ADMINISTRATION MANUAL

URL:

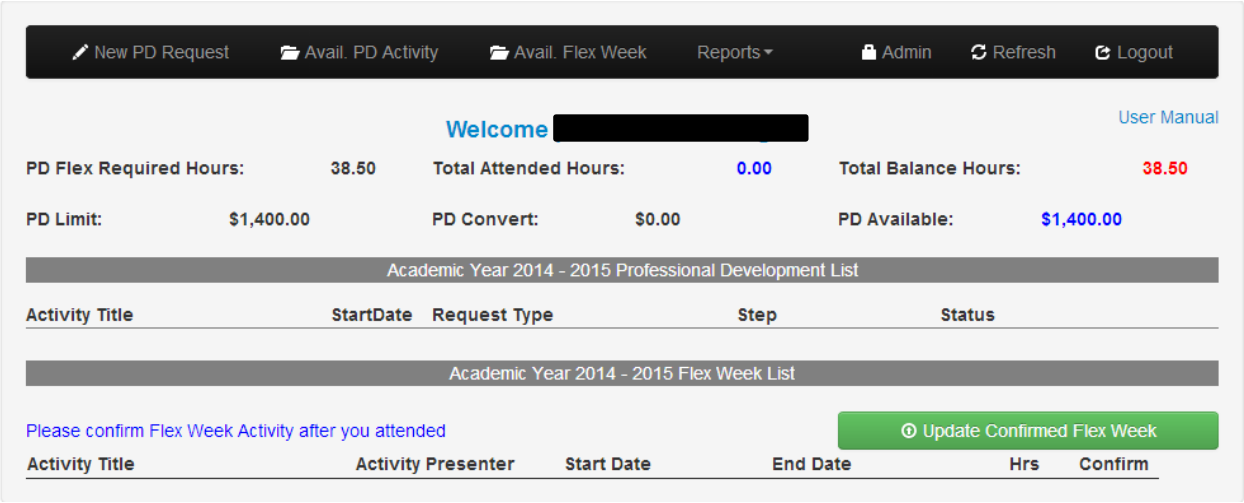
https://services.ivc.edu/PDRequest/Login.html

***There are two different types of Administrations. General Administration and Approval Administration. General Administration can only view and send back the drafts that have been submitted. Approval Administration has the power to finalize and approve the drafts.**

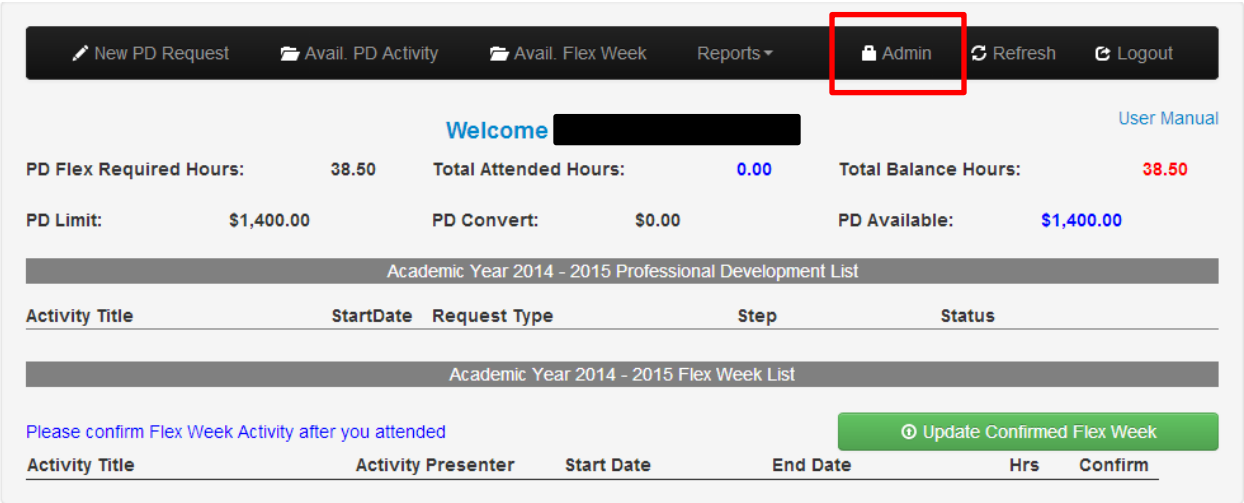
Getting Started

Once the URL is entered into the address bar, the browser will direct you to a log in page:

Enter Administration Username and Password to be directed to the home page:

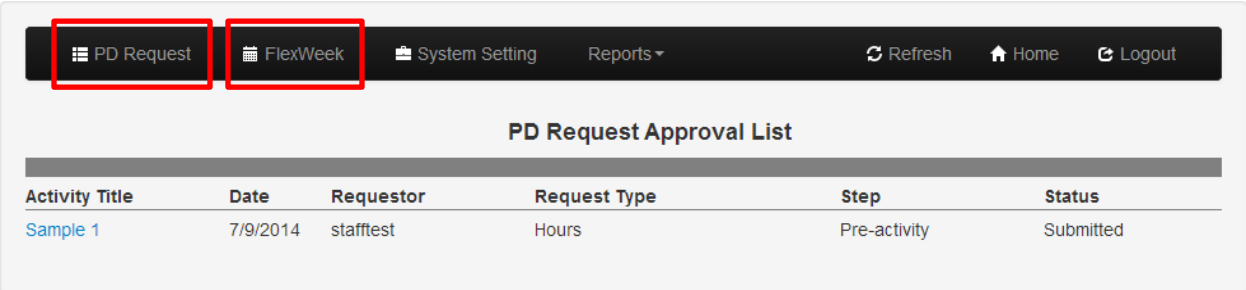


Navigate to the top, right hand corner of the home page and click on the "Admin" tab:



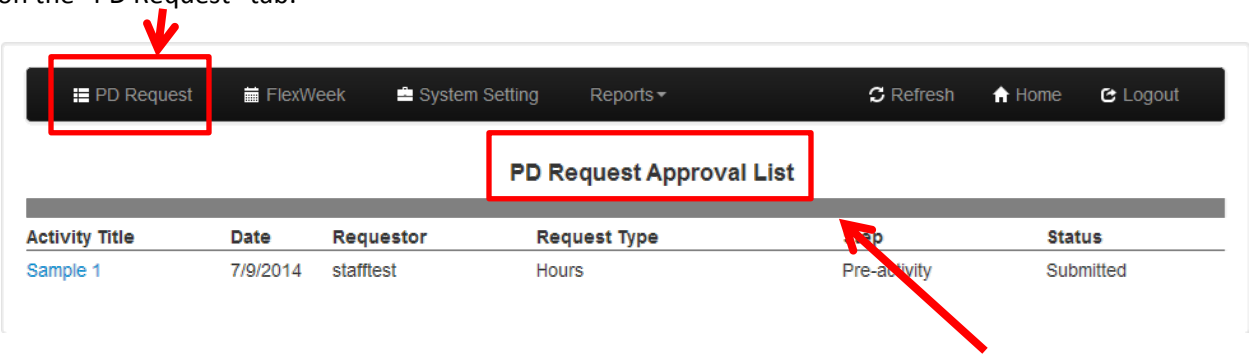
Once the browser has loaded to the Administration page, you will now have the option to view and approve all PD Requests ***(General Admin can only view and send back the draft).**

You will also have the ability to submit all Flex Weeks given:



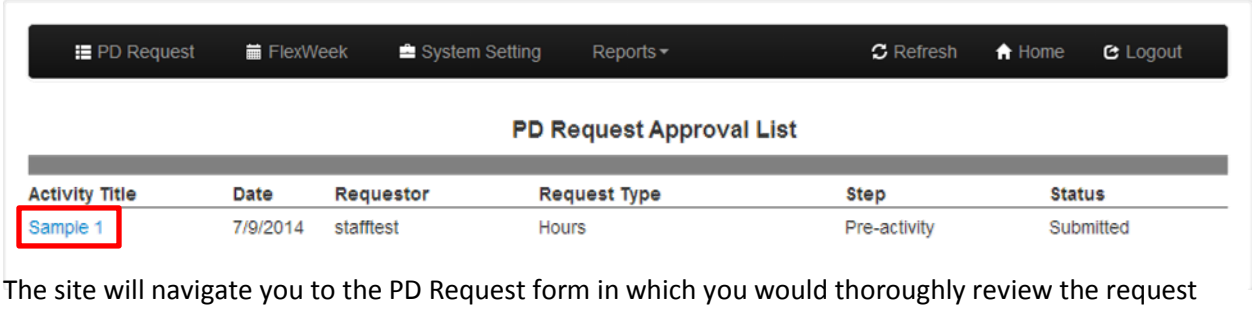
PD REQUEST

To view and approve submitted PD Requests, go to the left hand corner of the “Admin” page and click on the “PD Request” tab:

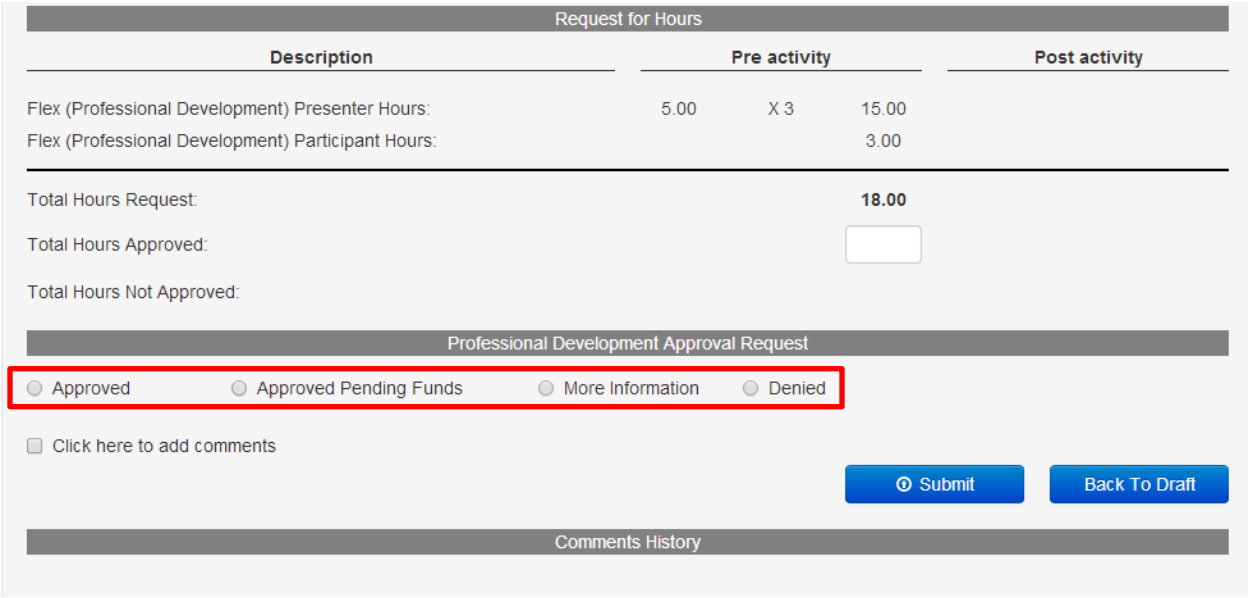


Once you have clicked the “PD Request” tab, the page will navigate you to a “PD Request Approval List”.

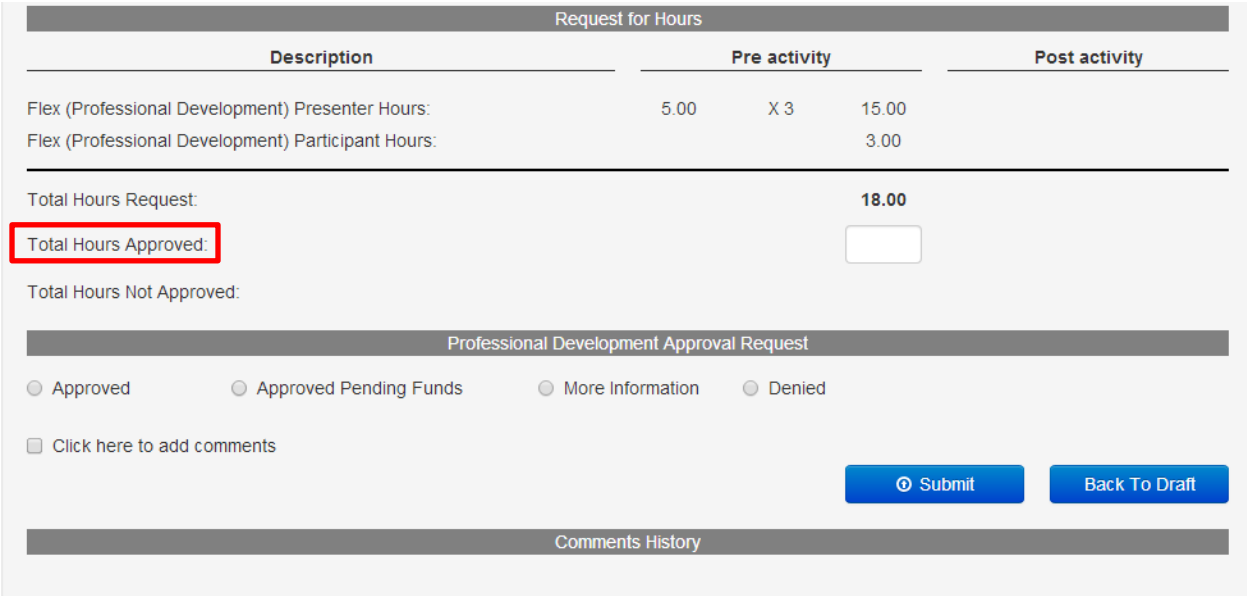
To submit a status on any PD Request, simple click an “Activity Title”, highlighted in blue, you wish to view and submit.



