



State Property Reuse Resource

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Office of Administration
Division of General Services



MOREuse Overview



What

- Old Purchcomm listserv (recently renamed to MOREuse used to facilitate the reuse of state property between agencies
- Coming soon – new web based application

Why

- Promote Sustainable Materials Management practices across Missouri state government
- Increase, streamline and promote the reuse of unneeded property between state agencies
- Better pair agencies with unneeded or unwanted property to agencies that need property
- Save taxpayer dollars by avoiding purchase of new property
- Assist state agencies with surplus property policy compliance
- Assist state agencies with recycling opportunities and resources

When

- July 2019 (go live date TBD)



System Comparisons



ListServ	New System
Any state team member can subscribe to listserv.	Agencies can determine system roles and level of oversight they want.
Outdated email notifications with very little information.	Emails from system will have links to posted property for easy access.
Volume of email a deterrent to participation.	Users can customize the amount of email notifications they receive on posted or requested property.
Property reservations handled manually.	Property reserved within the system so status of the property changes immediately.
Manual effort to track volume of property transferred.	Automated dashboard so all system users can see the volume of savings generated by using the system.



Current ListServ



MOREuse Digest, Vol 5, Issue 35 - Message (Plain Text)

File Message Tell me what you want to do...

Ignore Delete Reply Reply All Forward Meeting IM More - OPEX To Manager Cust Exp Team Done Reply & Delete Create New Rules OneNote Mark Unread Categorize Tags Translate Find Related Select Zoom Report Phishing Cyber Security

Fri 6/28/2019 12:00 PM

MOREuse <moreuse-bounces@lists.mo.gov> on behalf of moreuse-request@lists.mo.gov
MOREuse Digest, Vol 5, Issue 35

To: moreuse@lists.mo.gov

We removed extra line breaks from this message.

Enterprise Vault + Get more apps

The cabinet has been claimed.

From: MOREuse <moreuse-bounces@lists.mo.gov> On Behalf Of Bopp, Jadrien via MOREuse
Sent: Friday, June 28, 2019 9:55 AM
To: 'moreuse@lists.mo.gov' <moreuse@lists.mo.gov>
Subject: [MOREuse] file cabinet

The Division of Tourism has a 2 drawer lateral file cabinet with key available to any state agency. Pick up at the Truman Building. Contact me if interested.

JADRIEN BOPP
Communications Assistant
MISSOURI DIVISION OF TOURISM
(573) 751-1910
Jadrien.Bopp@ded.mo.gov
[VisitMO.com](http://visitmo.com) <<https://protect2.fireeye.com/url?k=12081c76-4e49847c-120ad0bc-0cc47a6d17ce-7e04dbaa7cd551b6&q=1&u=http%3A%2F%2Fvisitmo.com%2F>> * Facebook <<http://www.facebook.com/visitmo>> * Instagram <<http://instagram.com/visitmo>>
[logo]

----- next part -----
An HTML attachment was scrubbed...
URL: <<https://lists.mo.gov/mailman/private/moreuse/attachments/20190628/12c437fb/attachment-0001.html>>
----- next part -----
A non-text attachment was scrubbed...
Name: image001.jpg
Type: image/jpeg
Size: 2685 bytes
Desc: image001.jpg
URL: <<https://lists.mo.gov/mailman/private/moreuse/attachments/20190628/12c437fb/attachment-0001.jpg>>



New System Functionality



- Post Property (I want to give something away.)
- Request Property (I need something.)
- Reserve Property
- Customize User Profile/Email Notifications



System Roles

- Agency Administrator
- Giver – can post available property
- Taker – can reserve property
- Browser – view only access

MOREuse Homepage



A screenshot of the MOREuse homepage. At the top, there is a dark blue navigation bar with the MOREuse logo on the left and a user profile for "Cindy Dixon" on the right. Below this is a light blue navigation bar with three buttons: "Find Property", "Post Property", and "Request Property". The main content area features three large, light blue buttons with icons and text: "Find Property" (with a magnifying glass icon), "Post Property" (with a pushpin icon), and "Request Property" (with a house icon). Below these are two sections: "Message Board" and "Dashboard". The "Message Board" section shows "No items to show...". The "Dashboard" section includes a bar chart with two bars, both labeled "OA" on the x-axis. The y-axis ranges from 0 to 6k. The first bar is approximately 3.8k and the second is approximately 5.5k. There are also dropdown menus for "All Years" and "All Agencies", and an "Export to Excel" button.



Property Listing



MO→REuse Cindy Dixon

[Find Property](#) [Post Property](#) [Request Property](#)

Property Details



Two Desk Chairs

Description: Two blue desk chairs
Condition: Used
Post Number: 78
Quantity: 1
Category: Furniture
Property Type: Chair - Rolling
Status: Available
Available: 07/01/2019 - 07/15/2019
User Name: Cindy Dixon
Phone Number:
Email: Cindy.Dixon@oa.mo.gov
Street: 301 West High Street, Room 760
Location: JEFFERSON CITY, COLE

- [Reserve](#) [Edit](#) [Back to List](#)

Property Comments

[+ New Comment](#)


CD Cindy Dixon
Are there any stains on the chairs?
07/02/2019 01:00 PM

CD Cindy Dixon
Can the arm height be adjusted?
07/02/2019 01:00 PM



Find Property



MOREuse  Cindy Dixon [↗](#)

