

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:

The screenshot shows the home page dashboard. At the top, there is a dark navigation bar with icons and labels for 'New PD Request', 'Avail. PD Activity', 'Avail. Flex Week', 'Reports', 'Admin', 'Refresh', and 'Logout'. Below this, a 'Welcome' message is followed by a 'User Manual' link. The dashboard displays several key metrics: 'PD Flex Required Hours: 38.50', 'Total Attended Hours: 0.00', 'Total Balance Hours: 38.50', 'PD Limit: \$1,400.00', 'PD Convert: \$0.00', and 'PD Available: \$1,400.00'. There are two main sections: 'Academic Year 2014 - 2015 Professional Development List' and 'Academic Year 2014 - 2015 Flex Week List'. The first section has a table with columns: Activity Title, StartDate, Request Type, Step, and Status. The second section has a table with columns: Activity Title, Activity Presenter, Start Date, End Date, Hrs, and Confirm. A green button labeled 'Update Confirmed Flex Week' is located to the right of the second table. A note at the bottom left says 'Please confirm Flex Week Activity after you attended'.

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

This screenshot is identical to the previous one, but the 'Admin' tab in the top navigation bar is highlighted with a red rectangular box to indicate where the user should click.

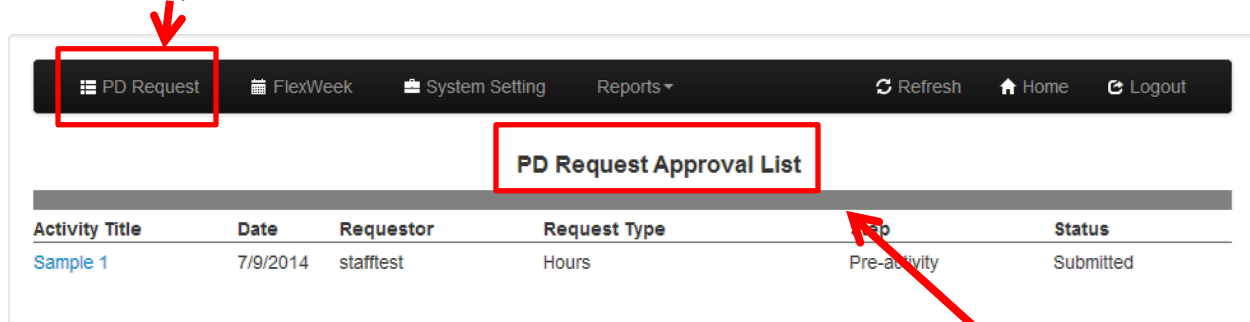
Once the browser has loaded to the Administration page, you will now have the option to view and approve all PD Requests ***(General Admin can only view and send back the draft)***.

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

The screenshot shows the 'PD Request Approval List' page. The top navigation bar has tabs for 'PD Request', 'FlexWeek', 'System Setting', 'Reports', 'Refresh', 'Home', and 'Logout'. The 'PD Request' and 'FlexWeek' tabs are highlighted with red rectangular boxes. Below the navigation bar, the title 'PD Request Approval List' is centered. A table follows with the following columns: Activity Title, Date, Requestor, Request Type, Step, and Status. The first row of data is: 'Sample 1', '7/9/2014', 'stafftest', 'Hours', 'Pre-activity', and 'Submitted'.

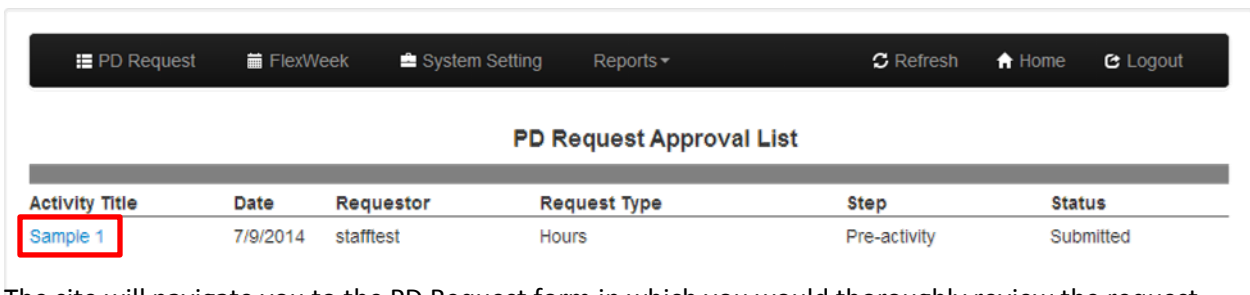
PD REQUEST

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”.

