Manual for Real Life Request System

For Real Life Staff

Getting Started

Logging In

The Menu Bar

Request Management

The Request Process

Approving Requests

Generating Finance Submission File

Viewing Completed Requests

Creating a Request

Scholar Management

Managing Scholar Data

Viewing Scholar Spending

Area Coordinator Management

Viewing AC Data (Spending)

Making deposits to ACs

Site Maintenance

Providing Site access

Maintaining Site Defaults