The site will navigate you to the PD Request form in which you would thoroughly review the request and, at the bottom of the page, choose the option to “Approved”, “Approve Pending Fund”, “More Information”, or “Denied”.



You must also type in the “Total Amount of Hours Approved”:



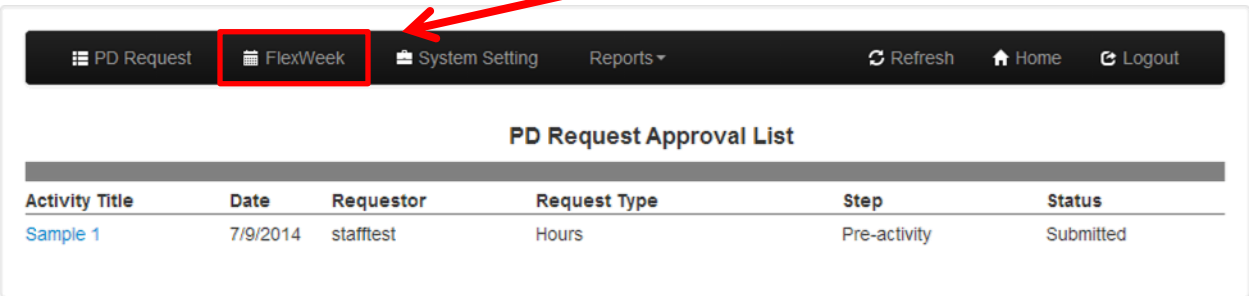
After you have completed all necessary options, if you wish to approve, check any status given and click the “Submit” button.

If you wish to send the PD Request back to the requester, click the “Back to Draft” Button.

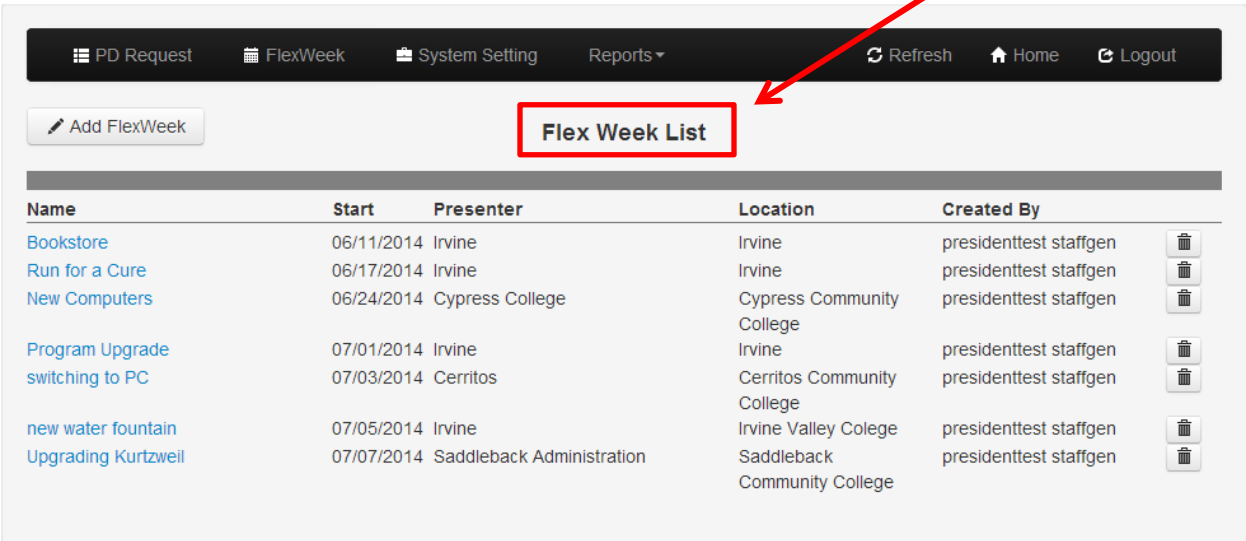
*** General Admin can only view and send back the draft**

FLEX WEEK

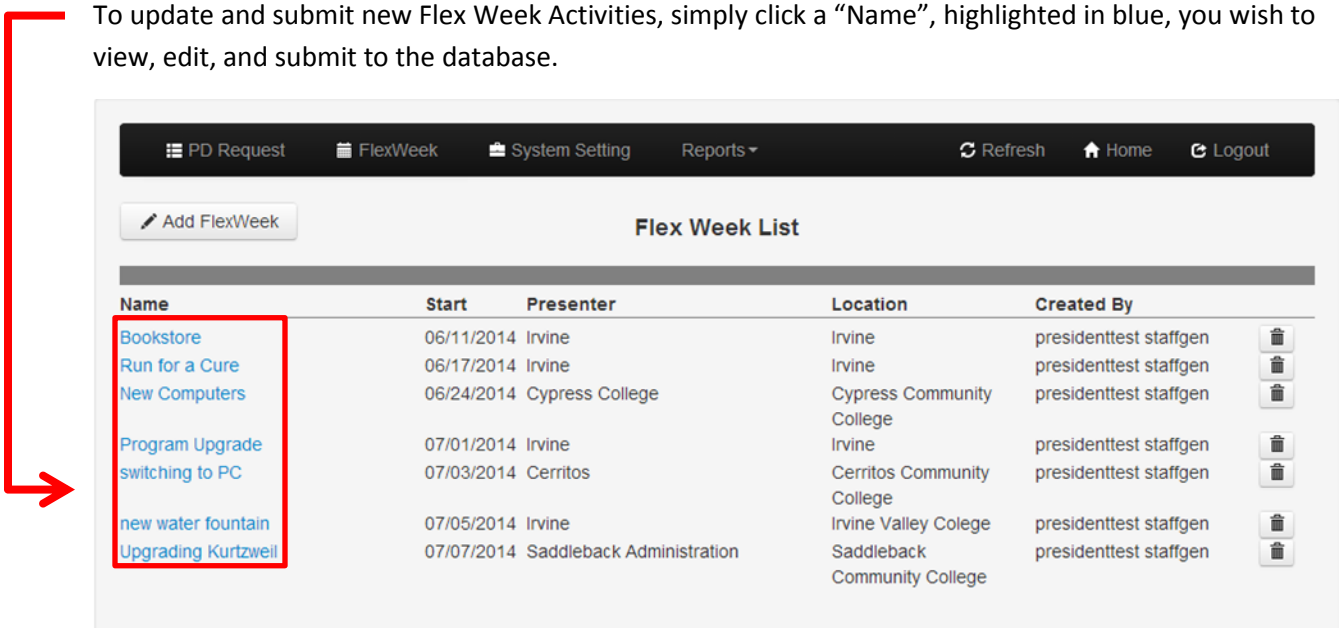
To view and “submit” the available Flex Week Activity, simply click on the “FlexWeek” tab located on the top, left hand corner of the ”Admin” page.