A screenshot of the 'PD Request' form page. The top navigation bar is identical to the previous screenshots. The main content area is titled 'Request for Hours'. Below this title is a table with the following columns: 'Description', 'Pre activity', and 'Post activity'. The first row of the table contains the following data: 'Flex (Professional Development) Presenter Hours:', '5.00', 'X 3', and '15.00'. The second row contains: 'Flex (Professional Development) Participant Hours:', and '3.00'. Below the table, there are three rows of text: 'Total Hours Request:' followed by '18.00', 'Total Hours Approved:' followed by an empty input box, and 'Total Hours Not Approved:'. Below this, there is a section titled 'Professional Development Approval Request'. At the bottom of this section, there are four radio buttons: 'Approved' (selected and highlighted with a red box), 'Approved Pending Funds', 'More Information', and 'Denied'. Below the radio buttons, there is a checkbox labeled 'Click here to add comments'. At the bottom right, there are two buttons: 'Submit' and 'Back To Draft'. At the very bottom, there is a section titled 'Comments History'.

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

Request for Hours			
Description	Pre activity		Post activity
Flex (Professional Development) Presenter Hours:	5.00	X 3	15.00
Flex (Professional Development) Participant Hours:			3.00
Total Hours Request:			18.00
Total Hours Approved:			<input type="text"/>
Total Hours Not Approved:			

Professional Development Approval Request

☐ Approved ☐ Approved Pending Funds ☐ More Information ☐ Denied

☐ Click here to add comments

Comments History

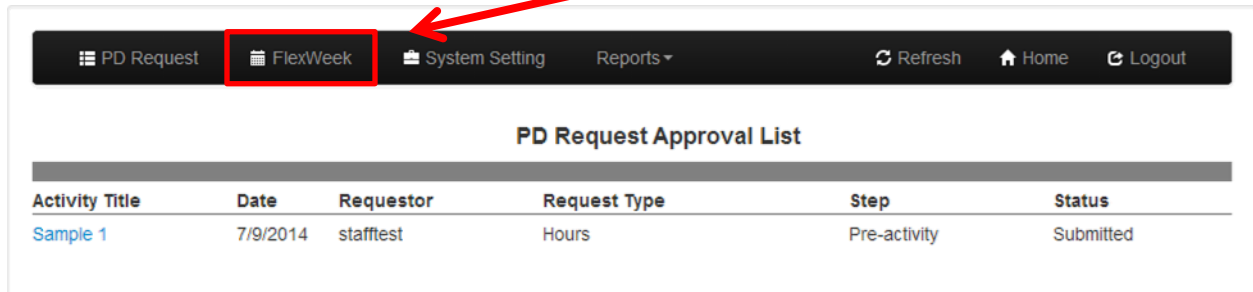
After you have completed all necessary options, if you wish to approve, check any status given and click the “Submit” button.

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

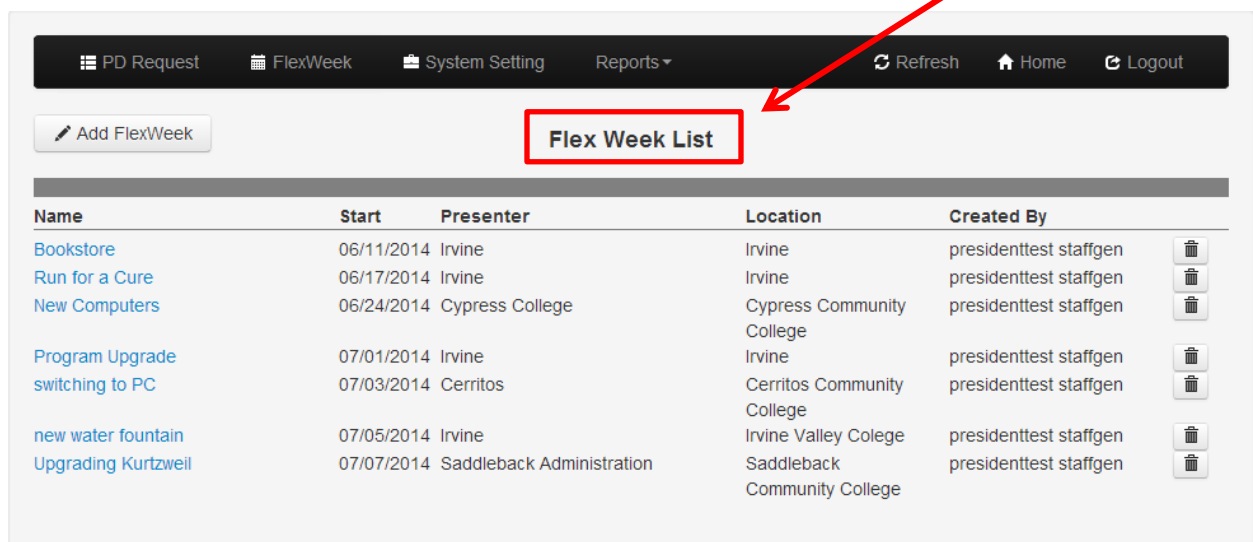
To view and “submit” the available Flex Week Activity, simply click on the “FlexWeek” tab located on the top, left hand corner of the “Admin” page.



