Activity Owner's Manual

When logged on into IAP portal as an activity owner, it means your profile was never defined in the application, but you are able to raise a change request.

If you have raised a change request previously, the list of request you have raised will be listed as shown in figure 1 below, else your change request in-tray will be empty.

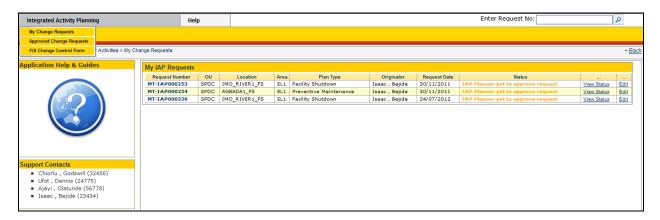


Figure 1: Activity Owner Change request lists.

1. Create New Change Request

To create a new change request, hover your mouse on Integrated Activity Planning menu,

then click on Fill change request control form menu as shown in figure 1 above.

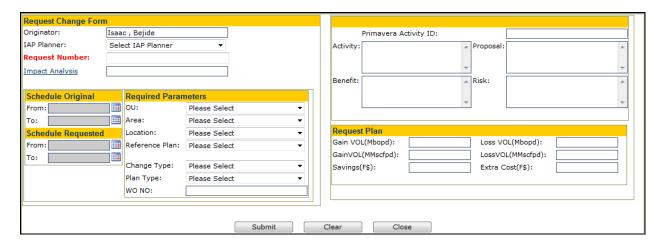


Figure 2: Create a change request.

Enter your data into the form above and click submit.

An email will be automatically sent to the selected IAP planner for further process.

2. To view the approval progress of your request, click on View Status as shown in figure 1 above. Figure 3 below comes up. Click each tab to view respective comments.

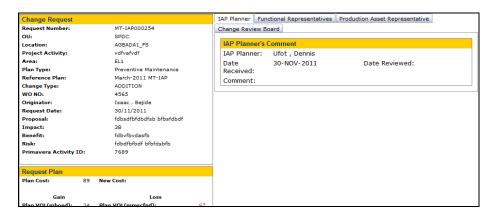


Figure 3: Change Request Approval progress status.

- 3. To Edit your change request click on the Edit link button against the request you want changed as shown in figure 1 above. The change request will be called up and you can make your changes as desired.
- 4. To view approved change request, click on Approved Change Request on the Integrated Activity Planning menu in figure 1 above.



Figure 4: List of approved change requests

Here you can generate report by clicking on the "View Report" link button in figure 4 above.



Figure 5: Sample IAP Report

Select a format, Excel or PDF, click on Export to export your report to the desired format.