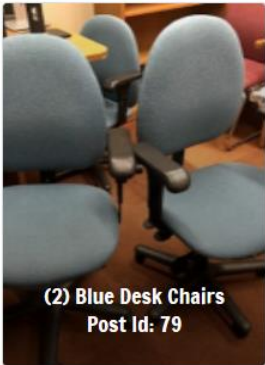


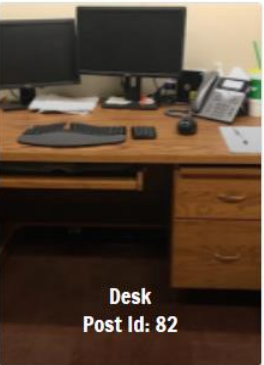
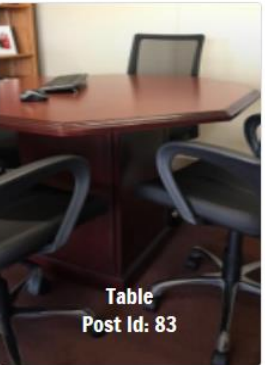
[Find Property](#) [Post Property](#) [Request Property](#)

Filtered Search

Furniture

[Search](#) [Clear](#)

Search Results for: Available, Furniture

 <p>(2) Blue Desk Chairs Post Id: 79</p>	 <p>Wood 5 Shelf Bookshelf Post Id: 80</p>	 <p>3 Drawer File Cabinet Post Id: 81</p>	 <p>Desk Post Id: 82</p>	 <p>Table Post Id: 83</p>
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Reserve Property

A screenshot of the MOREuse website interface. At the top, there is a dark blue header with the MOREuse logo on the left and a user profile for "Cindy Dixon" on the right. Below the header is a light blue navigation bar with three buttons: "Find Property" (with a magnifying glass icon), "Post Property" (with a document icon), and "Request Property" (with a person icon). The main content area is divided into two columns. The left column is titled "Property Details" and features a photograph of a wooden desk with two computer monitors, a keyboard, and a mouse. To the right of the photo, the following details are listed: **Desk**, **Description:**, **Condition:** Used, **Post Number:** 82, **Quantity:** 1, **Category:** Furniture, **Property Type:** Desk, **Status:** Available, **Available:** 07/01/2019 - 07/15/2019, **User Name:** Cindy Dixon, **Phone Number:**, **Email:** Cindy.Dixon@oa.mo.gov, **Street:** 301 West High Street, Room 760, and **Location:** JEFFERSON CITY, COLE. At the bottom of this section are three buttons: "Reserve" (circled in red), "Edit", and "Back to List". The right column is titled "Property Comments" and contains a "New Comment" button. Below it is a comment box with a blue background, a user icon labeled "CD", the name "Cindy Dixon", the text "Does the keyboard tray still work?", and a timestamp "07/02/2019 01:37 PM". A green reply arrow is visible to the right of the comment.

Email Notification Options

- Users can opt out of emails to minimize email traffic
 - Requests (someone needing property)
 - Available Property Posts
 - Can be tailored to only receive property in certain counties
 - Can specify only certain property categories



Agency Controls



- Each SAM II agency (Departments, Elected Official offices and the Judiciary) should let OA General Services know the following by July 15th:
 - Agency Administrator (authorized to set up agency roles)
 - Agency Level Controls
 - Giver approval required? (Yes/No)
 - Taker approval required? (Yes/No)
 - Property postings restricted to within your SAM II agency code? (Yes/No)

Send your agency level controls to Lee Ann Braun at leeann.braun@oa.mo.gov. Questions, call Lee Ann at 751-3415.



Agency Admin User Based Permissions



MO-REuse
BACK OFFICE

Permissions | Property Categories | Property Types | Agencies

Cindy Dixon

Permission details for User 'Michelle Hallford'

[Back to Permissions](#)

User Details

Name
Michelle Hallford

Email
Michelle.Hallford@governor.mo.gov

Mobile Phone
-

Active

Last Login
07/01/2019 12:07 PM

User Roles

Role
<input checked="" type="checkbox"/> AgencyAdmin
<input checked="" type="checkbox"/> Browser
<input checked="" type="checkbox"/> Giver
<input type="checkbox"/> SystemAdmin
<input checked="" type="checkbox"/> Taker



MOREuse.mo.gov



OFFICE of ADMINISTRATION

MO.gov Governor Parson Find an Agency Online Services Search

Accounting Budget & Planning Commissioner Facilities General Services ITSD Personnel Purchasing

MOREuse - State Property Reuse Resource

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse ligula quam, dapibus vestibulum libero sed, gravida consequat dui. Aliquam erat volutpat. Nullam ullamcorper tincidunt efficitur. Mauris pretium libero sed gravida sodales. Proin tristique mi quis sapien rutrum auctor. Phasellus vestibulum mauris ut lectus dignissim ultrices. Nulla ut urna interdum, bibendum erat vitae, laoreet dolor. Etiam laoreet enim nec ultrices vehicula. Nulla lacus lectus, tristique sed massa eget, porttitor condimentum odio.



Resources

- **Procedures and Guidelines**
- **Local Disposal**
- **Link**
- **Link**
- **Link**
- **Link**

Contact Information

MOREuse
2846 Highway 179
Jefferson City, MO 65109
moreuse@oa.mo.gov
Phone: (573) 751-3415
Fax: (573) 751-1264
Toll Free: (888) 295-7796

DRAFT PAGE DESIGN

About OA.MO.GOV

- ADA Information
- Accessibility
- Privacy Policy
- Contact Us
- Job Opportunities
- MO Careers

OA Programs

- Center for Management and Professional Development
- Disability Portal
- Missouri Accountability Portal
- Missouri Cyber Security

Useful Links

- Employee Phone Directory
- Employee Self Service Portal (ESS)
- Missouri Relies on Everyone (MORE)
- OA News Releases
- State of Missouri Real Estate Opportunities



Other Miscellaneous Items



- MOLogin will be used
- Users can register on their own – permissions will be based on agency settings
- MOREuse website to have additional information, how to videos, etc.
- MOREuse will generate applicable Surplus Property forms (SS1, SS2).