The screenshot shows the top navigation bar of the Admin page. The 'FlexWeek' tab is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, the 'PD Request Approval List' is displayed as a table.

Activity Title	Date	Requestor	Request Type	Step	Status
Sample 1	7/9/2014	stafftest	Hours	Pre-activity	Submitted

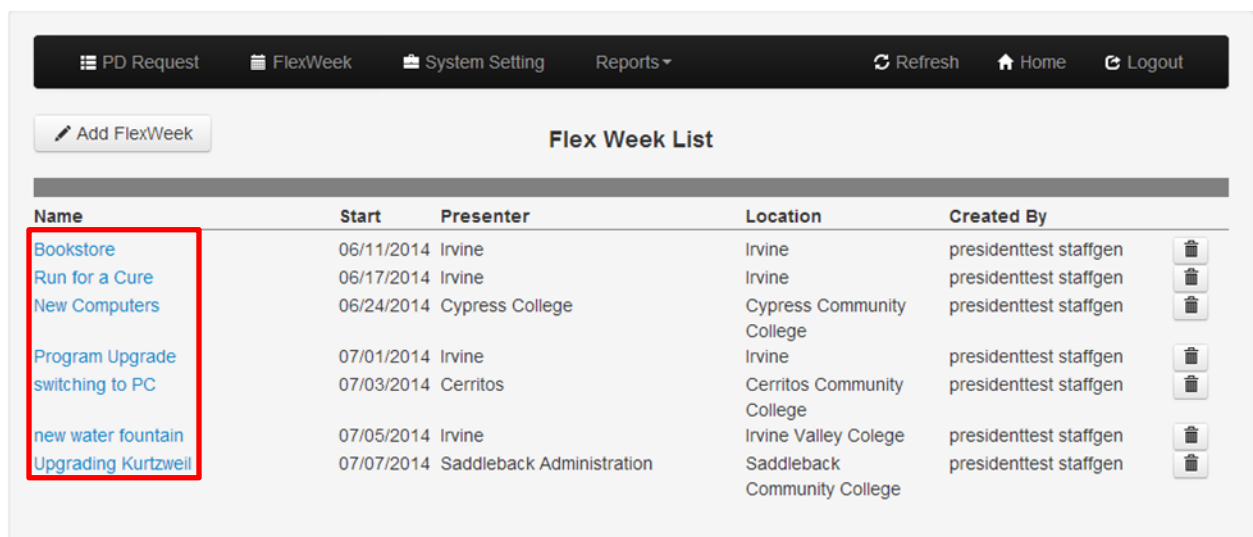
Once you have clicked the “FlexWeek” tab, the page will navigate you to a “Flex Week List”:



The screenshot shows the 'Flex Week List' page. The 'Flex Week List' title is highlighted with a red box, and a red arrow points to it from the right. Below the title, there is a table of activities.

