*Work Request*

USER GUIDE

Version *1.2  
Dec 13 2021*

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Dave Leake | Nov 4 2021 | Ian Oliver | Nov 8 2021 | User Guide draft |
| 1.1 | Dave Leake | Dec 7 2021 | Ian Oliver | Dec 7 2021 | Revision 1.1 |
| 1.2 | Dave Leake | Dec 13 2021 | Ian Oliver | Dec 13 2021 | Revision 1.2 |

**UP Template Version:** 12/31/07

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# Work Request User Guide

## How To: Open the Application

Open the *Phase4\_.Java*

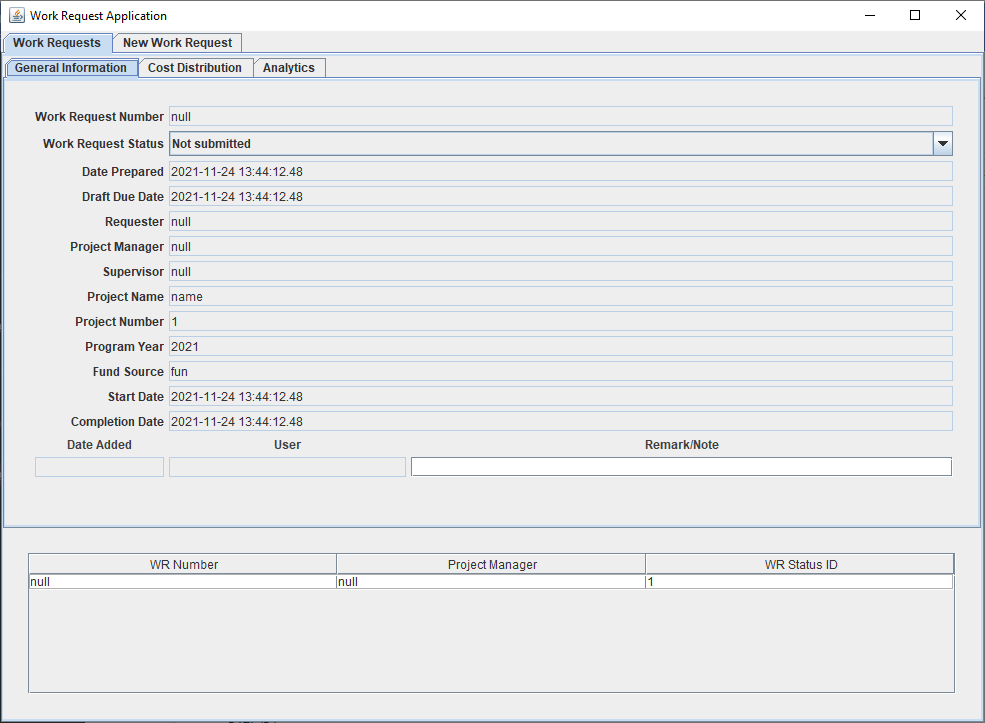
## Work Request Login

* + - 1. Select SQL Server Connection / Azure / LocalHost Login depending on your environment
      2. Enter the credentials provided to you in the Test Plan