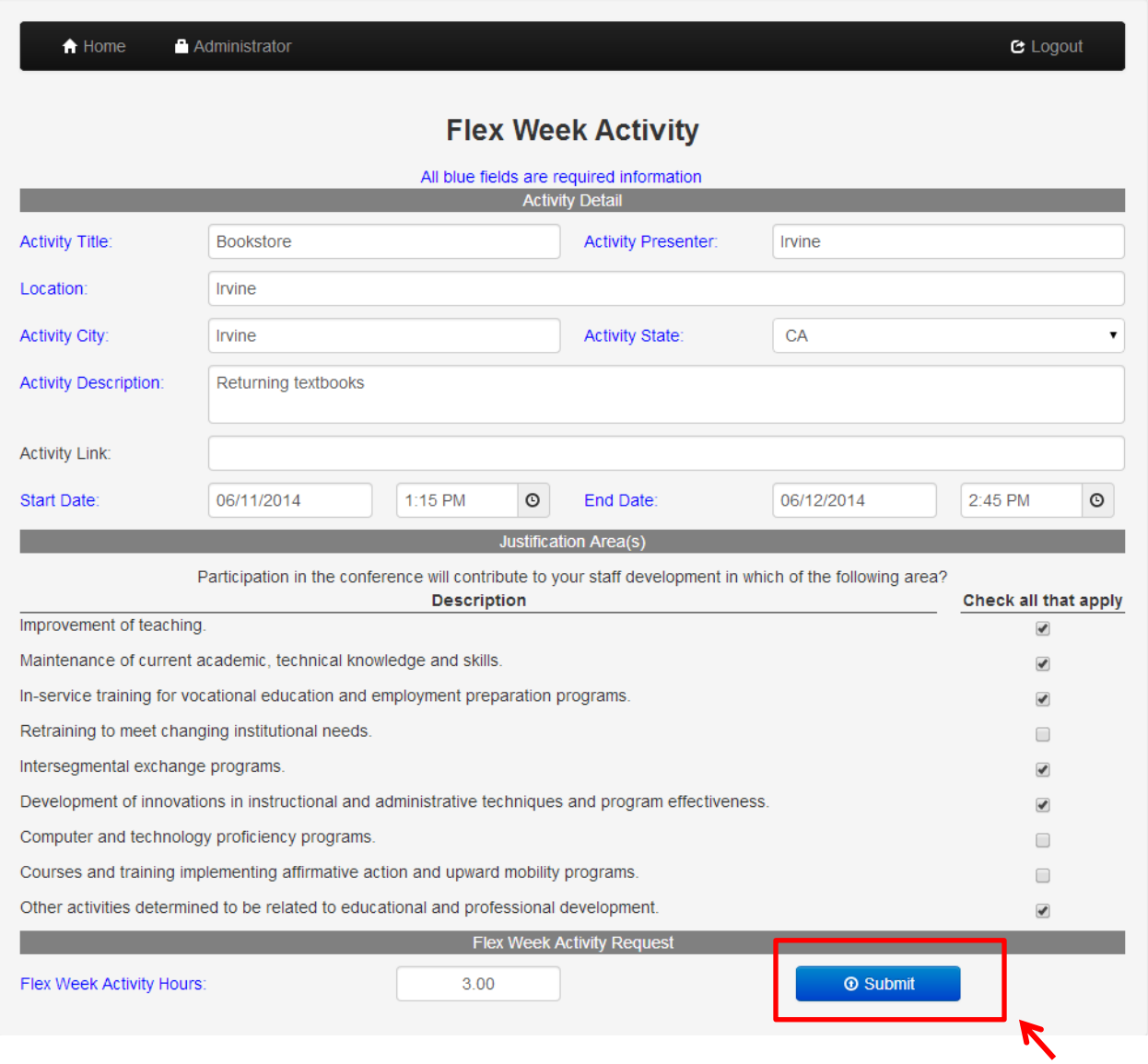
Once you have clicked the “FlexWeek” tab, the page will navigate you to a “Flex Week List”:



To update and submit new Flex Week Activities, simply click a “Name”, highlighted in blue, you wish to view, edit, and submit to the database.