Name	Start	Presenter	Location	Created By
Bookstore	06/11/2014	Irvine	Irvine	presidenttest staffgen
Run for a Cure	06/17/2014	Irvine	Irvine	presidenttest staffgen
New Computers	06/24/2014	Cypress College	Cypress Community College	presidenttest staffgen
Program Upgrade	07/01/2014	Irvine	Irvine	presidenttest staffgen
switching to PC	07/03/2014	Cerritos	Cerritos Community College	presidenttest staffgen
new water fountain	07/05/2014	Irvine	Irvine Valley College	presidenttest staffgen
Upgrading Kurtzweil	07/07/2014	Saddleback Administration	Saddleback Community College	presidenttest staffgen

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 screenshot shows the 'Flex Week List' page. The 'Name' column of the table is highlighted with a red box, and a red arrow points to it from the left. The table contains the same data as the previous screenshot.

Name	Start	Presenter	Location	Created By
Bookstore	06/11/2014	Irvine	Irvine	presidenttest staffgen
Run for a Cure	06/17/2014	Irvine	Irvine	presidenttest staffgen
New Computers	06/24/2014	Cypress College	Cypress Community College	presidenttest staffgen
Program Upgrade	07/01/2014	Irvine	Irvine	presidenttest staffgen
switching to PC	07/03/2014	Cerritos	Cerritos Community College	presidenttest staffgen
new water fountain	07/05/2014	Irvine	Irvine Valley College	presidenttest staffgen
Upgrading Kurtzweil	07/07/2014	Saddleback Administration	Saddleback Community College	presidenttest staffgen

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

[Home](#) [Administrator](#) [Logout](#)

Flex Week Activity

All blue fields are required information

Activity Detail

Activity Title:

Bookstore

Activity Presenter:

Irvine

Location:

Irvine

Activity City:

Irvine

Activity State:

CA

Activity Description:

Returning textbooks

Activity Link:

Start Date:

06/11/2014

1:15 PM

End Date:

06/12/2014

2:45 PM

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.	<input checked="" type="checkbox"/>
Maintenance of current academic, technical knowledge and skills.	<input checked="" type="checkbox"/>
In-service training for vocational education and employment preparation programs.	<input checked="" type="checkbox"/>
Retraining to meet changing institutional needs.	<input type="checkbox"/>
Intersegmental exchange programs.	<input checked="" type="checkbox"/>
Development of innovations in instructional and administrative techniques and program effectiveness.	<input checked="" type="checkbox"/>
Computer and technology proficiency programs.	<input type="checkbox"/>
Courses and training implementing affirmative action and upward mobility programs.	<input type="checkbox"/>
Other activities determined to be related to educational and professional development.	<input checked="" type="checkbox"/>

Flex Week Activity Request

Flex Week Activity Hours:

3.00

Submit

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.

PD RequestFlexWeekSystem SettingReports

RefreshHomeLogout

Add FlexWeek

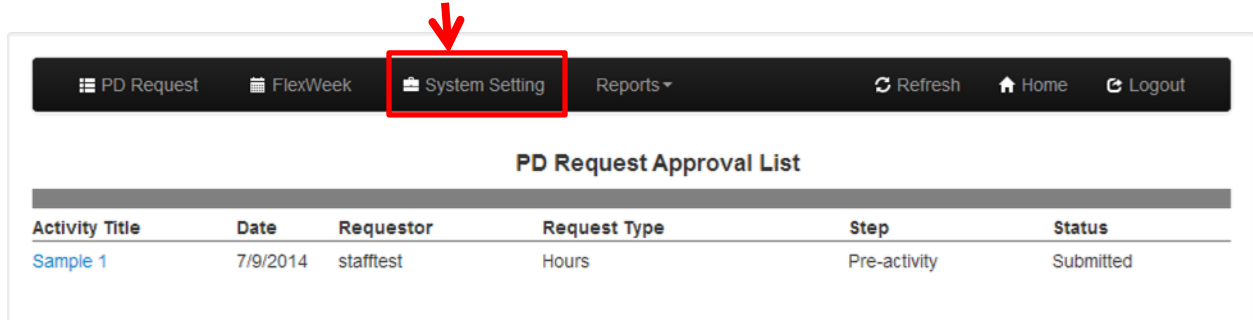
Flex Week List

Name	Start	Presenter	Location	Created By	
Bookstore	06/11/2014	Irvine	Irvine	presidenttest staffgen	
Run for a Cure	06/17/2014	Irvine	Irvine	presidenttest staffgen	
New Computers	06/24/2014	Cypress College	Cypress Community College	presidenttest staffgen	
Program Upgrade	07/01/2014	Irvine	Irvine	presidenttest staffgen	
switching to PC	07/03/2014	Cerritos	Cerritos Community College	presidenttest staffgen	
new water fountain	07/05/2014	Irvine	Irvine Valley Colege	presidenttest staffgen	
Upgrading Kurtzweil	07/07/2014	Saddleback Administration	Saddleback Community College	presidenttest staffgen	

