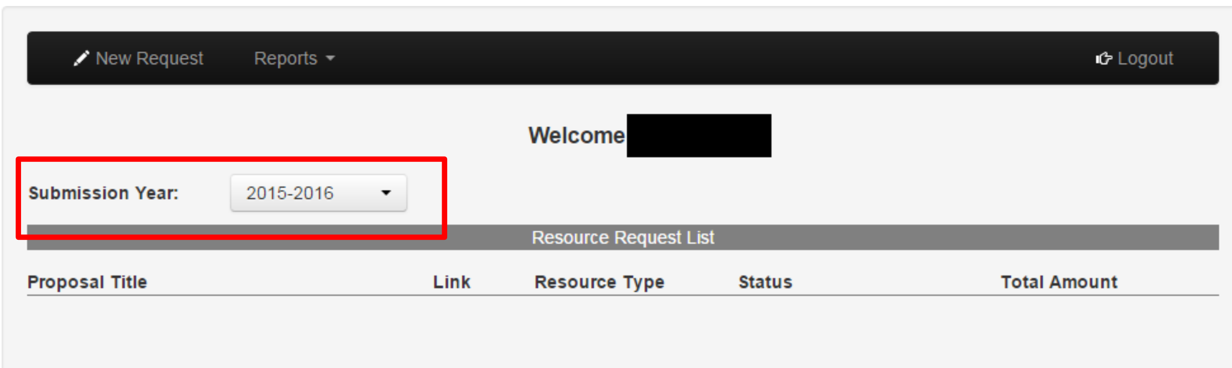
Getting Started

Open your browser of preference, i.e, (Internet Explorer 10+, Firefox 22+, Chrome 7+, and Safari 5+)

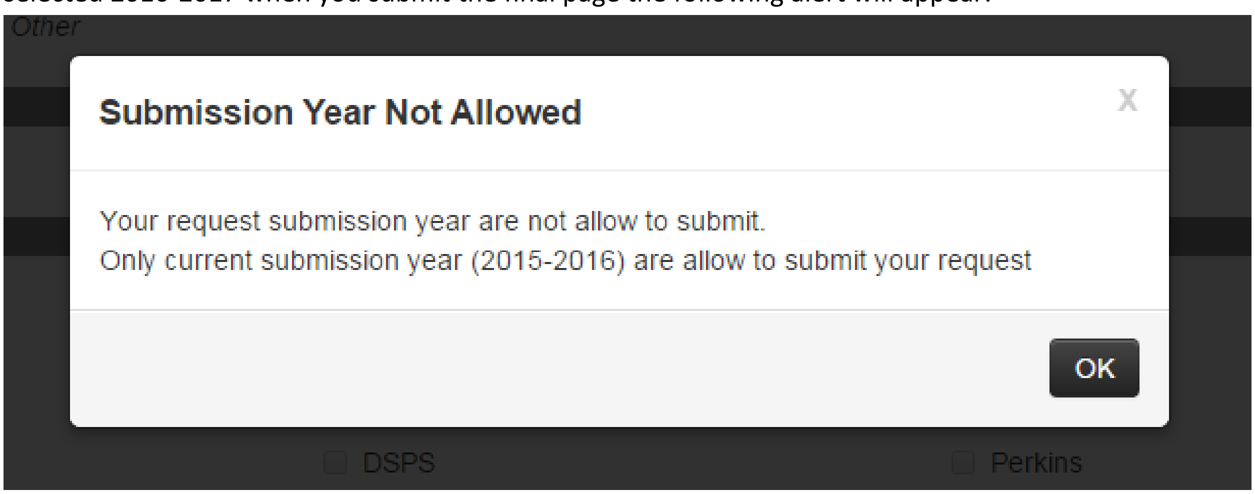
Once the browser has loaded type in the Universal Resource Locator (URL) http://services.ivc.edu/

To access the Resource Form click on the image "Resource Form". Once the login page has loaded enter your "Username" and "Password" to access Resource Forms. Then click "Log In".

Once you are logged in the following page with appear:

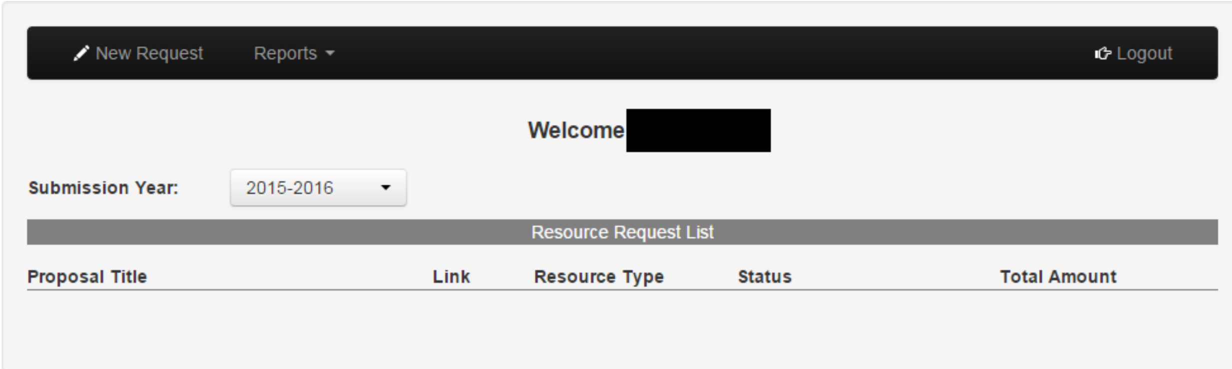


The submission year must be the current year. For example, the current fiscal year is 2015 but if you selected 2016-2017 when you submit the final page the following alert will appear:

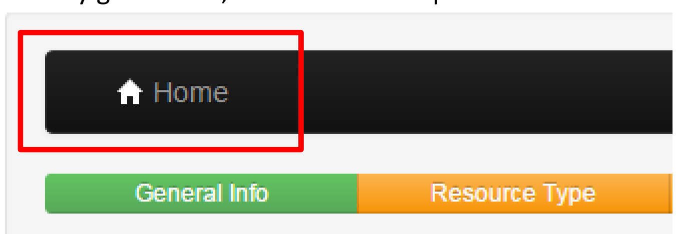


The system will sort requests by submission year, please choose the correct submission year.

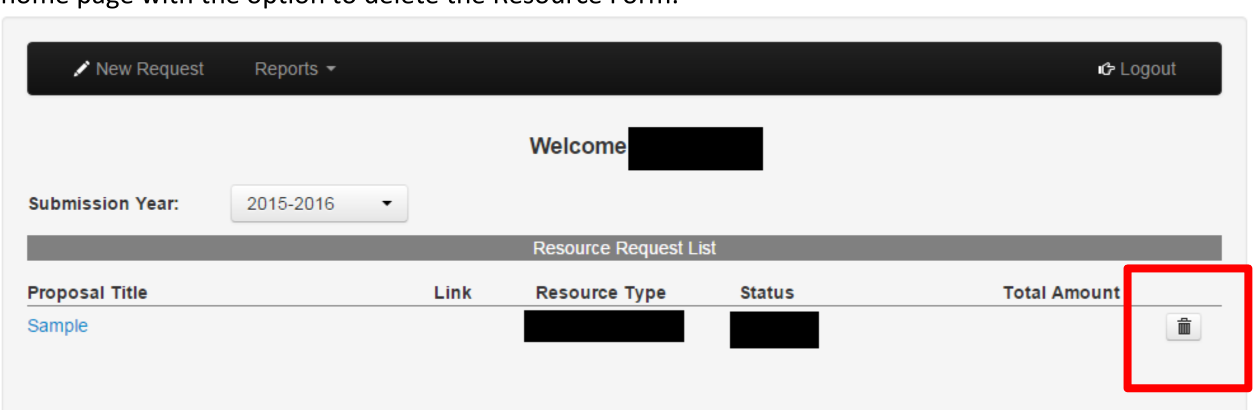
Here is the main page after logging-in:



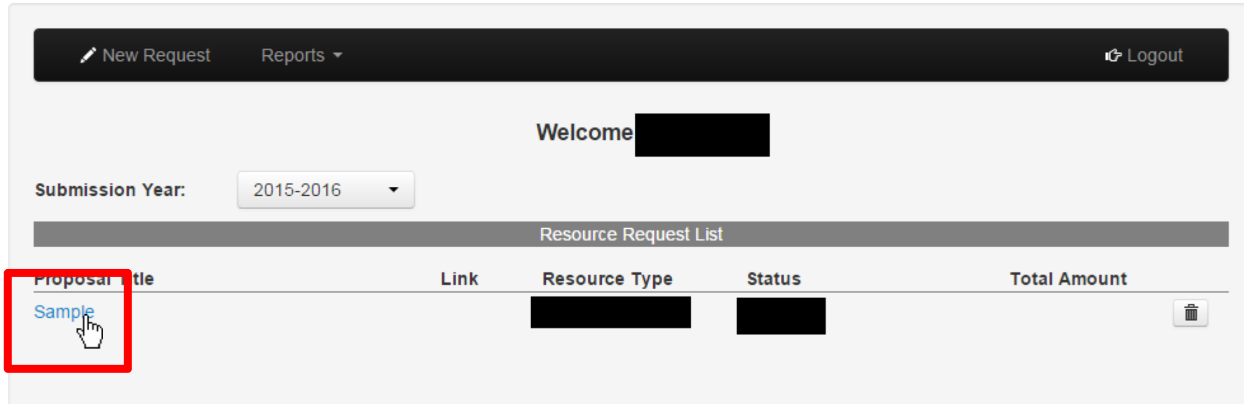
Once you begin working through the form, if you choose not to submit you may click the “Home button” to return the Home page at any given time, located at the top left hand corner of the page.



The Resource Request Form will be automatically saved (if you saved at least one tab`s form) to the home page with the option to delete the Resource Form.

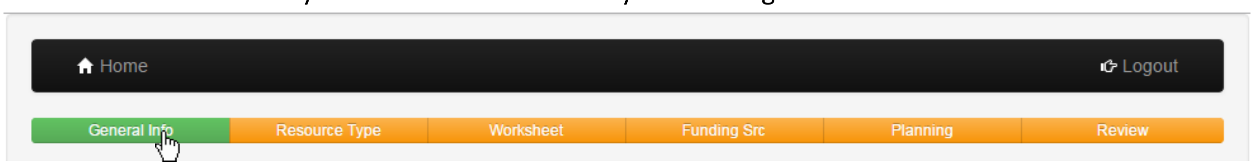


To edit a saved “Resource Form” click the proposal title of the “Resource Form” to reopen.