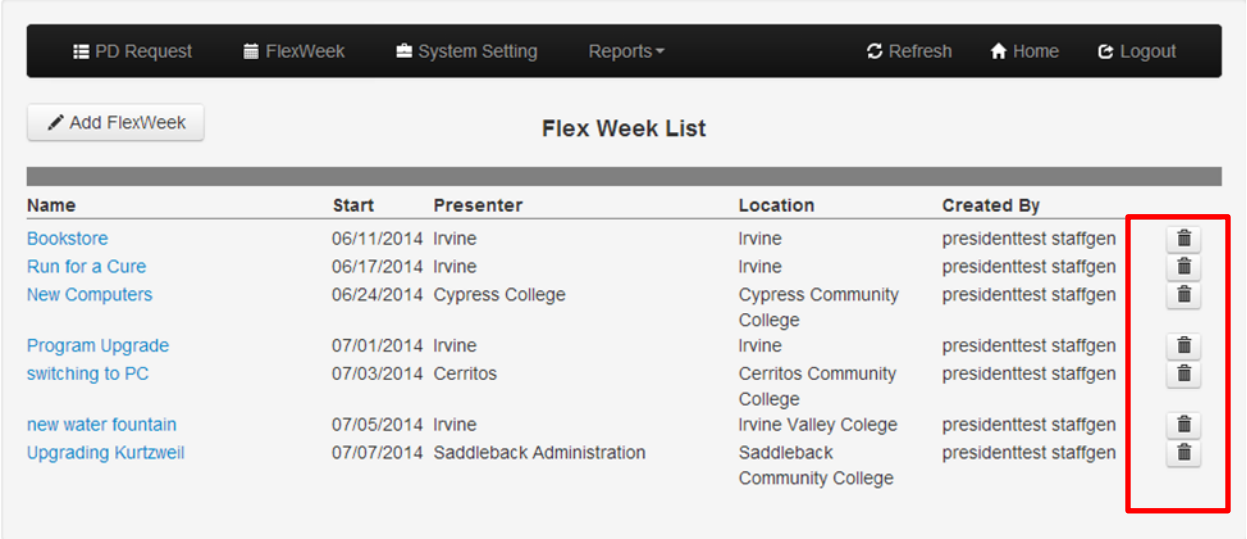


The site will navigate you to the Flex Week Activity form in which you would thoroughly review/edit the request and, at the bottom of the page, submit to the database



After you have reviewed and edited the Flex Week Activity, if you wish to submit, click the “Submit” button to submit and enter it to the database.

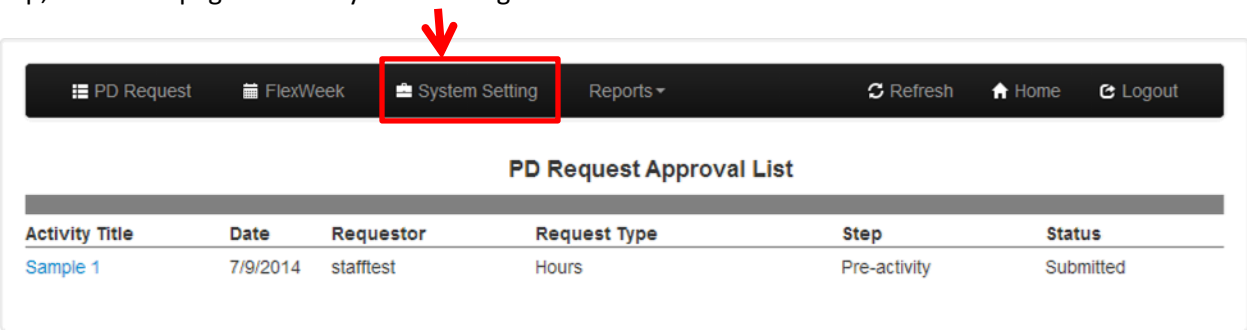
If you wish to delete any Flex Week Activity from the database, simply click the trashcan icon located to the right of the page.



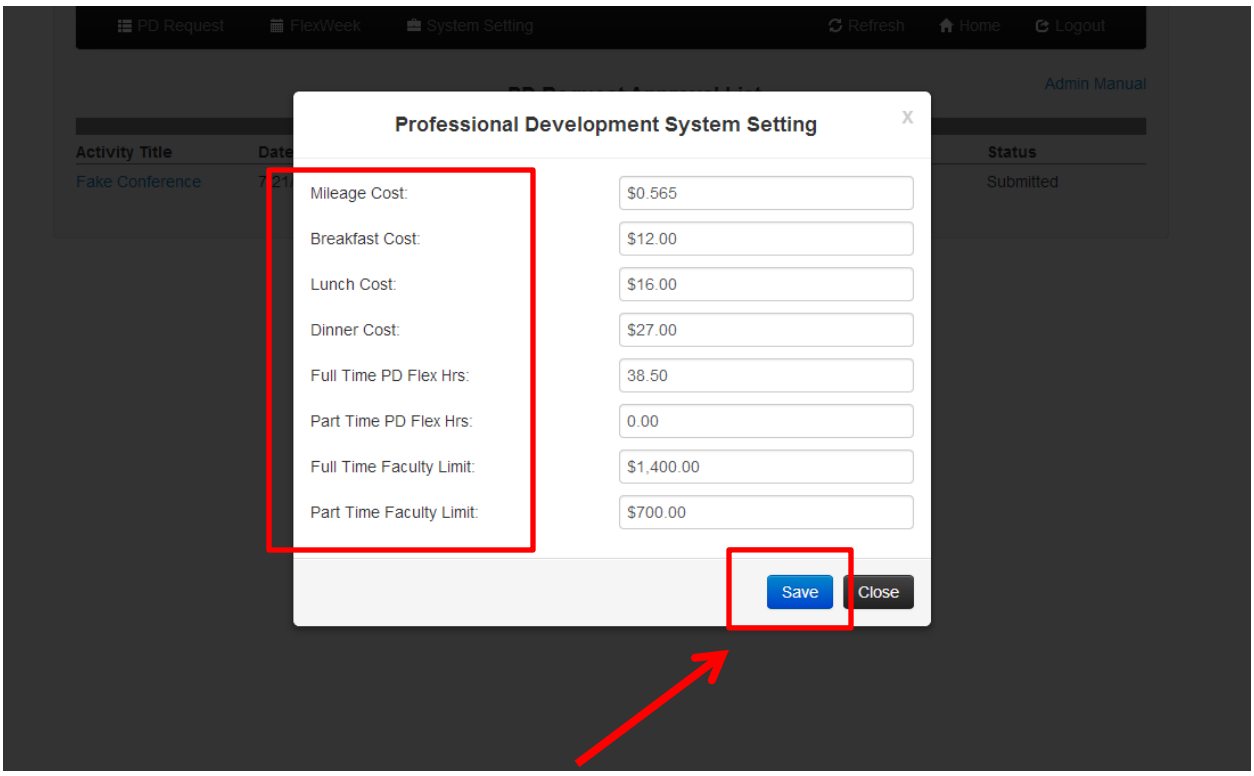
WARNING: Once you have deleted the Flex Week Activity, it will be deleted from every account.

SYSTEM SETTING

To change the reimbursement price for the PD Request and the total required flex hours, navigate to the top, left of the page to the “System Setting” tab.



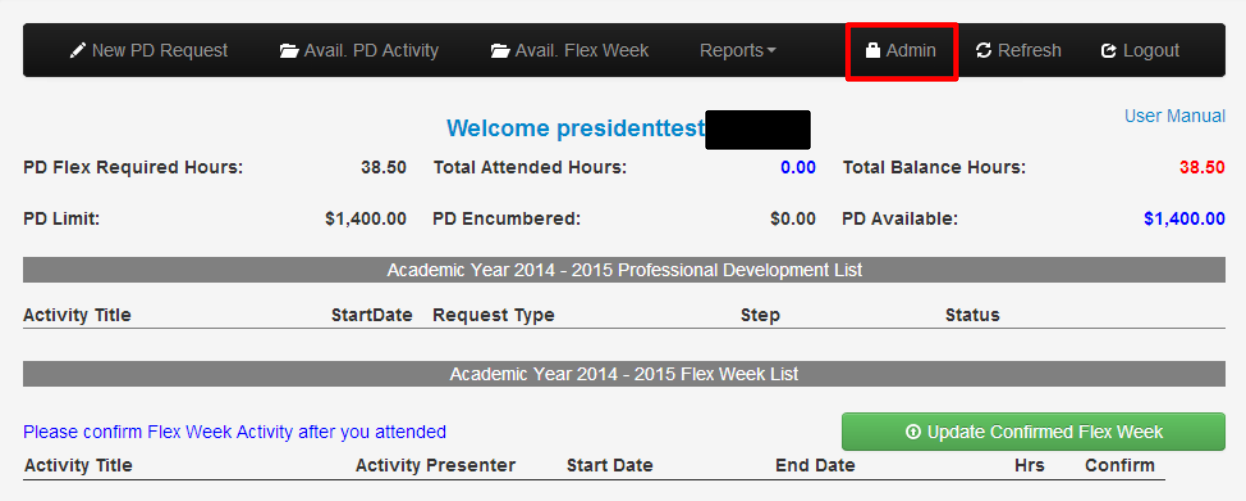
Once you have clicked the “System Setting” tab, you will have the option to edit reimbursement costs and the total flex week hours required:



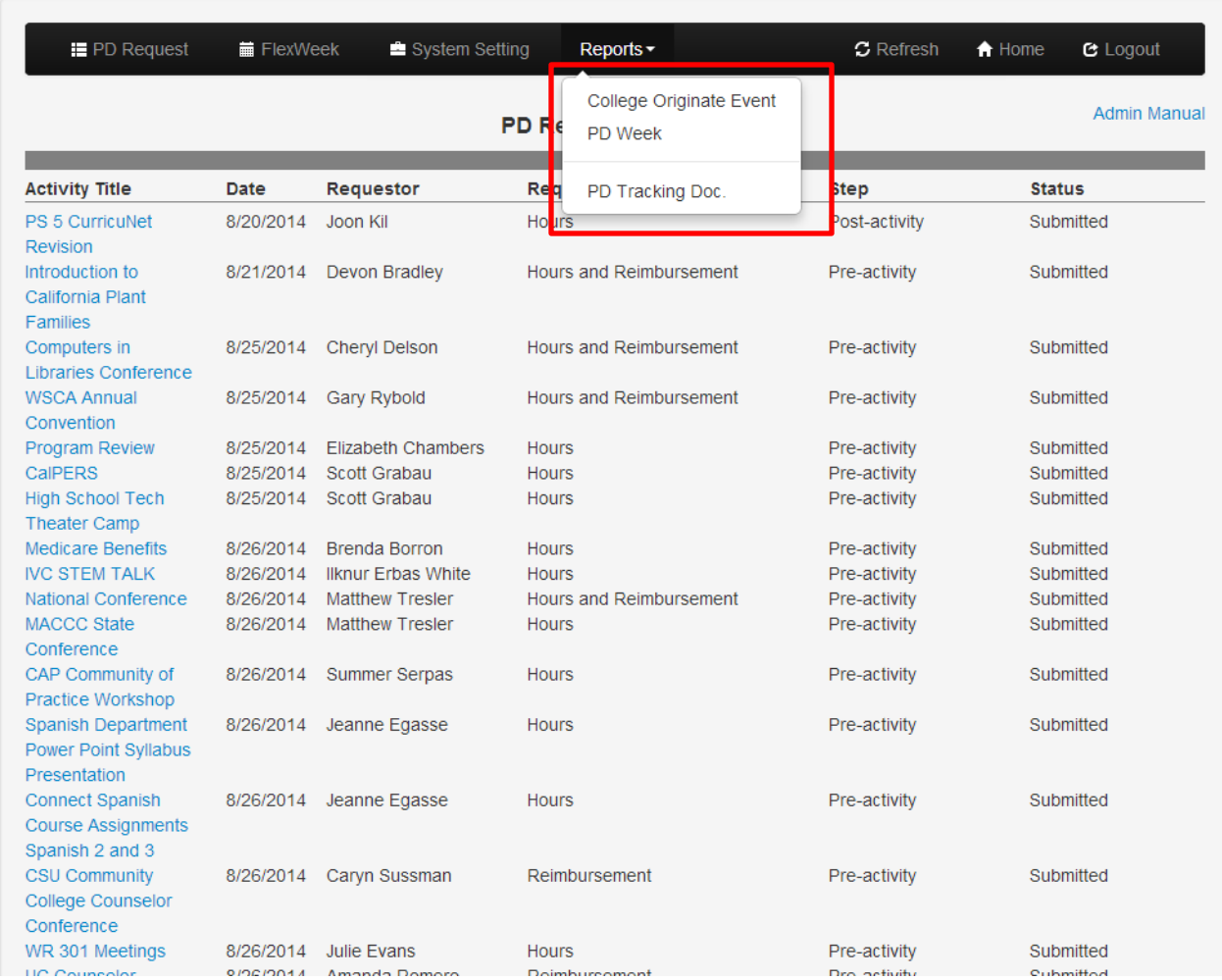
After editing the desired changes, click the blue “Save” button to the save the newly inputted characters.

Reports

To view and organize different PD Requests and Flex Weeks, go to the “Admin” tab:



Once you are on the Admin page, click the “Reports” tab. This will give you options to either review and organize Flex Weeks and track and organize PD Requests.



PD Week

When clicking on the “Chancellor’s Flex Week” options, you are able to view and organize the presented flex weeks:

Close

Start Date: End Date: Employee Type: All

To Excel Refresh

Chancellor's Flex Week List

Faculty Name	Employee Type	Total Hours	Post Approved Amount
Adrienne Grace	Part Time Faculty	0.00	$0.00
Brett McKim	Full Time Faculty	0.00	$0.00
Brooke Choo	Full Time Faculty	34.00	$767.80
Dixie Massaro	Full Time Faculty	0.00	$0.00
Roopa Mathur	Full Time Faculty	0.00	$0.00
stafftest	Full Time Faculty	8.00	$380.00

Click on any of the **Blue** lettering to view the Flex Weeks in preferred display.