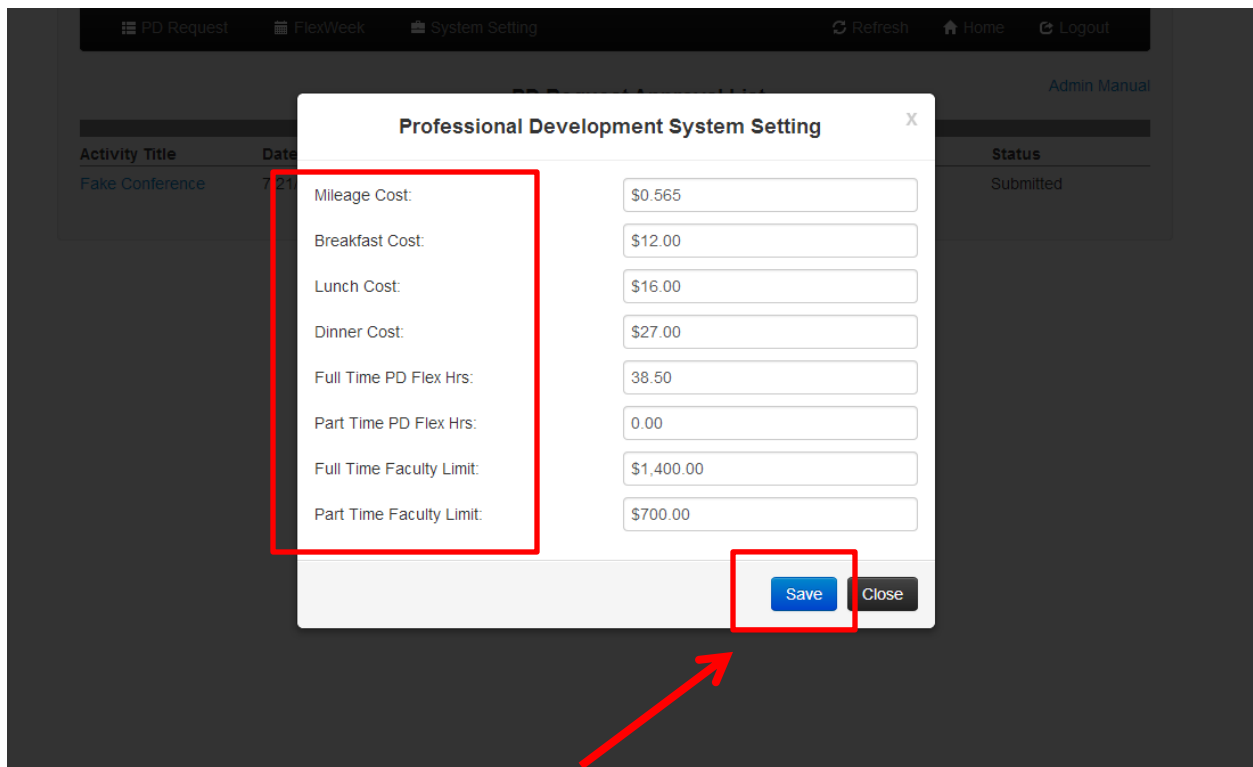
WARNING: Once you have deleted the Flex Week Activity, it will be deleted from every account.

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 save the newly inputted characters.

Reports

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

Admin | New PD Request | Avail. PD Activity | Avail. Flex Week | Reports | Refresh | Logout

Welcome presidenttest [redacted] [User Manual](#)

PD Flex Required Hours: 38.50 | Total Attended Hours: 0.00 | Total Balance Hours: 38.50

PD Limit: \$1,400.00 | PD Encumbered: \$0.00 | PD Available: \$1,400.00

Academic Year 2014 - 2015 Professional Development List

Activity Title	StartDate	Request Type	Step	Status
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Academic Year 2014 - 2015 Flex Week List

Please confirm Flex Week Activity after you attended [Update Confirmed Flex Week](#)

Activity Title	Activity Presenter	Start Date	End Date	Hrs	Confirm
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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.