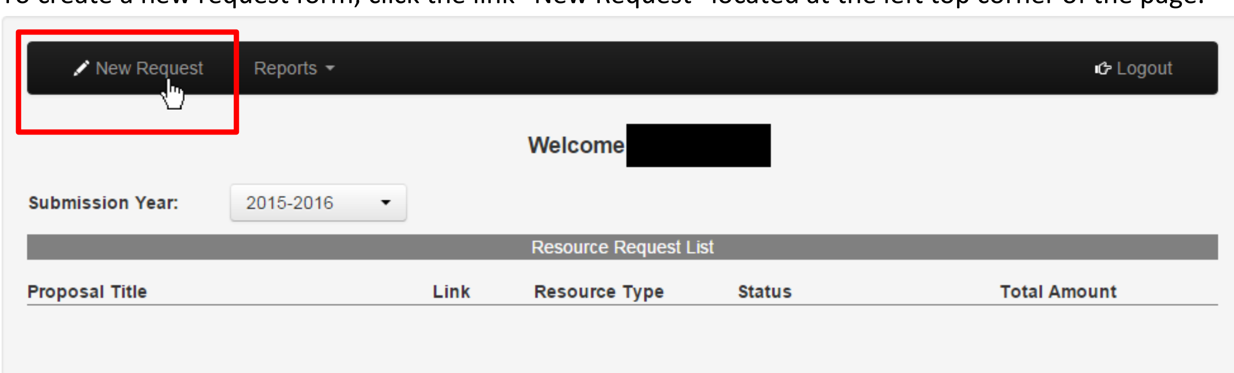


The system will remember the last tab that you worked on, just click proposal title to go back your last input page.

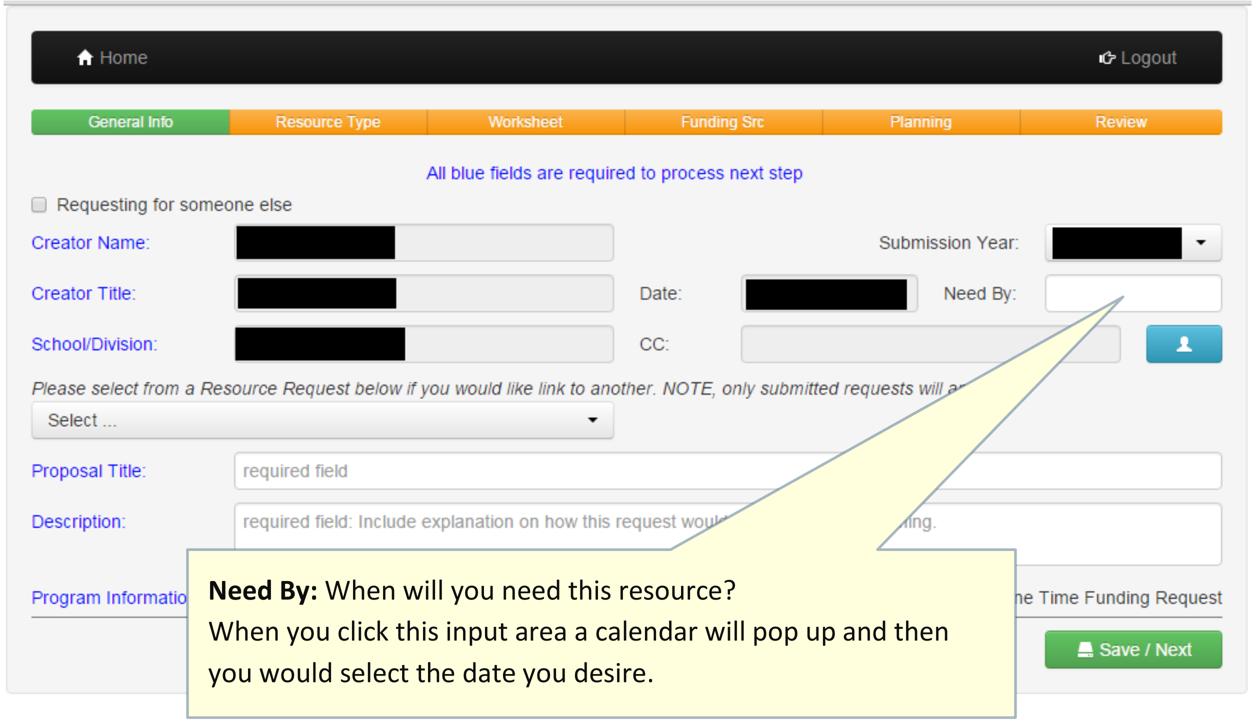
To access a different tab you can do so automatically but clicking on that tab:



To create a new request form, click the link “New Request” located at the left top corner of the page.



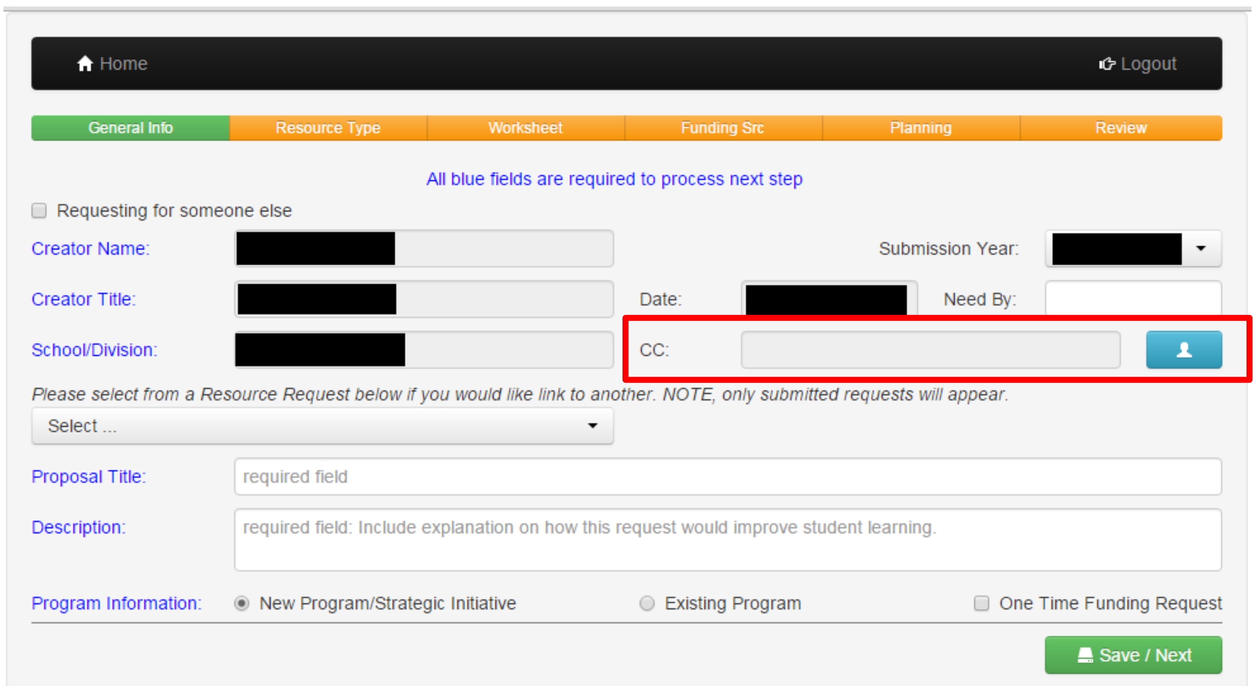
The link will load into a Resource Form outline:



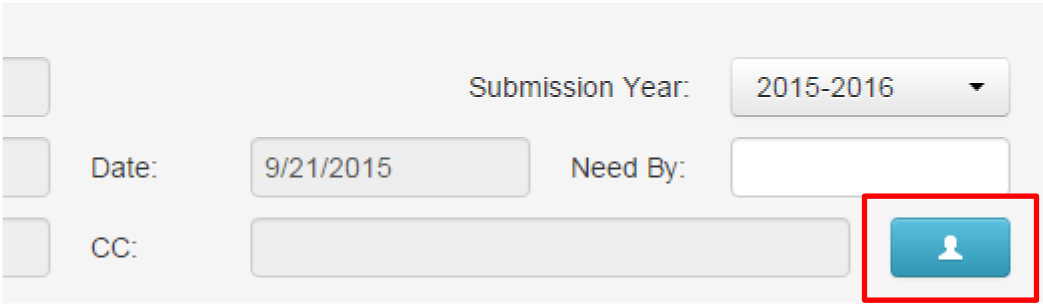
* On all pages the grey input box is not an active field. The white input boxes are active fields.

General Info

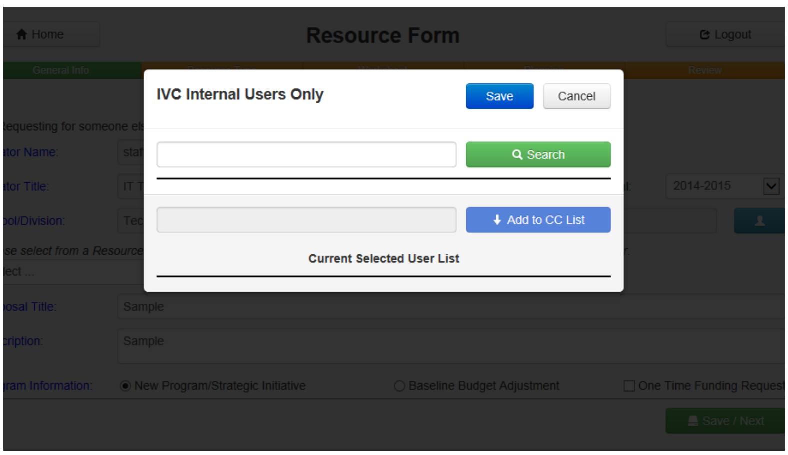
The "General Info" page has an option of entering in a Carbon Copy (cc) section:



To input a Carbon Copy (cc) link, click on the blue button:

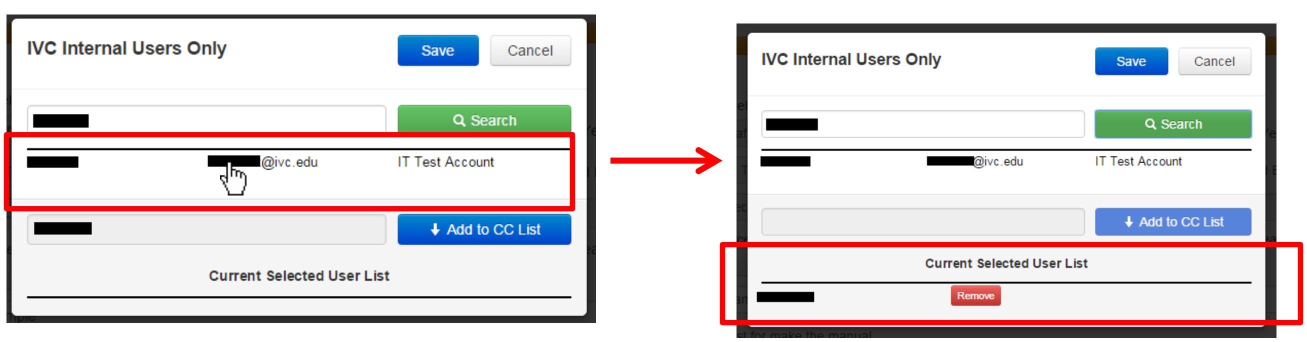


Once you click the blue button a search box will appear as shown:

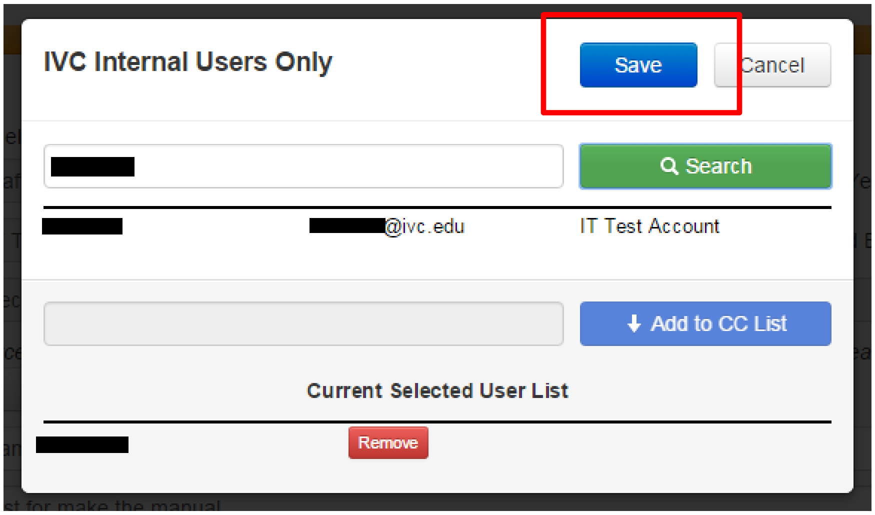


To search for a name to add to the "cc list" you may enter part of the name you are searching for then click the green search button.

After finding the name in the search box to add to the "cc" section of the "General Info" tab, click the name in the line and it will automatically put that name into the "add to cc list" input box. Then click the blue button that reads "Add to CC List":

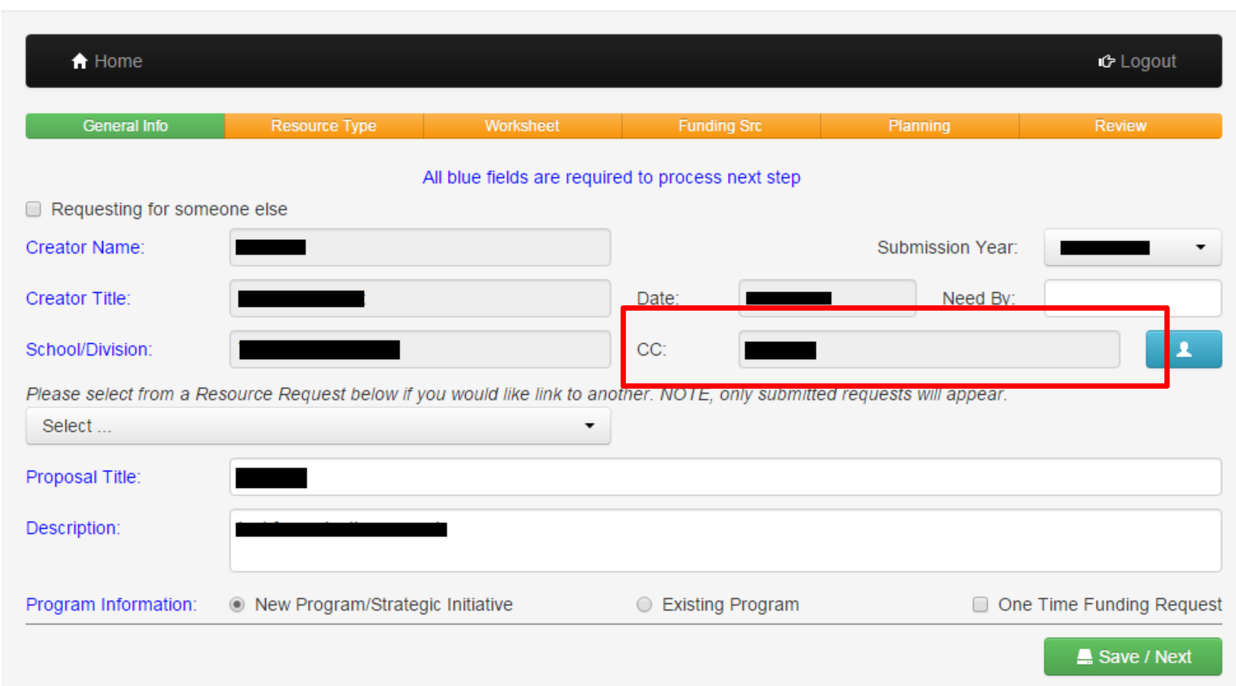


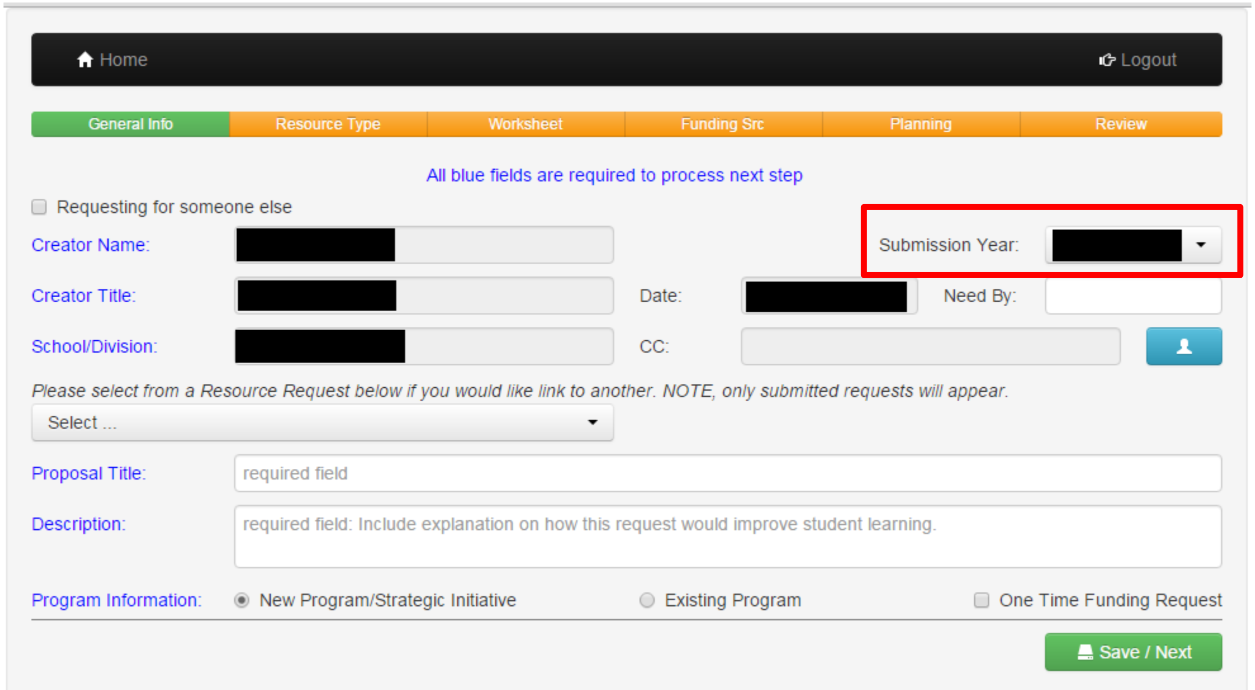
If you want add another person to the CC field repeat the same process as above. Once you have completed adding people to the CC field click he blue "Save" button at the top of the page. If you do not click the "Save" button the people you added to the CC field will not be included.



If you want to remove someone from the CC field please use the same process as above. Click the "Remove" button and then click the "Save" button.

If you choose to go back in and add to the CC field you can do so by repeating the process above.

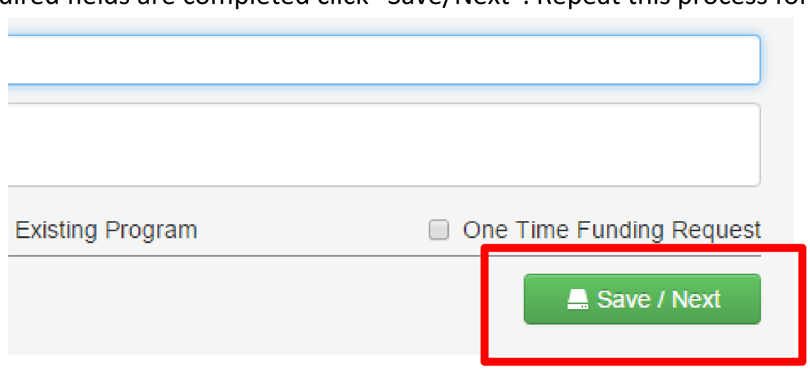




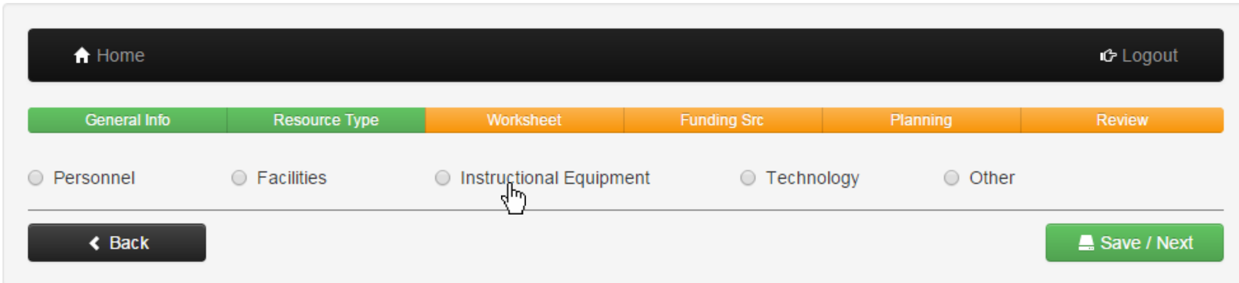
Before you move on from the "General Info" tab make sure that the "Submission Year" is correctly labeled for the current fiscal year. Blue color fields are required fields. If you leave them blank you will not be able to save and move on to the next tab.

Once a page is complete the tab at the top will appear Green.

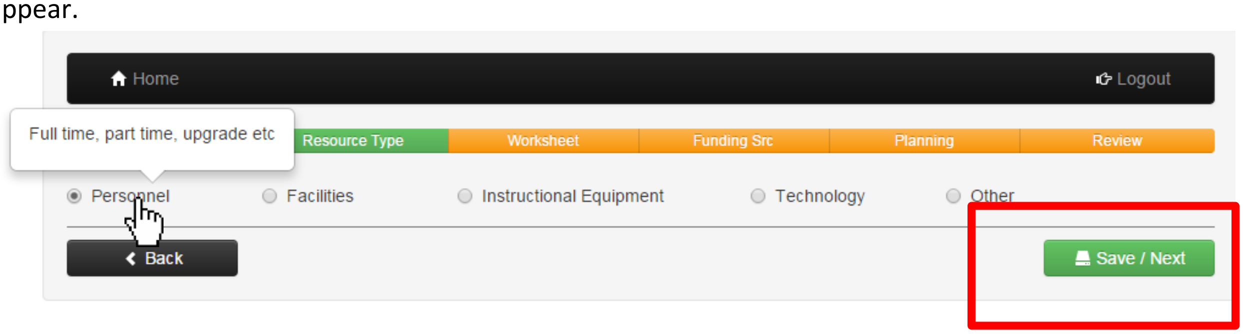
Once all of the required fields are completed click "Save/Next". Repeat this process for each page.



Once you click "Save/Next" you will move on to the "Resource Type" tab.



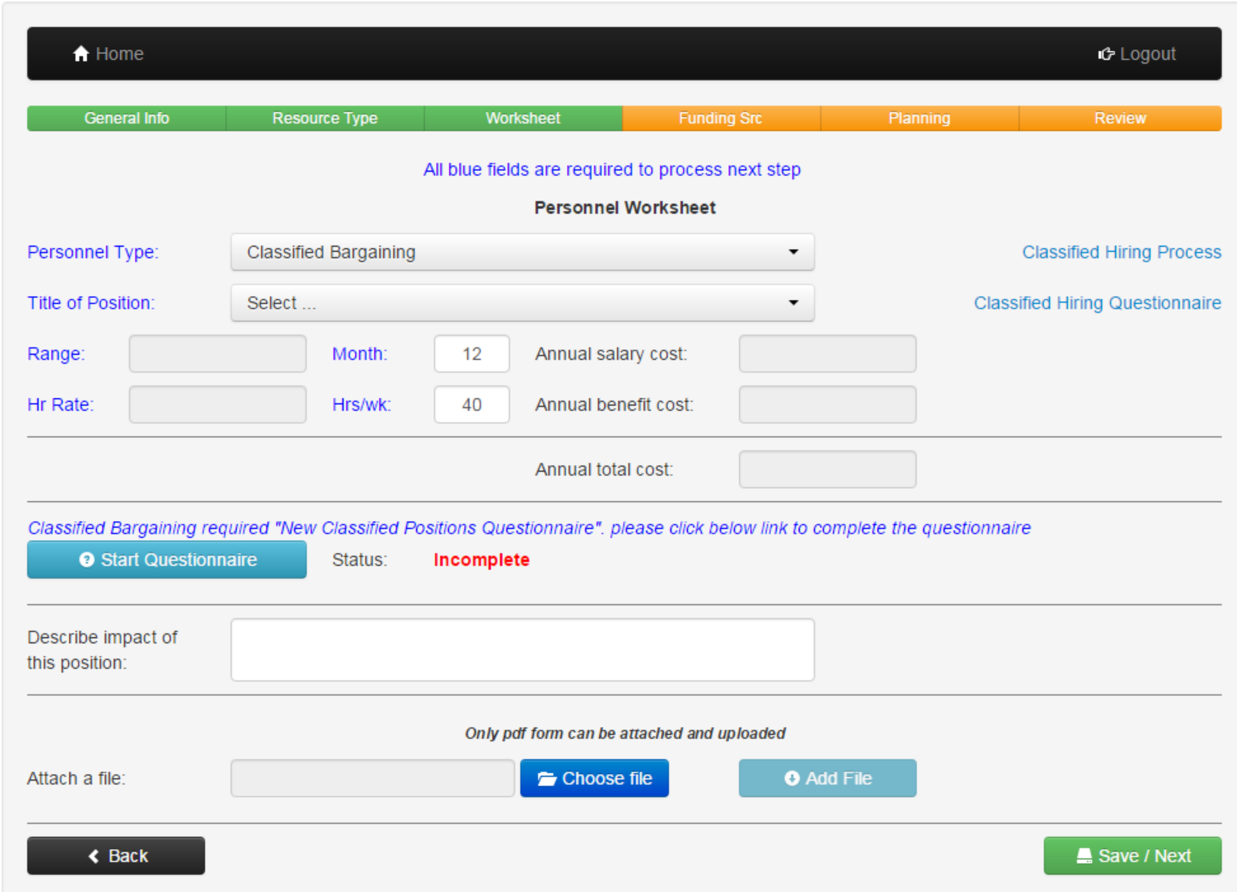
There are five different Resource Types. You will be directed to a different form depending on the Resource Type that you select. You can hover over the Resource Type name and a brief description will appear.



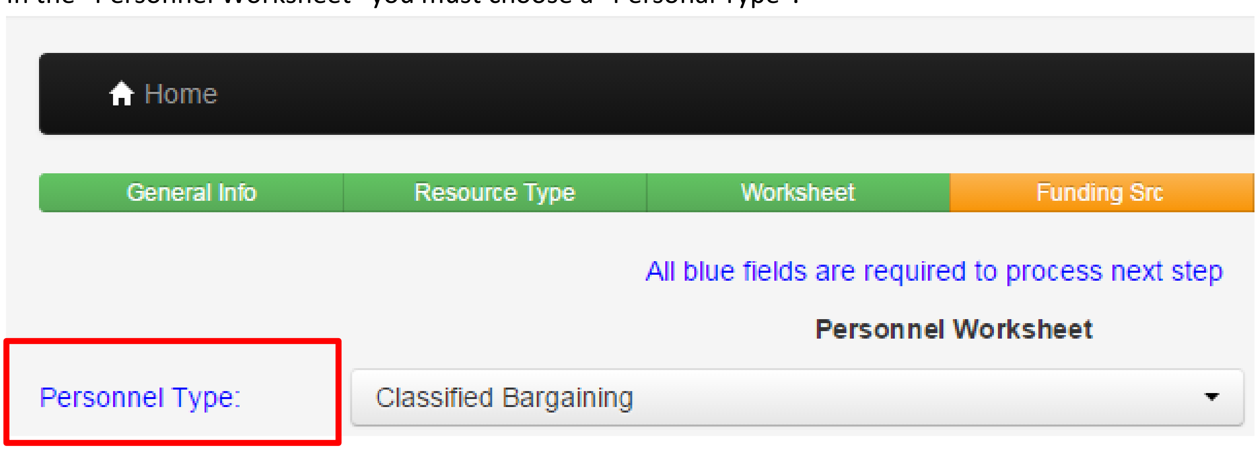
Select the Resource Type that is appropriate to your request and then click "Save/Next".

Resource Type: Personnel

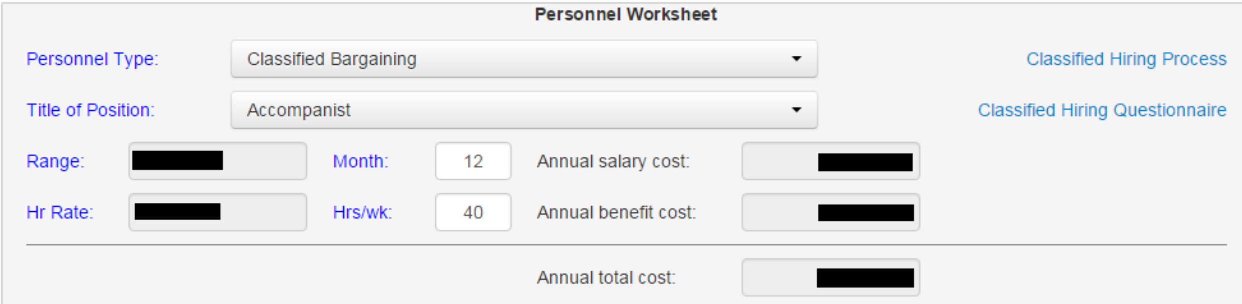
From the Resource Type tab, after you save you will proceed to the Worksheet tab. The "Personnel" worksheet should appear as shown below:



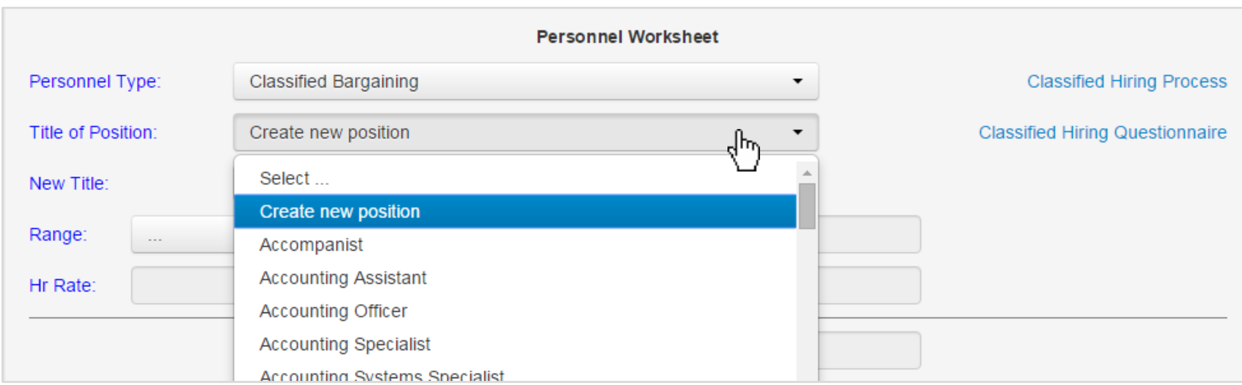
In the "Personnel Worksheet" you must choose a "Personal Type".



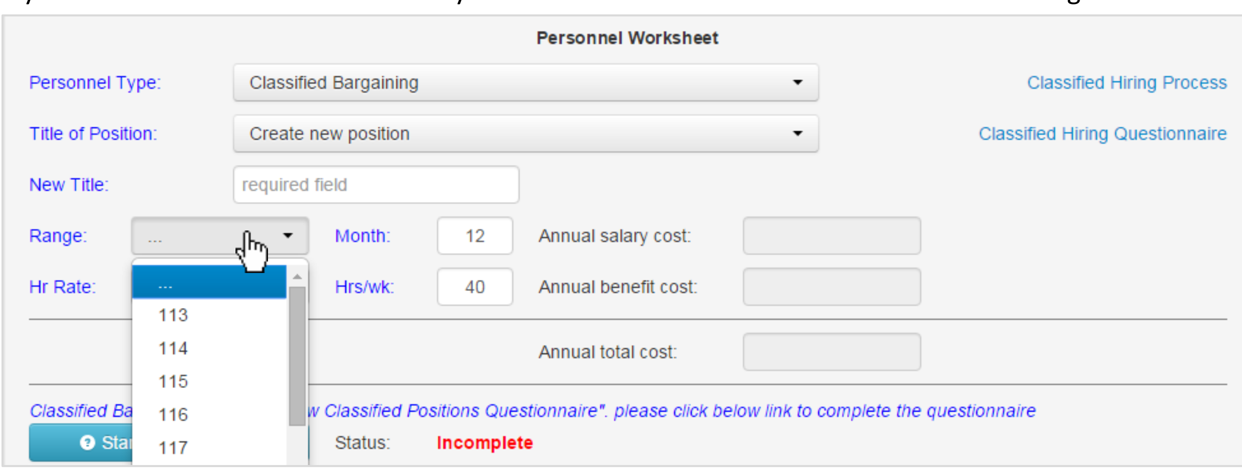
After choosing a “Personnel Type” you will move on to selecting the “Title of Position” field. When you select a “Title of Position” the fields “Range”, “HR Rate” and “cost” fields are filled in. You will need to fill in the “month” or “hrs/wk” fields. The system will automatically update the cost fields depending on what you enter into the hrs/wk field.



If you cannot find the “Personnel Type” that you are looking for then choose “Create New Position”.

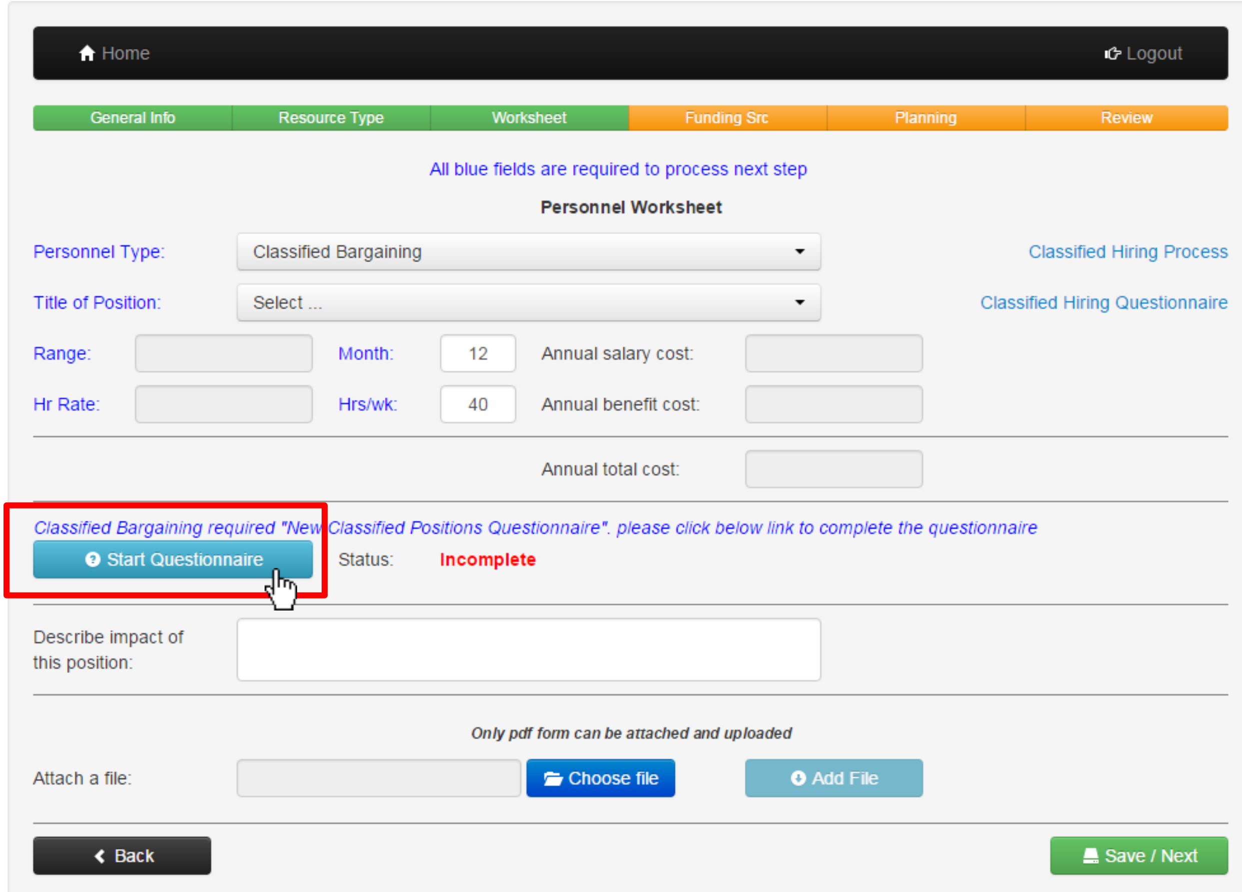


If you selected “Create New Position” you will be able to enter in a title and select the range.

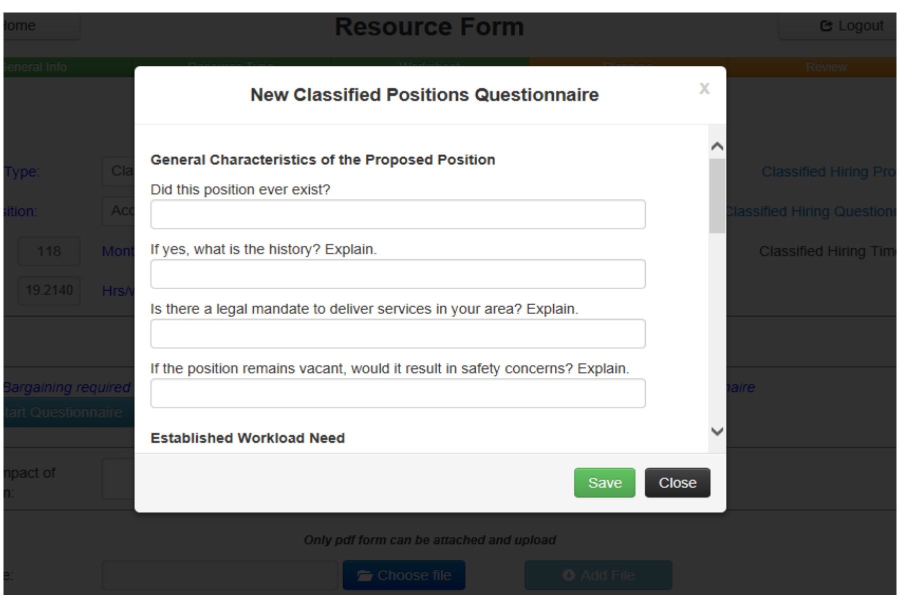


NOTICE: All numbers must be in integers. Decimal numbers will not be entered into the box correctly.

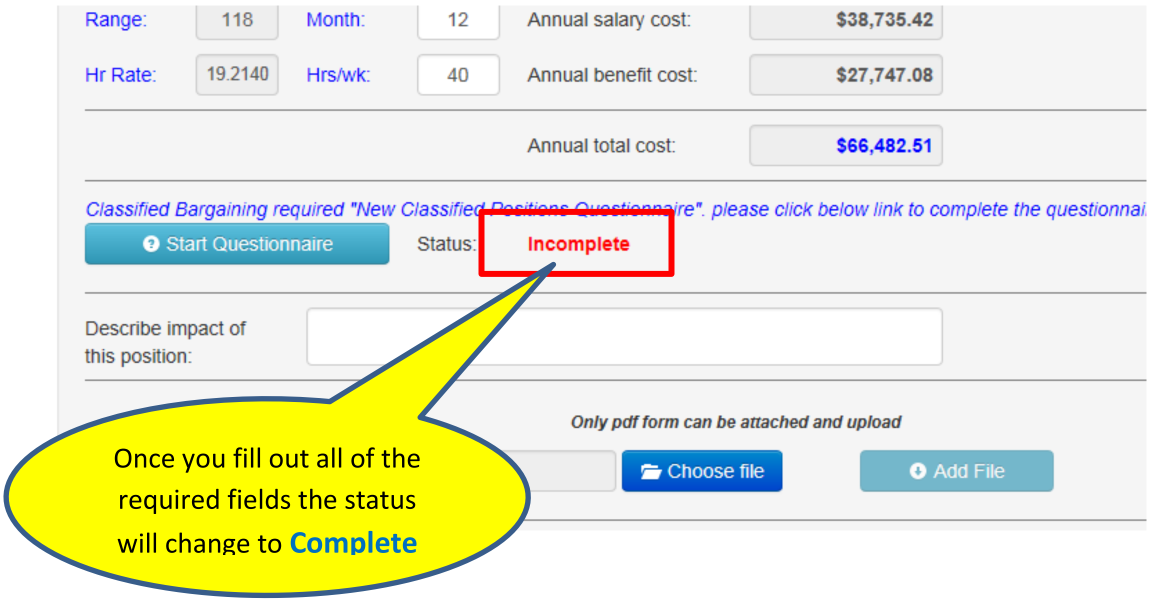
When you choose the personal type “Classified Bargaining” a “Questionnaire” is required to be completed.



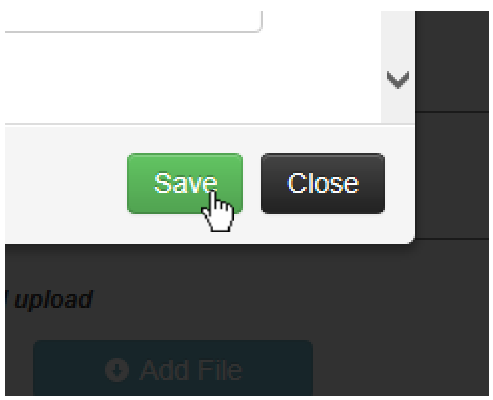
To access the Questionnaire click on the “Start Questionnaire” button.
After you click the “Start Questionnaire” button a questionnaire box will pop up as shown below:



In order for the Questionnaire to be completed you will need to fill out all of the required fields. If you do not fill out one of the required fields the status will remain uncomplete.



After you fill out all of the fields click the green "Save" button to continue on with the Worksheet.

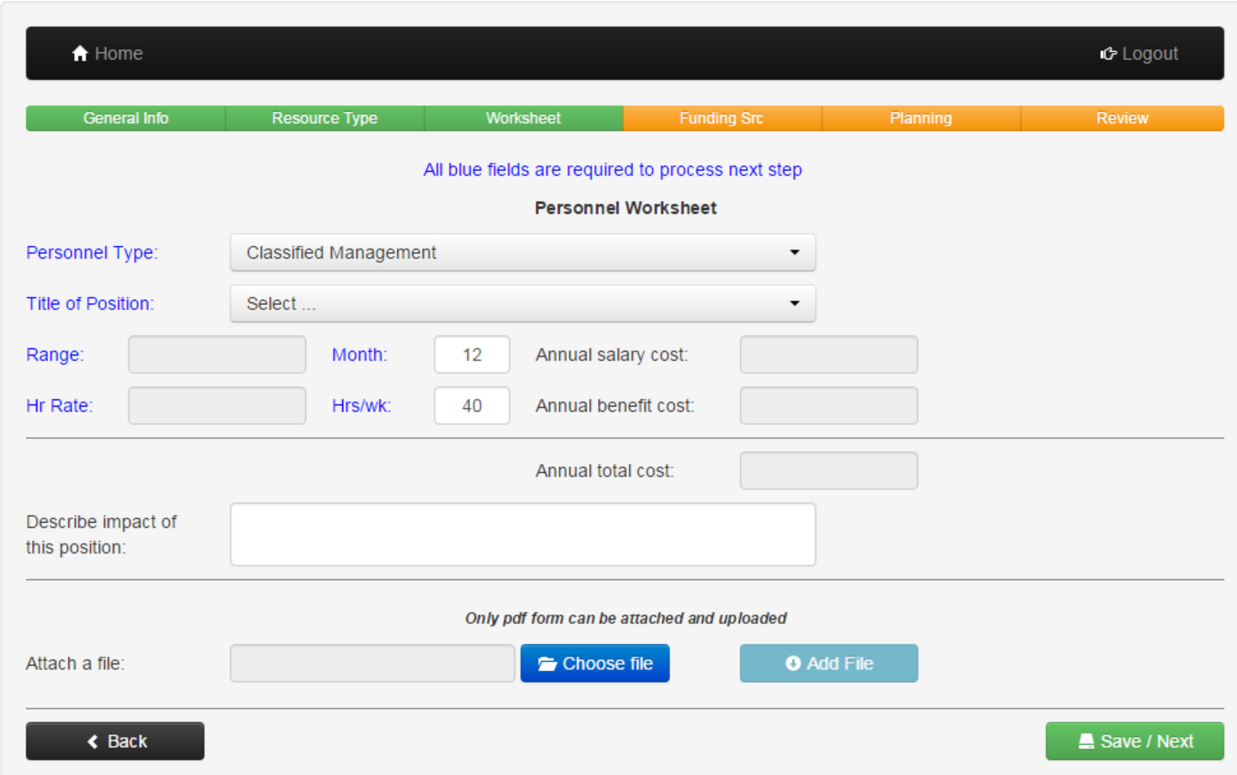


After you have returned to the Worksheet page, complete all blue color fields to proceed to the next step.

Fill out the necessary fields. After completing all necessary fields click the "Save/Next" button.

Once saved, the form will move on to the next tab, "Funding Src".

When choosing the personal type “Classified Management”, a “Questionnaire is not required and should appear as shown below:

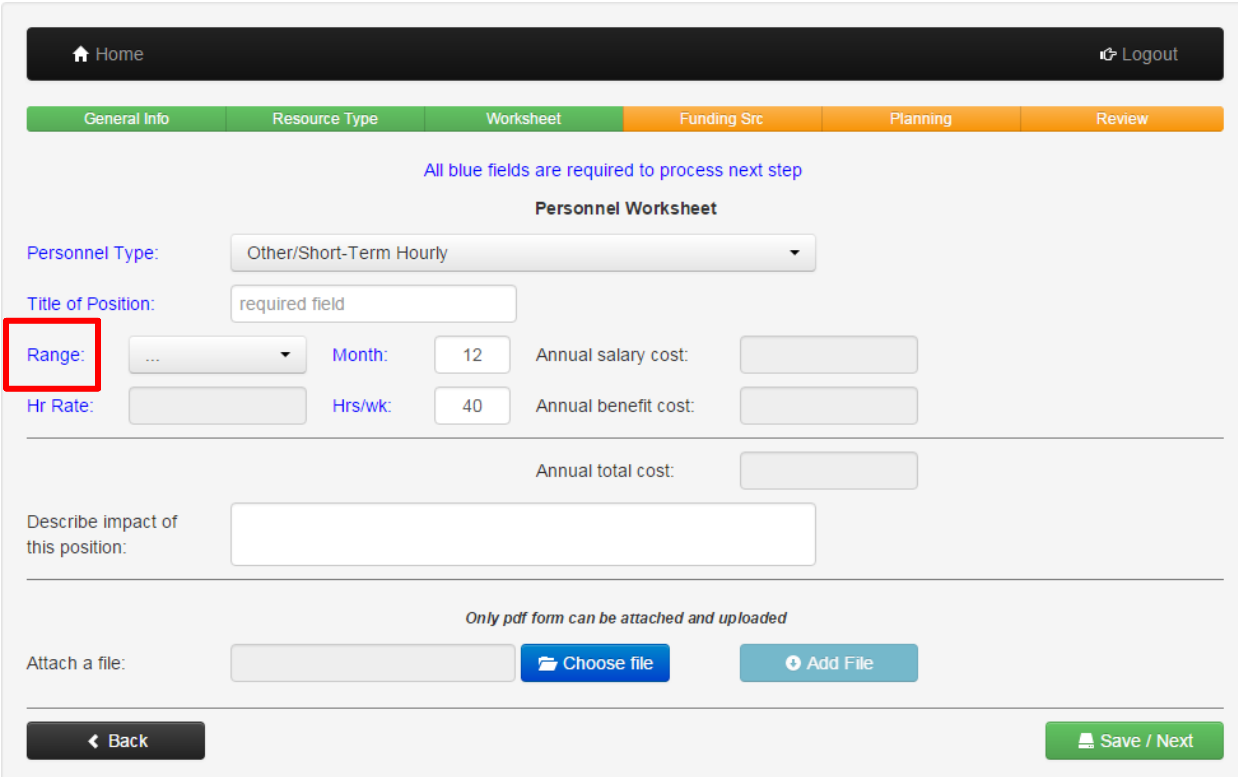


Choose the “Title of Position” and use the “Create new position” option if needed.
Every input method and sequences are the same as before, “Classified Bargaining”.

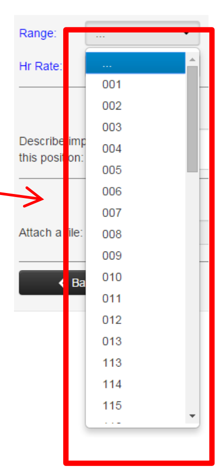
You must complete all blue color fields to proceed to the next step. Fill out the necessary fields.
After completing all necessary fields, click the “Save/Next” button.

Once saved, the form will move on to the next tab, “Funding Src”.

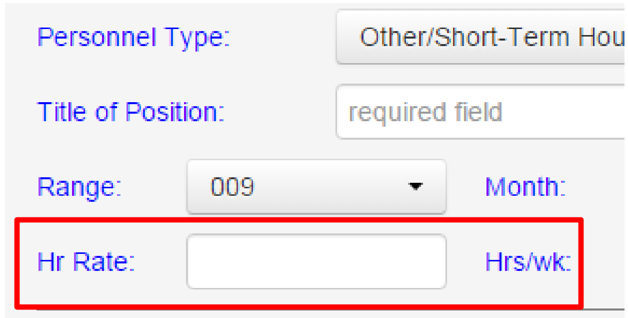
If you choose the personnel type “Other/Short-Term Hourly” the Questionnaire is not required and the “Range” field will appear. You will still need to put in the “Title of Position” field. It should look as the following:



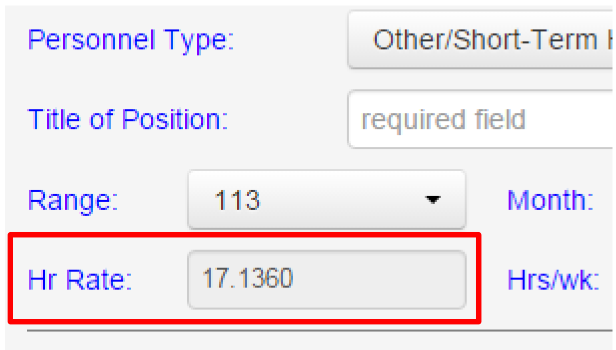
For the Personnel Type: Other/Short-Term Hourly, there is no drop arrow button to choose a “Title of Position” so it must be inputted manually.
When choosing the “Range” field, press the drop arrow to see the range options:



IMPORTANT: Any “range” option from “001-013”
will REQUIRE a manual input of “Hr Rate”.



However, any “range” option AFTER range option “013” such as “113” will NOT require you to manually input “Hr Rate”. It will put in values automatically:



You must complete all blue color fields to process the next step.

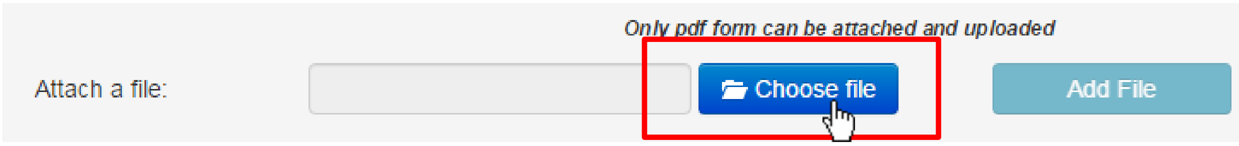
Fill out the necessary fields.

After completing all necessary fields, click “Save/Next”

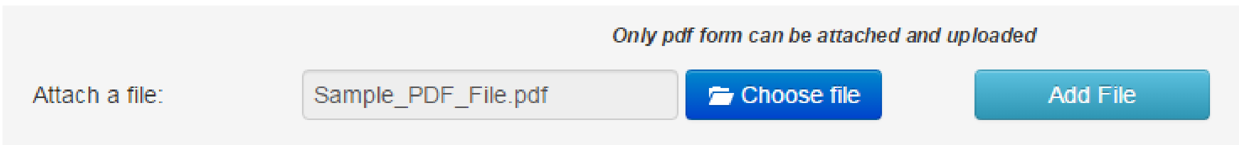
Once saved, the form will move on to the next tab, “Funding Src”.

Attaching Files

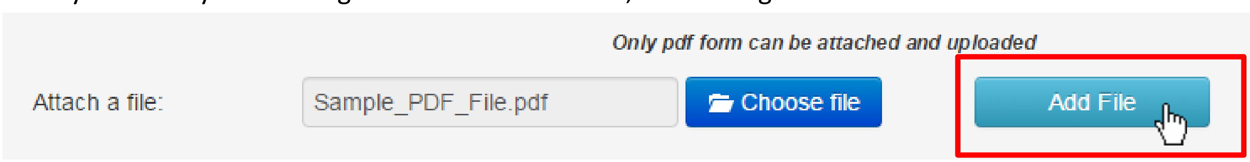
When attaching a PDF file you must go to the “Attach a File” section and click on the blue “Choose File” button:



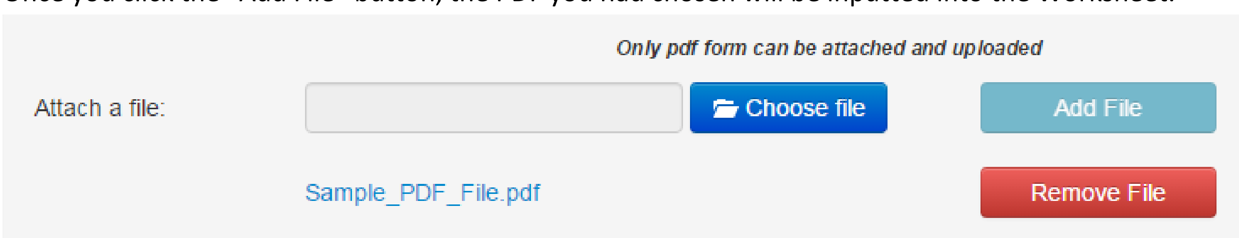
The blue button will then open up a window for you to choose files from.
REMEMBER: The file must be in PDF format in order for you to add the file.
After attaching the PDF of your choice, it will appear as so:



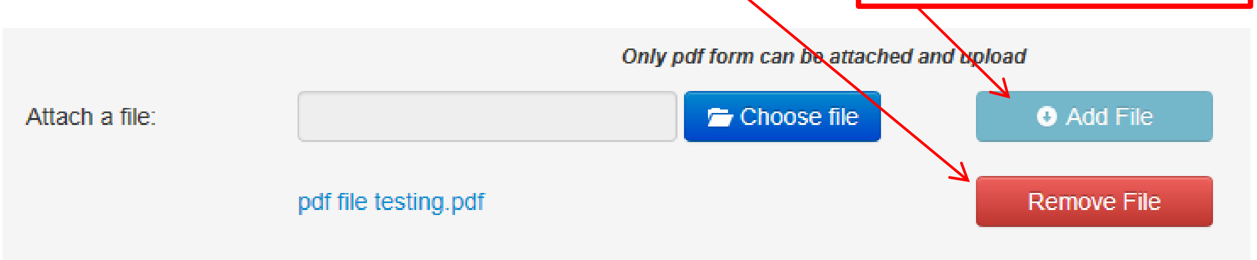
After you identify that the right file has been chosen, click the light blue “Add File” button:



Once you click the “Add File” button, the PDF you had chosen will be inputted into the Worksheet.



You can then edit your PDF file options by choosing to “Remove File” or adding more than one PDF file:

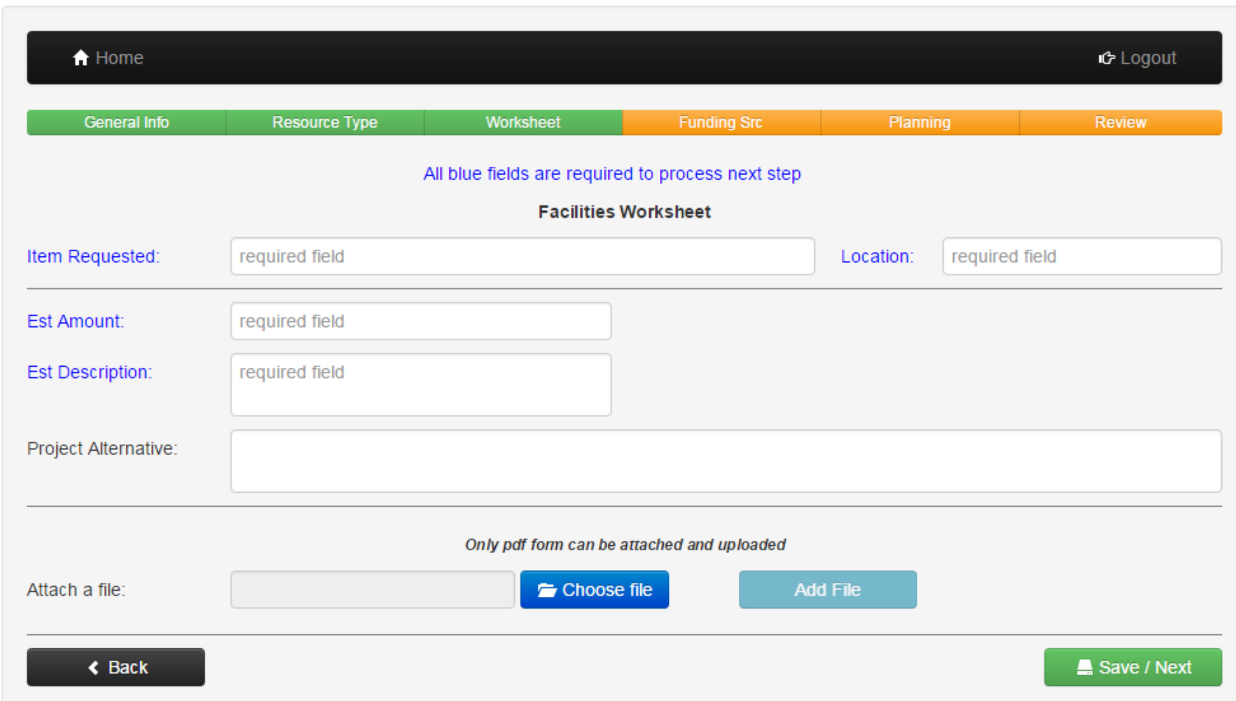


Resource Type: Facilities

After completing all necessary fields from the previous tab "Resource Type", click the "Save/Next" button.

Once saved, the form will move on to the next tab, "Worksheet".

The FACILITIES worksheet should appear as shown below:



Remember that all blue color fields are required to proceed to the next step. Also, the process of attaching a file is the same as noted above.

After completing all necessary fields, click "Save/Next" button.

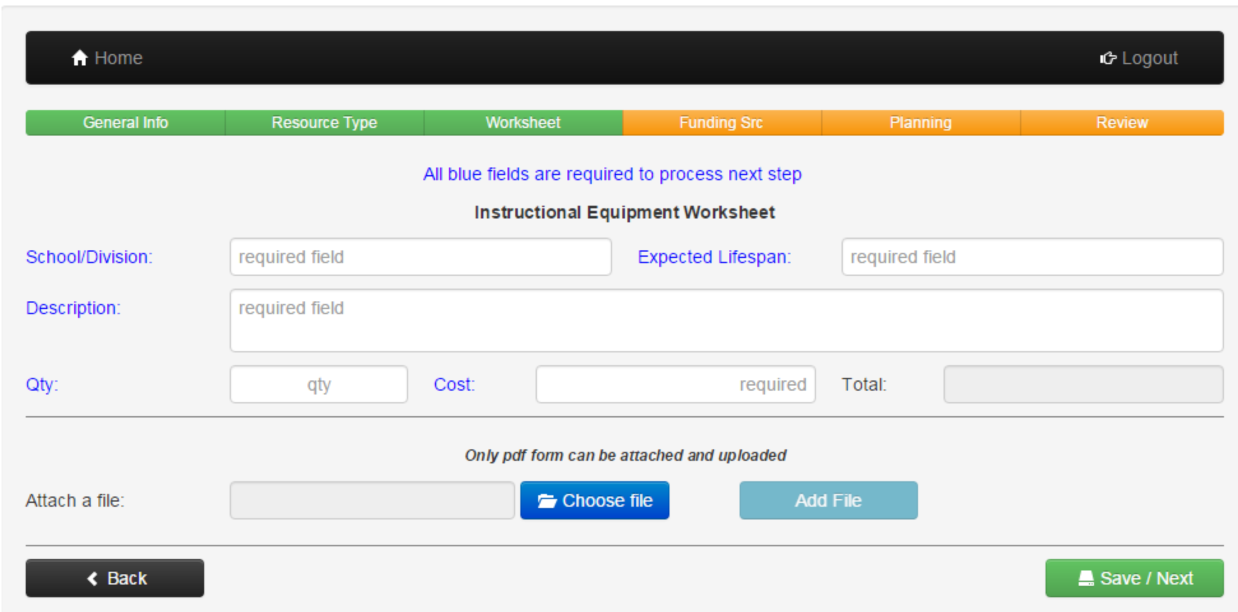
Once saved, the form will move on to the next tab, "Funding Src".

Resource Type: Instructional Equipment

After completing all necessary fields from the previous tab “Resource Type”, click the “Save/Next” button.

Once saved, the form will move on to the next tab, “Worksheet”.

The INSTRUCTIONAL EQUIPMENT worksheet should appear as shown below:



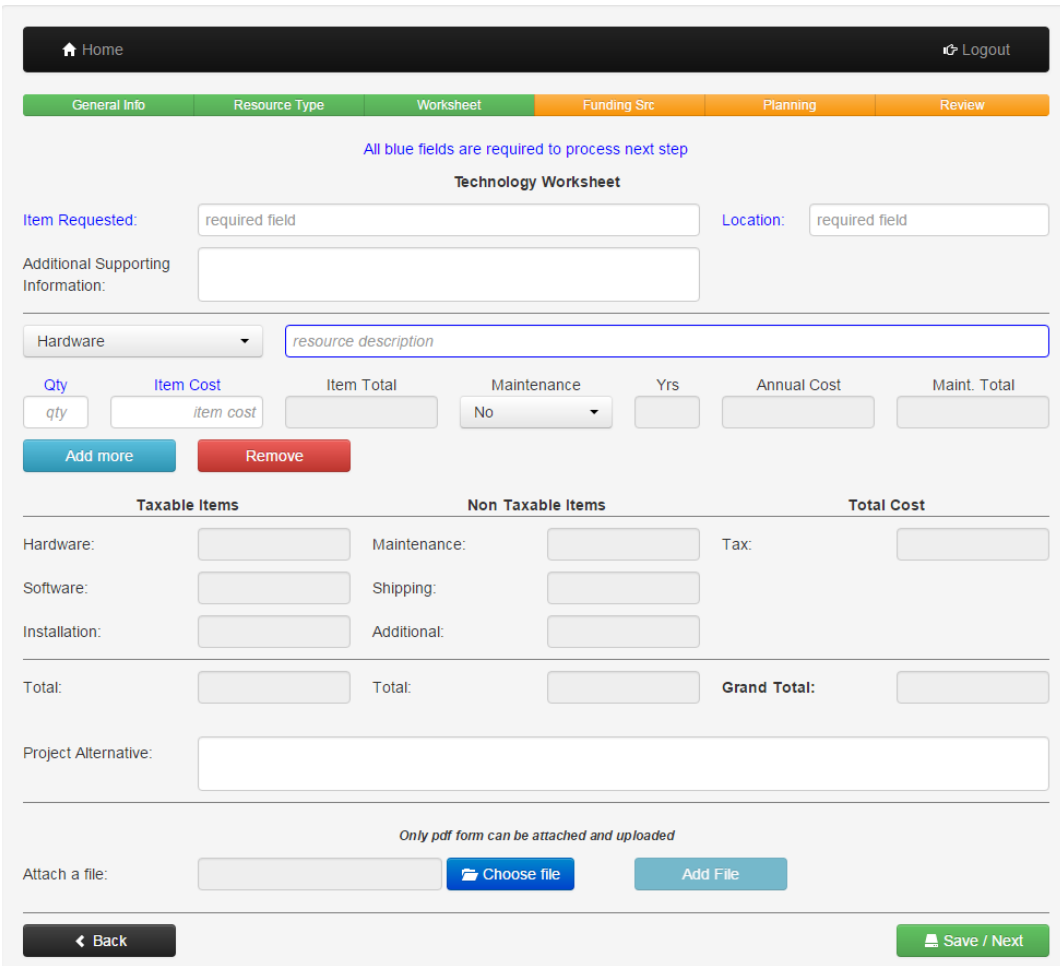
Remember that all blue color fields are required to proceed to the next step. Also, the process of attaching a file is the same as above.

After completing all necessary fields, click “Save/Next” button.