PD Tracking Doc.

When clicking on the “PD Tracking Doc.” You will be able to view and organize the presented PD Requests, both old and new.

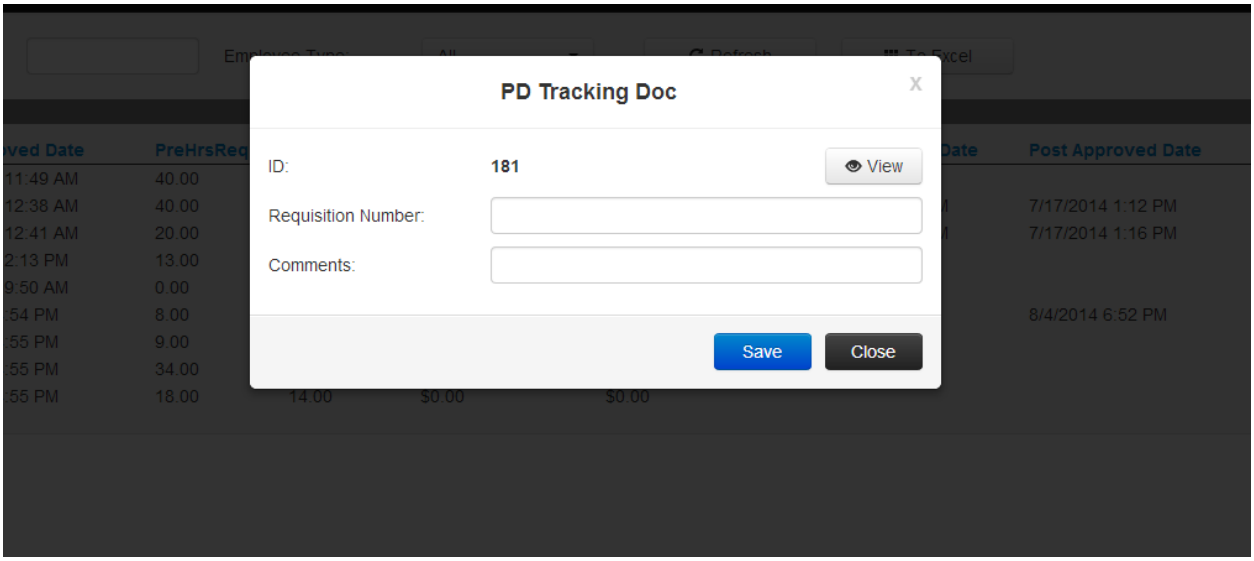
Close

Start Date: End Date: Employee Type: All Refresh To Excel

PD Tracking Doc List

ID	Faculty Name	Pre Submission Date	Pre Approved Date	PreHrsReq	PreHrsApp	PreAmtReq	PreAmtApp	Post Submission Date	Post Approved Date	PostHrsReq	PostHrsApp	PostAmtReq	PostAmtApp	ReqNum
150	Roopa Mathur	7/16/2014 0:45 AM	7/17/2014 11:49 AM	40.00	40.00	$879.00	$879.00			40.00	0.00	$879.00	$0.00	
153	Brooke Choo	7/17/2014 12:34 AM	7/17/2014 12:38 AM	40.00	40.00	$879.00	$879.00	7/17/2014 12:49 AM	7/17/2014 1:12 PM	14.00	14.00	$486.50	$486.50	
154	Brooke Choo	7/17/2014 12:40 AM	7/17/2014 12:41 AM	20.00	20.00	$281.30	$281.30	7/17/2014 12:52 AM	7/17/2014 1:16 PM	20.00	20.00	$296.30	$281.30	
155	Dixie Massaro	7/17/2014 1:35 PM	7/17/2014 2:13 PM	13.00	13.00	$0.00	$0.00			13.00	0.00	$0.00	$0.00	
165	Adrienne Grace	7/21/2014 1:40 PM	7/22/2014 9:50 AM	0.00	0.00	$1,463.20	$700.00	7/24/2014 7:18 AM		0.00	0.00	$1,400.20	$0.00	REQNUM-165
178	stafftest	8/4/2014 11:51 AM	8/4/2014 4:54 PM	8.00	8.00	$126.30	$120.00	8/4/2014 5:01 PM	8/4/2014 6:52 PM	8.00	8.00	$116.30	$120.00	
179	stafftest	8/4/2014 4:11 PM	8/4/2014 4:55 PM	9.00	0.00	$261.47	$260.00	8/4/2014 5:07 PM		9.00	0.00	$261.47	$260.00	
180	stafftest	8/4/2014 4:29 PM	8/4/2014 4:55 PM	34.00	34.00	$1,040.00	$1,000.00			34.00	0.00	$1,040.00	$0.00	
181	stafftest	8/4/2014 4:47 PM	8/4/2014 4:55 PM	18.00	14.00	$0.00	$0.00			18.00	0.00	$0.00	$0.00	

Click on any “ID” number to view and write the REQ number/ Comments:



When clicking on the “View” button, you will be able to view the Document and its information”:

Print PDF Close

Professional Development Request Status

ID: 181 **Step:** Pre-activity **Status:** Approved

Pre-activity submission date: 8/4/2014 4:47 PM **Post-activity submission date:**

Requisition Number:

User Information

Requestor:	stafftest	Date:	8/4/2014
Email:	stafftest@ivc.edu	Department:	Technology Service
Phone:	949-123-4567	School:	Innovation Technology Center
Employee Type:	Full Time Faculty		

Activity Detail

Activity Title:	Helping Hand	Activity Organizer:	IVC
Activity City:	Irvine	Activity State:	CA
Activity Description:	Community service event where one can help a cause of different departments whether it is planting trees, cleaning the streets, helping a store, etc.		
Activity Link:			
Start Date:	08/13/2014	End Date:	08/14/2014

