*INSTRUCTIONS FOR:*

*Entering a Project Request*
*Running the Project Request Reports*

**I        Enter a new Project Request**

*Navigation:  WCU Project Requests > WCU Project Request Log*

➢    Click the 'Add' Button to create a new Project Request

- ⊞ My Content
- ⊞ Content Management
- ⊞ Faculty/Admin. Self-Service
- ⊞ Campus Community
- ⊞ Student Admissions
- ⊞ Manage Student Records
- ⊞ Manage Student Financials
- ⊞ WCU HR/Budget
- ⊞ WCU Student Work Study
- ⊞ Define Student Admin
- ⊟ WCU Project Requests
  - – WCU Project Request Log
  - – Count of Requests
  - – Project Request Reports
- ⊞ Personal Information

**WCU Issue Log**

Find an Existing Value | Add a New Value

**WCU Project Request Number:** NEW

Add

Find an Existing Value | Add a New Value

NOTE:  At this time, all functional users have read/write access to the '**General Info**' and '**Justification**' tabs.  They have read-only access to the '**Analysis/Doc Info, Project Progress**, and **PS Info**'  tabs.

➢   General Info Tab

On this tab, please provide the required information (indicated by *) using the screen below.   The system automatically populates the Date, Requestor, EmplID, SAP Cost Center, Functional Contact, Requestor Email, and Requestor Phone fields based on the User ID of the person logged on.

The default values for Request Status and Request Priority are 'Open' and 'Medium' respectively.

| General Info | Justification | Project Progress | Analysis/ Doc Info | PS Info |
|---|---|---|---|---|

**Adminstrative Computing Project Request Log**

**Request Number:** NEW                                    **Fiscal Year**  2010

**\*Date:** 06/15/2010  📅

**Requestor EmplID:** 0321059  🔍 Chang,Chaw-Ye

**\*SAP Cost Center:** 7511005020  🔍 Administrative Computing

**Functional Contact:** 0321059  🔍 Chang,Chaw-Ye

**\*Requestor Email:** CCHANG@WCUPA.EDU

**Requestor Phone:** 610/436-3043

**\*Module/Area:** ▼

**Analyst:**  JMARRON

**\*Request Title:**

**\*Category:** ▼

**\*Date Required:**  📅

**\*Request Status:** Open ▼

**\*Request Priority:** Medium ▼

💾 Save        📑 Add    📑 Update/Display    📑 Include History    📝 Correct History

General Info | Justification | Project Progress | Analysis/ Doc Info | PS Info

NOTE:  Please do not adjust the default value of the '*Request Status' field.  It will be adjusted by Administrative Computing staff as appropriate.

➢ Justification tab

- Please use the required 'Description' field to provide more detailed project request information.

- Files/Documentation/notes etc. can be uploaded as additional information, using the 'Add Attachment' button.

- Click on 'Save' to save the project request.

| General Info | **Justification** | Analysis/ Doc Info | Project Progress | PS Info |

**Request Number:** 000471    **Fiscal Year** 2010    **Requested Entered:** 06/11/2010

**\*Description**

**Major Transformations**
- ☐ **Student Success and Service** (Improved Student Service)
- ☐ **Responsiveness** (Related to Univ/State Initiatives)
- ☐ **Resourcefulness** (University Cost Savings, Increased Revenue)
- ☐ **Human Capital** (Improved Staff Productivity)
- ☐ **Diversity**

**Project Benefits**

Add attachment

💾 Save          📑 Add     📑 Update/Display     📑 Include History

General Info | Justification | Analysis/ Doc Info | Project Progress | PS Info

NOTE:  At this time, all remaining tabs are for Administrative Computing's internal use only

*II**View or Update Existing Project Request*

*Navigation:  WCU Project Requests  > WCU Project Request Log*

➢ Click 'Find an Existing Value' tab

Multiple search criteria are provided to help identify the project(s) in which you are interested. For example, selecting WCU Module = 'Contributor Relations' and WCU Issue Status = 'Open' will filter the results to open issues within Contributor Relations.

**WCU Issue Log**

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |
| --- | --- |

| | | |
| --- | --- | --- |
| WCU Project Request Number: | begins with ▾ | |
| Fiscal Year: | = ▾ | |
| WCU Module: | = ▾ | Contributor Relations ▾ |
| WCU Date Issue Entered: | = ▾ | 🗓 |
| WCU Analyst: | begins with ▾ | 🔍 |
| Issue Title: | begins with ▾ | |
| WCU Issue Status: | = ▾ | Open ▾ |
| WCU Issue Due Date: | >= ▾ | 🗓 |
| WCU Issue Closed Date: | >= ▾ | 🗓 |

☐ Include History    ☐ Case Sensitive

| Search | Clear | Basic Search 🖫 Save Search Criteria |
| --- | --- | --- |

**Search Results**

View All

| WCU Project Request Number | Fiscal Year | WCU Module | WCU Date Issue Entered | WCU Analyst | Issue Title | WCU Issue Status | WCU Issue Due Date | WCU Issue Closed Date | Student Success and Service | Responsiveness |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 000009 | 2010 | Con Rel | 01/27/2009 | ESCHNEIDER | Modification to the Monthly Gift Report | Open | 07/30/2010 | (blank) | (blank) | N |
| 000183 | 2010 | Con Rel | 01/27/2010 | MBACASTOW | Phonathon auto load gift from Rufalo Cody | Open | (blank) | (blank) | (blank) | (blank) |
| 000457 | 2010 | Con Rel | 06/02/2010 | PLENZI | RuffloCodev (Campus Call) server configuration and software installation. | Open | 08/01/2010 | (blank) | (blank) | (blank) |
| 000466 | 2010 | Con Rel | 06/01/2010 | ESCHNEIDER | Add Valkyries involvement code to those on a list provided by Adv | Open | 07/30/2010 | (blank) | (blank) | Y |

NOTE:  The same tabs that were available when the project request was entered (General Info and Justification) are available for update.  **Please notify the project analyst when you update the project information**.  All other tabs are read-only.

*INSTRUCTIONS FOR:*

*Entering a Project Request*
*Running the Project Request Reports*

**III    Project Request Counts**

**Navigation:   WCU Project Requests > Count of Requests**

This page displays the number of projects by module and status.

**Count of Requests by Module**

**Count of Requests by Module and Status**

| Module/Area | Status | Count |
|---|---|---|
| Campus Community | Closed | 8 |
| Campus Community | In Progress | 2 |
| Campus Community | Open | 4 |
| Campus Community | Cancelled | 1 |
| Contributor Relations | Closed | 15 |
| Contributor Relations | Open | 4 |
| Human Resources | Closed | 20 |
| Human Resources | Open | 2 |
| IR/PASSHE | Closed | 9 |
| IR/PASSHE | On Hold | 1 |
| IR/PASSHE | In Progress | 1 |
| IR/PASSHE | Open | 8 |
| Student Records | Closed | 69 |
| Student Records | On Hold | 2 |
| Student Records | In Progress | 4 |
| Student Records | Open | 15 |
| Student Records | Cancelled | 4 |

Customize | Find |    First  1-41 of 41  Last

**IV    Open Project Report (Includes project status = In Progress, On Hold, Open)**

**Navigation:  WCU Project Requests > Project Request Reports**

➢ Create a new run control or use an existing one.

➢ Enter the current fiscal year in the 'Fiscal Year' field

➢ Module selection is limited to two (WCU Module and Addt'l Module/Area).  Leaving them blank
will result in a listing of the project requests for all modules.

➢ The radio button labeled 'Open Project Requests' will report on all Open, On-Hold or In-Progress
projects.

➢ Using a combination of the radio button labeled 'Open Project Requests' AND the drop-down
box for WCU Issue Status will filter all open projects to the chosen  issue status.

➢ Save the run control page then click the 'Run' button

➢ Click 'OK' to run the report

**Process Scheduler Request**

| User ID: | JSANTIVASC | | Run Control ID: testing2 |
|---|---|---|---|

| Server Name: | ▼ | Run Date: | 06/11/2010 | 🗓 | |
|---|---|---|---|---|---|
| Recurrence: | ▼ | Run Time: | 12:13:55PM | | Reset to Current Date/Time |
| Time Zone: | 🔍 | | | | |

**Process List**

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|---|---|---|---|---|---|---|
| ☑ | WCUPRJRP | WCUPRJRP | SQR Report | Web ▼ | PDF ▼ | Distribution |

| OK | Cancel |
|---|---|