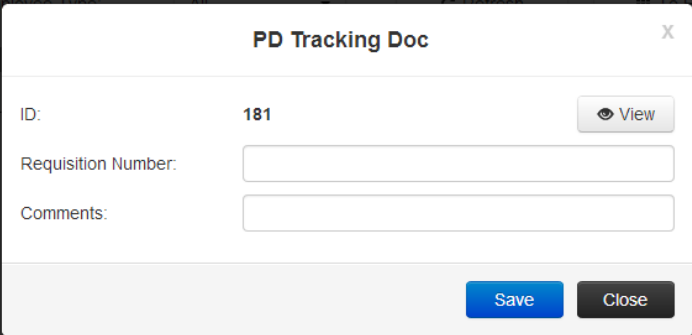
PD Request | FlexWeek | System Setting | **Reports** | Refresh | Home | Logout

College Originate Event
PD Week
PD Tracking Doc.

Admin Manual

Activity Title	Date	Requestor	Request	Step	Status
PS 5 CurricuNet Revision	8/20/2014	Joon Kil	Hours	Post-activity	Submitted
Introduction to California Plant Families	8/21/2014	Devon Bradley	Hours and Reimbursement	Pre-activity	Submitted
Computers in Libraries Conference	8/25/2014	Cheryl Delson	Hours and Reimbursement	Pre-activity	Submitted
WSCA Annual Convention	8/25/2014	Gary Rybold	Hours and Reimbursement	Pre-activity	Submitted
Program Review	8/25/2014	Elizabeth Chambers	Hours	Pre-activity	Submitted
CalPERS	8/25/2014	Scott Grabau	Hours	Pre-activity	Submitted
High School Tech Theater Camp	8/25/2014	Scott Grabau	Hours	Pre-activity	Submitted
Medicare Benefits	8/26/2014	Brenda Borron	Hours	Pre-activity	Submitted
IVC STEM TALK	8/26/2014	Ilknur Erbas White	Hours	Pre-activity	Submitted
National Conference	8/26/2014	Matthew Tresler	Hours and Reimbursement	Pre-activity	Submitted
MACCC State Conference	8/26/2014	Matthew Tresler	Hours	Pre-activity	Submitted
CAP Community of Practice Workshop	8/26/2014	Summer Serpas	Hours	Pre-activity	Submitted
Spanish Department Power Point Syllabus Presentation	8/26/2014	Jeanne Egasse	Hours	Pre-activity	Submitted
Connect Spanish Course Assignments	8/26/2014	Jeanne Egasse	Hours	Pre-activity	Submitted
Spanish 2 and 3	8/26/2014	Caryn Sussman	Reimbursement	Pre-activity	Submitted
CSU Community College Counselor Conference	8/26/2014	Julie Evans	Hours	Pre-activity	Submitted
WR 301 Meetings	8/26/2014	Amenda Romero	Reimbursement	Pre-activity	Submitted

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



A modal window titled "PD Tracking Doc" is displayed over a background table. The modal contains the following fields:

- ID: 181 (with a "View" button)
- Requisition Number: [text input]
- Comments: [text input]
- Buttons: "Save" (blue) and "Close" (black)

The background table has columns: "PreHrsRec", "Post Approved Date", and "Post Approved Date".

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



A form titled "Professional Development Request Status" is shown. It contains the following sections:

- 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
 - Email: stafftest@ivc.edu
 - Phone: 949-123-4567
 - Employee Type: Full Time Faculty
 - Date: 8/4/2014
 - Department: Technology Service
 - School: Innovation Technology Center
- Activity Detail**
 - Activity Title: Helping Hand
 - Activity City: Irvine
 - 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. | <input checked="" type="checkbox"/> |
| Maintenance of current academic, technical knowledge and skills. | <input checked="" type="checkbox"/> |
| In-service training for vocational education and employment preparation programs. | <input type="checkbox"/> |
| Retraining to meet changing institutional needs. | <input checked="" type="checkbox"/> |
| Intersegmental exchange programs. | <input checked="" type="checkbox"/> |
| Development of innovations in instructional and administrative techniques and program effectiveness. | <input type="checkbox"/> |
| Computer and technology proficiency programs. | <input type="checkbox"/> |
| Courses and training implementing affirmative action and upward mobility programs. | <input type="checkbox"/> |

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”.