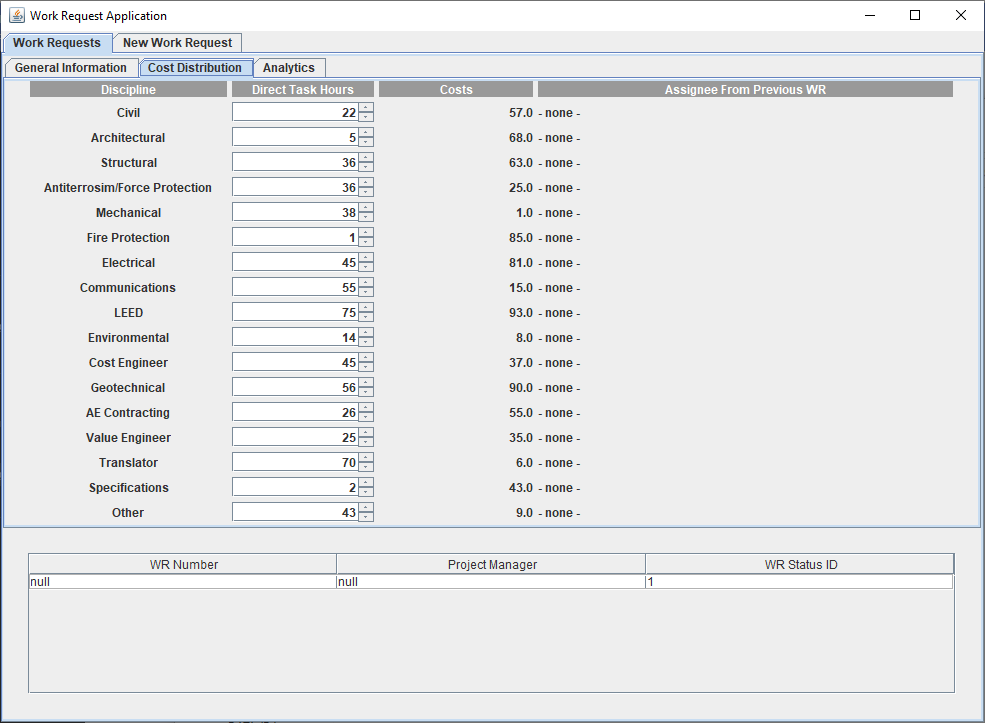
## Users and Roles

* + - Requestor: Creates new Work Request (WR)
    - Project Manager: Responsible for providing information about the project the WR is created for, the assignment type and how much time and money can be spent on a WR
    - Program Analyst: The Program Analyst provides financial information like the Labor Charge Code and Funded Work Item
    - Supervisor / Residential Engineer: The Supervisor for Engineering and Environmental and the Residential Engineer for Construction is responsible to assign personnel to a WR
    - Reassigner: The Reassigner is able to open a WR and reassign a WR to other Assignees
    - Assignee: Assignees are assigned to a WR to accomplish the requested actions

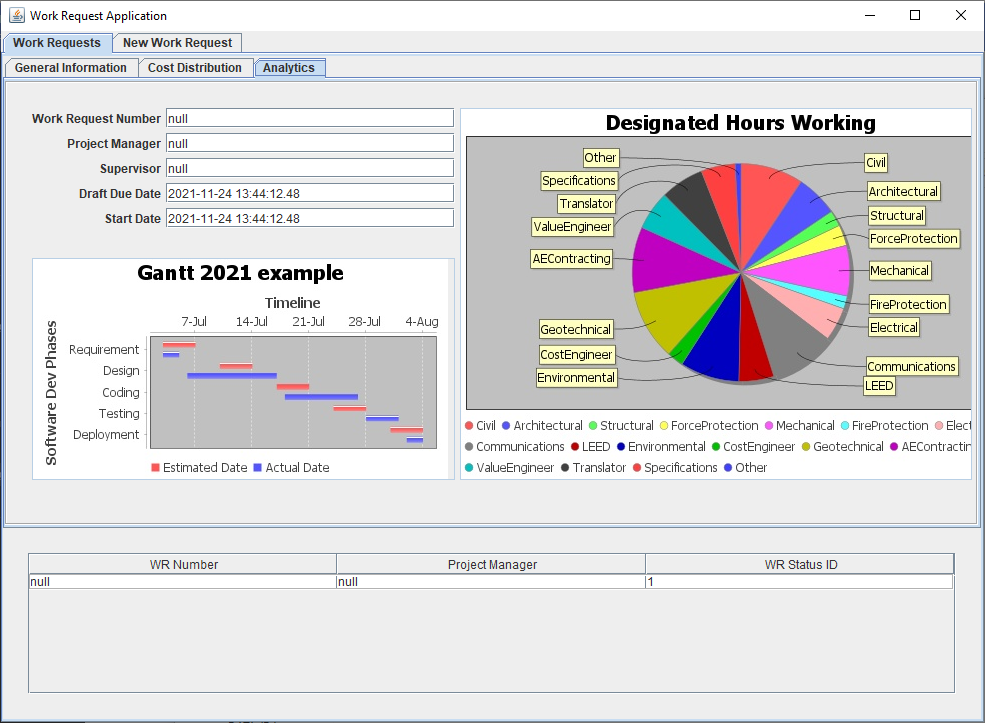
## General Information Tab

* + 1. 
* Submitted by Requestor / PM
* Who requested the WR and when?
* Who is the PM?
* Special functions: Copy information from a previous WR
* Available on all tabs:
  + Add Remark/Notes: Remarks/Notes appear below the buttons and can‘t be deleted
  + The buttons to save, submit or reassign the WR
  + The top bar with general information on the WR, a hyperlink to open the print view and a hyperlink to go back to the Work Request list

## Cost Distribution Tab

* + 1. 
* Filled by Requester / PM (and later potentially by branch Supervisor)
* Engineering & Environmental:
  + Which Disciplines are requested?
* All branches:
  + How many hours (=money) are available for the requested work?
  + How much money can be spent on travel?
  + Are there any special instructions?
* Special functions:
  + If you used the copy function from the General Info tab, the assignees from the previous WR show up
  + The labor costs are calculated based on the branch‘s average work rate

## Analytics Tab

* + 1. 

# User Guide Approval

The undersigned acknowledge they have reviewed the Work Request Use **Guide** document and agree with the approach it presents. Any changes to this Requirements Definition will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Dave Leake | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Project Manager |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Will Tchouente (Aurelien) | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Requirements Manager |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Ian Oliver | Date: |  |
| Print Name: |  |  |  |
| Title: | Software Engineer/Student |  |  |
| Role: | Software Designer |  |  |

**Appendix A: References**

*[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

**Appendix B: Key Terms**

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.*

*http://www2.cdc.gov/cdcup/library/other/help.htm*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |