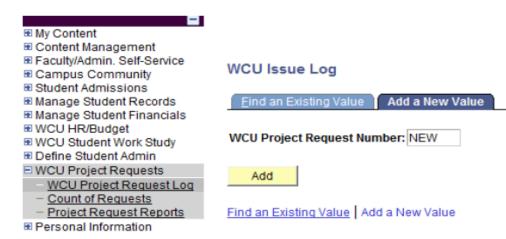
Entering a Project Request Running the Project Request Reports

April 23, 2014

I Enter a new Project Request

Navigation: WCU Project Requests > WCU Project Request Log

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



Entering a Project Request Running the Project Request Reports

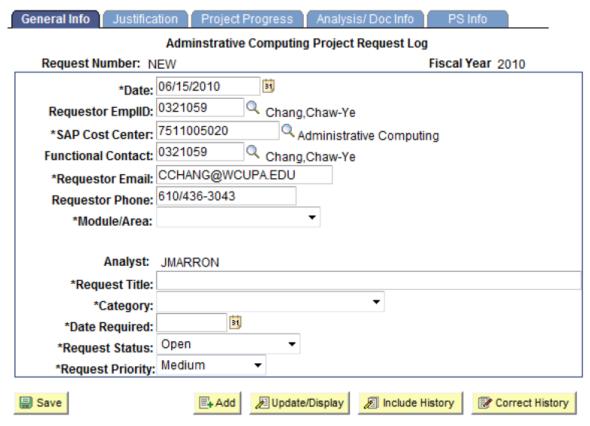
April 23, 2014

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

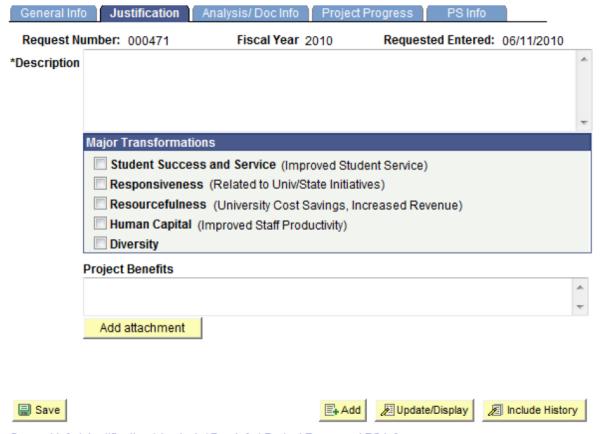
NOTE: Please do not adjust the default value of the '*Request Status' field. It will be adjusted by Administrative Computing staff as appropriate.

Entering a Project Request Running the Project Request Reports

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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

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

Entering a Project Request Running the Project Request Reports

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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	d a New Value			
WCU Project Request Number:	begins with	÷		
Fiscal Year:	= •			
WCU Module:	= •		Contributor Relations	~
WCU Date Issue Entered:	= •			51
WCU Analyst:	begins with	-		Q
Issue Title:	begins with	•		
WCU Issue Status:	= •		Open	•
WCU Issue Due Date:	>= ▼			51
WCU Issue Closed Date:	>= v			×
Include History Case Se	ensitive			
Search Clear Basic	Search 🗏	Sa	ve Search Criteria	

Search Results

View All										
<u>WCU</u> Project Request <u>Number</u>	Fiscal Year	IW/CU	WCU Date Issue Entered	WCU Analyst	Issue Title	WCU Issue Status	WCU Issue Due Date	lssue Closed	Student Success and Service	Responsivenes
000009	2010	Con Rel	01/27/2009	ESCHNEIDER	Modification to the Monthly Gift Report	<u>Open</u>	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	PLENZ	RuffloCodey (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.

Entering a Project Request Running the Project Request Reports

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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

Customize Find ## First 4	I-41 of 41 🕨 Last
<u>Status</u>	Count
Closed	8
In Progress	2
Open	4
Cancelled	1
Closed	15
Open	4
Closed	20
Open	2
Closed	9
On Hold	1
In Progress	1
Open	8
Closed	69
On Hold	2
In Progress	4
Open	15
Cancelled	4
	Closed In Progress Open Cancelled Closed Open Closed Open Closed Open Closed On Hold In Progress Open Closed On Hold In Progress Open Closed On Hold In Progress

Entering a Project Request Running the Project Request Reports

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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

WCU - Prin	ıt Project Req	uests					
Run Control	ID: TEST3			Report Manage	r Process	<u>Monitor</u>	Run
		Proje	ect Request Rep	orts			
		*Fiscal Year:	2010				
		WCU Module:	Student Financ	e	<u>・</u>		
	Ad	dt'l Module/Area:			_		
		Analyst		Q			
Pleas	se Select Rep	oort Type					
	Ope	n Project Reques	ts (Includes Op	en,In Progress, O	n Hold)		
	W	/CU Issue Status			▼		
	© Clos	ed Project Reque	sts (Includes C	losed and Cancel	ed)		
	V	/CU Issue Status			▼		
		Closed Date >=	06/15/2010				
		Closed Date <=	06/15/2010				
■ Save	🕰 Return to S	earch		E₊Add ∠BUpd	ate/Display		de History

Entering a Project Request Running the Project Request Reports

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➤ Click 'OK' to run the report

Process Scheduler Request

	CSC SMARTH COUNTY SEEL		55,000,00		-70-2a	0.00					
Server Name: ▼ R		Run Date:	06/11/2010		31						
Recurrence:		Run Time:	12:13:58	5PM		Res	et to Current	Dat	e/Time		
Time Zone:	Q										
Process List		-		98			v				VA.
Select Description	1	Proces	ss Name	Process	s Ty	<u>pe</u>	<u>*Түре</u>		*Format		Distribution
▼ WCUPRJR	P	WCUP	RJRP	SQR Re	por	t	Web	*	PDF	•	Distribution