Request Details

Resource Type: Hours

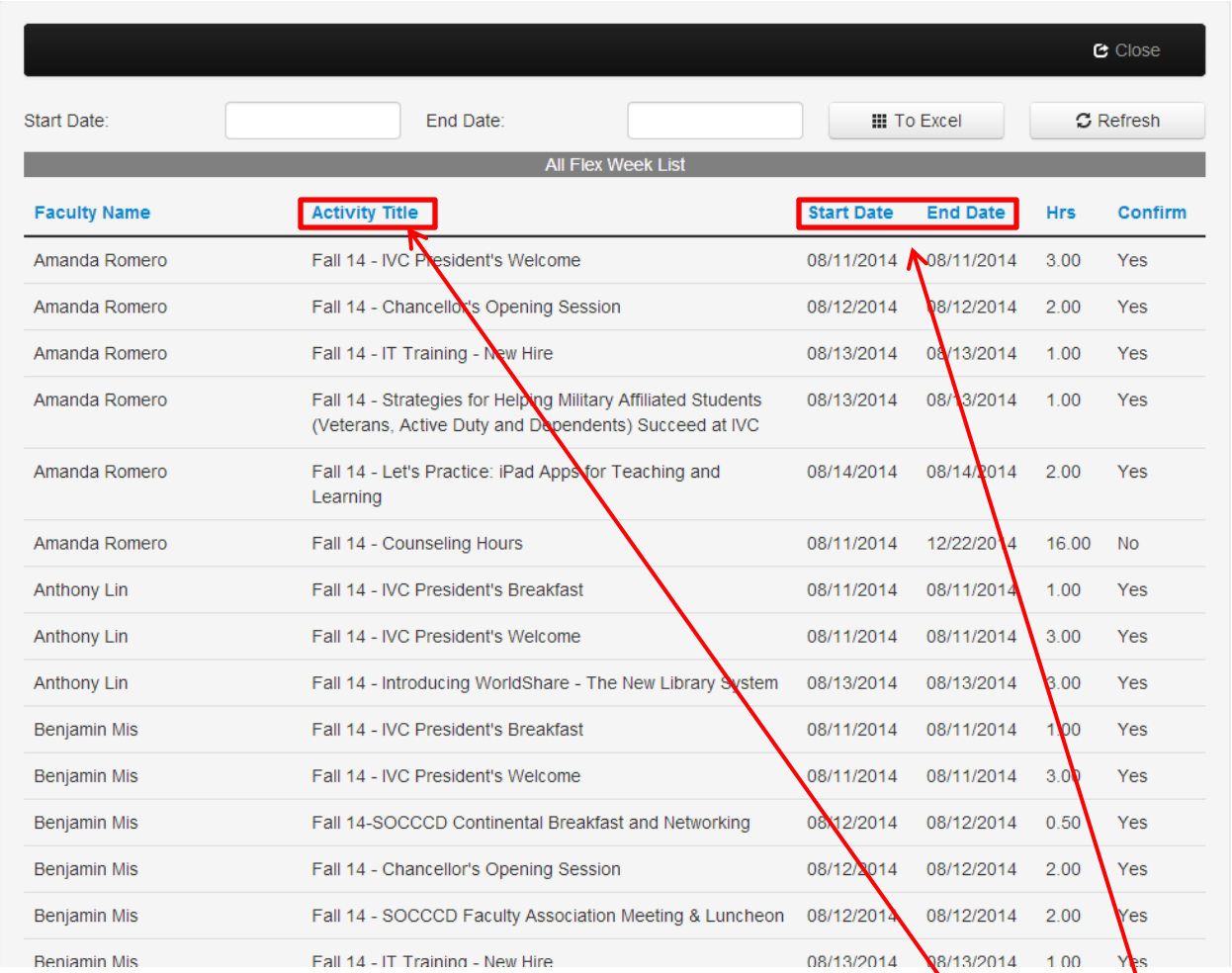
Justification Area(s)

Participation in the conference will contribute to your staff development in which of the following area?

Description	Check all that apply
Improvement of teaching.	☑
Maintenance of current academic, technical knowledge and skills.	☑
In-service training for vocational education and employment preparation programs.	☐
Retraining to meet changing institutional needs.	☑
Intersegmental exchange programs.	☑
Development of innovations in instructional and administrative techniques and program effectiveness.	☐
Computer and technology proficiency programs.	☐
Courses and training implementing affirmative action and upward mobility programs.	☐

College Originate

When clicking on the “College Originate Event”, you will be able to view all of the given and available Flex Weeks inputted into the system.



Close

Start Date: End Date: To Excel Refresh

All Flex Week List

Faculty Name	Activity Title	Start Date	End Date	Hrs	Confirm
Amanda Romero	Fall 14 - IVC President's Welcome	08/11/2014	08/11/2014	3.00	Yes
Amanda Romero	Fall 14 - Chancellor's Opening Session	08/12/2014	08/12/2014	2.00	Yes
Amanda Romero	Fall 14 - IT Training - New Hire	08/13/2014	08/13/2014	1.00	Yes
Amanda Romero	Fall 14 - Strategies for Helping Military Affiliated Students (Veterans, Active Duty and Dependents) Succeed at IVC	08/13/2014	08/13/2014	1.00	Yes
Amanda Romero	Fall 14 - Let's Practice: iPad Apps for Teaching and Learning	08/14/2014	08/14/2014	2.00	Yes
Amanda Romero	Fall 14 - Counseling Hours	08/11/2014	12/22/2014	16.00	No
Anthony Lin	Fall 14 - IVC President's Breakfast	08/11/2014	08/11/2014	1.00	Yes
Anthony Lin	Fall 14 - IVC President's Welcome	08/11/2014	08/11/2014	3.00	Yes
Anthony Lin	Fall 14 - Introducing WorldShare - The New Library System	08/13/2014	08/13/2014	3.00	Yes
Benjamin Mis	Fall 14 - IVC President's Breakfast	08/11/2014	08/11/2014	1.00	Yes
Benjamin Mis	Fall 14 - IVC President's Welcome	08/11/2014	08/11/2014	3.00	Yes
Benjamin Mis	Fall 14-SOCCCD Continental Breakfast and Networking	08/12/2014	08/12/2014	0.50	Yes
Benjamin Mis	Fall 14 - Chancellor's Opening Session	08/12/2014	08/12/2014	2.00	Yes
Benjamin Mis	Fall 14 - SOCCCD Faculty Association Meeting & Luncheon	08/12/2014	08/12/2014	2.00	Yes
Benjamin Mis	Fall 14 - IT Training - New Hire	08/13/2014	08/13/2014	1.00	Yes

By clicking on any of the blue tabs, you will be able to view the provided flex week in the order in which you have chosen.

Ex. If you wish to view the flex weeks in alphabetical order, click the blue tab titled “Activity Title”.

Ex. If you wish to view the flex weeks in order from the start and end dates, click either “Start Date” or “End Date”.