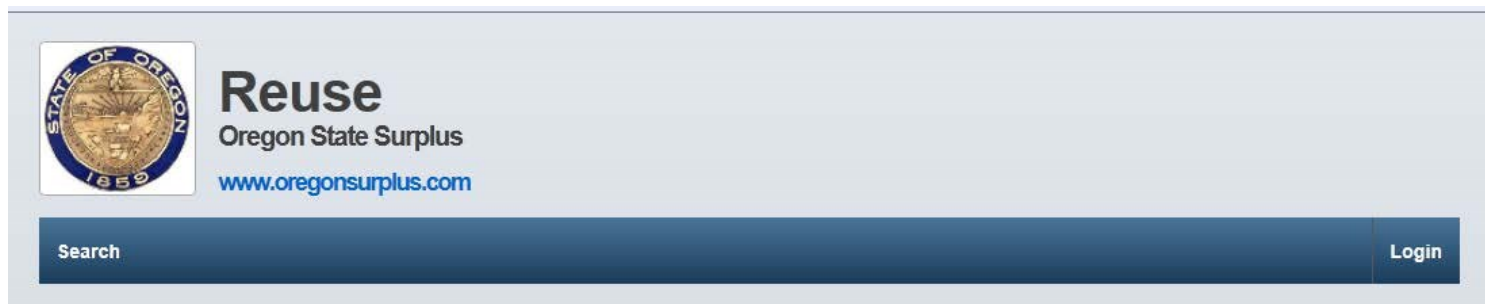Learn how to search only in Reuse (tutorial). No Login required to search property.

Enter search criteria ...   [Go] [Show All]

Items shown below and in this inventory are available to AGENCIES ONLY, before they go for auction to the public. Items that go to auction will no longer show up in the Inventory. However, items listed for auction can be cancelled and sold to an AGENCY.

Click here to go to the online auctions

For AGENCIES that do not find what they are looking for, use our Want List by clicking here

Call 503-378-6020 for more information.

Gallery *A small sample of items in the warehouse*

GENERATOR, 1000 KW $40,000.00

TENNANT FLOOR SCRUBBER $5,000.00

Miller Semigloss Interior Acrylic Paint $40.00

2009 Chevrolet Impala LS 4-Door Sedan

JACK, HYDRAULIC $350.00