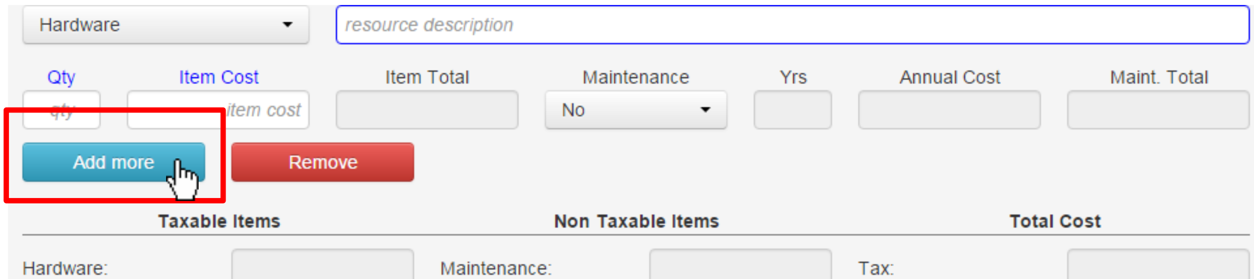
Once saved, the form will move on to the next tab, “Funding Src”.

Resource Type: Technology

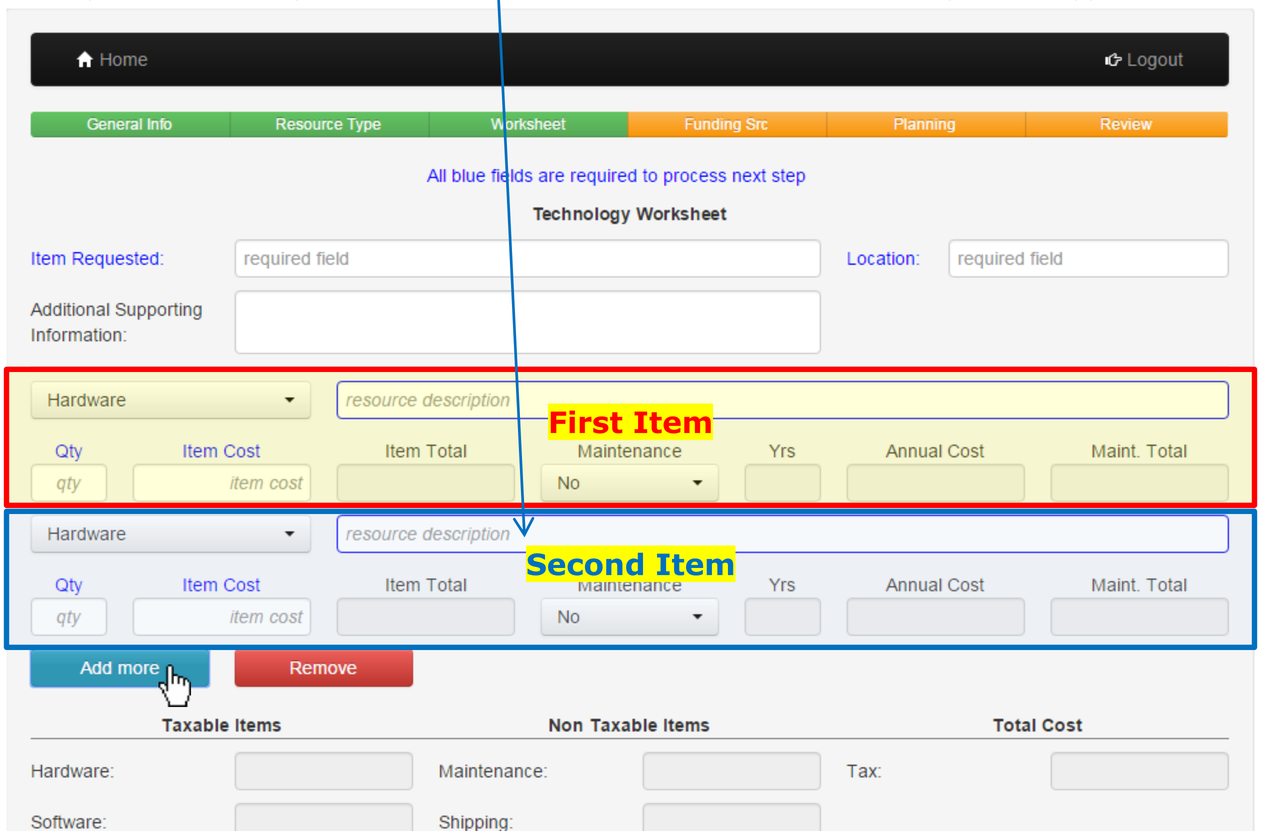
After completing all necessary fields from the previous tab "Resource Type", click the "Save/Next" button.
Once saved, the form will move on to the next tab, "Worksheet".
The TECHNOLOGY worksheet should appear as shown below:



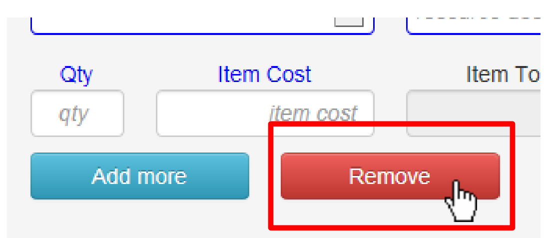
On the "Technology Worksheet" tab you can request more than one resource. Click the "Add more" button.



When you click on the option "Add more", another section for the resource request will appear.



You may add and REMOVE any section as desired.



Remember that all blue color fields are required to proceed to the next step. Also, the process of attaching a file is the same as above.

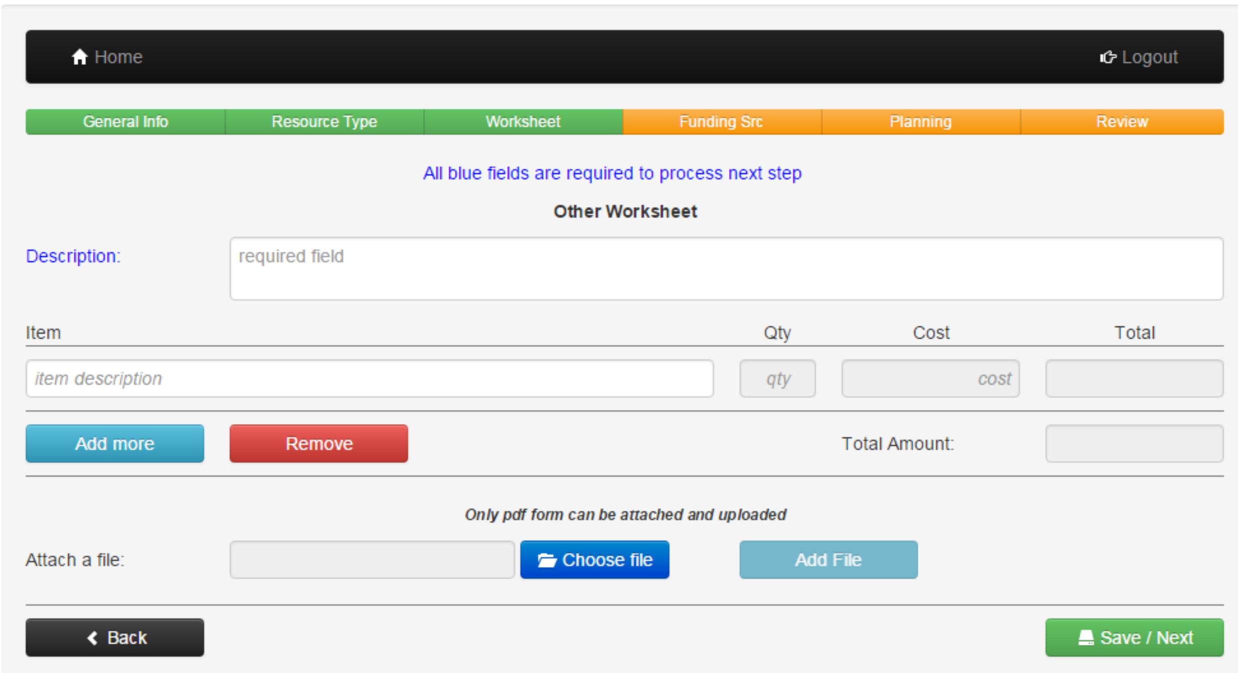
After completing all necessary fields, click “Save/Next” button.

Once saved, the form will move on to the next tab, “Funding Src”.

Resource Type: Other

After completing all necessary fields from the previous tab “Resource Type”, click “Save/Next” button. Once saved, the form will move on to the next tab, “Worksheet”.

The OTHER worksheet should appear as shown below:

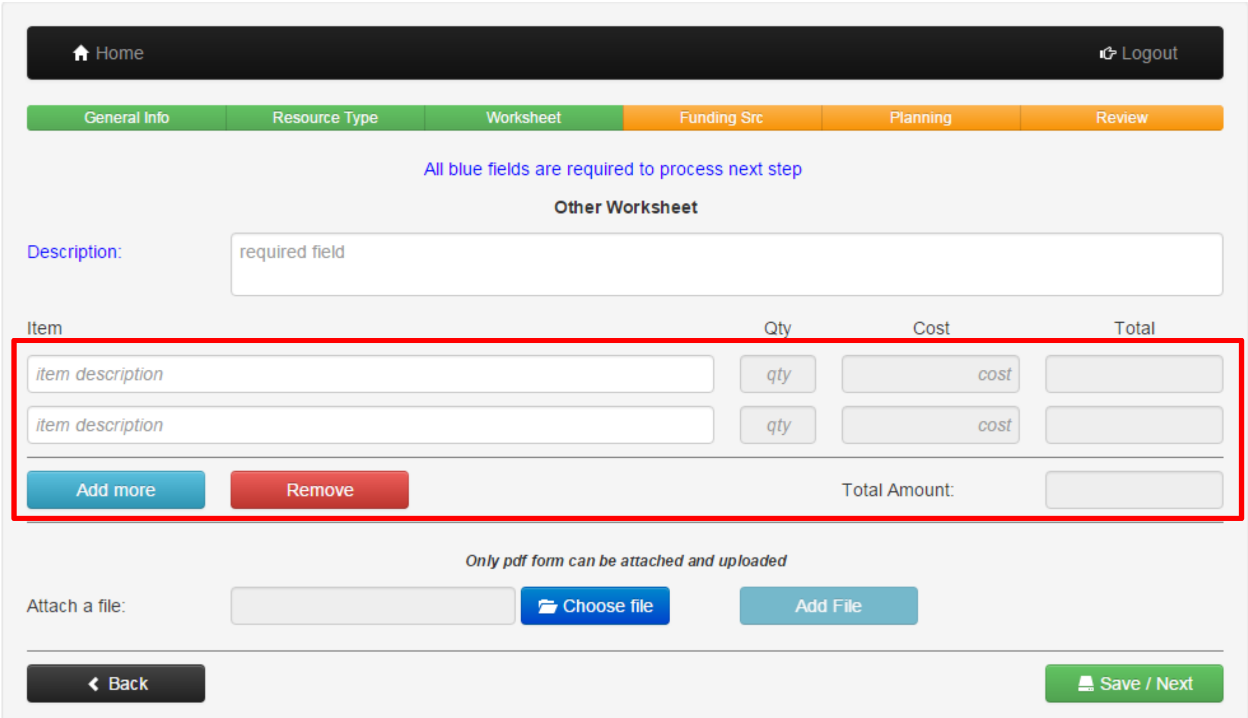


Remember that all blue color fields are required to proceed to the next step.

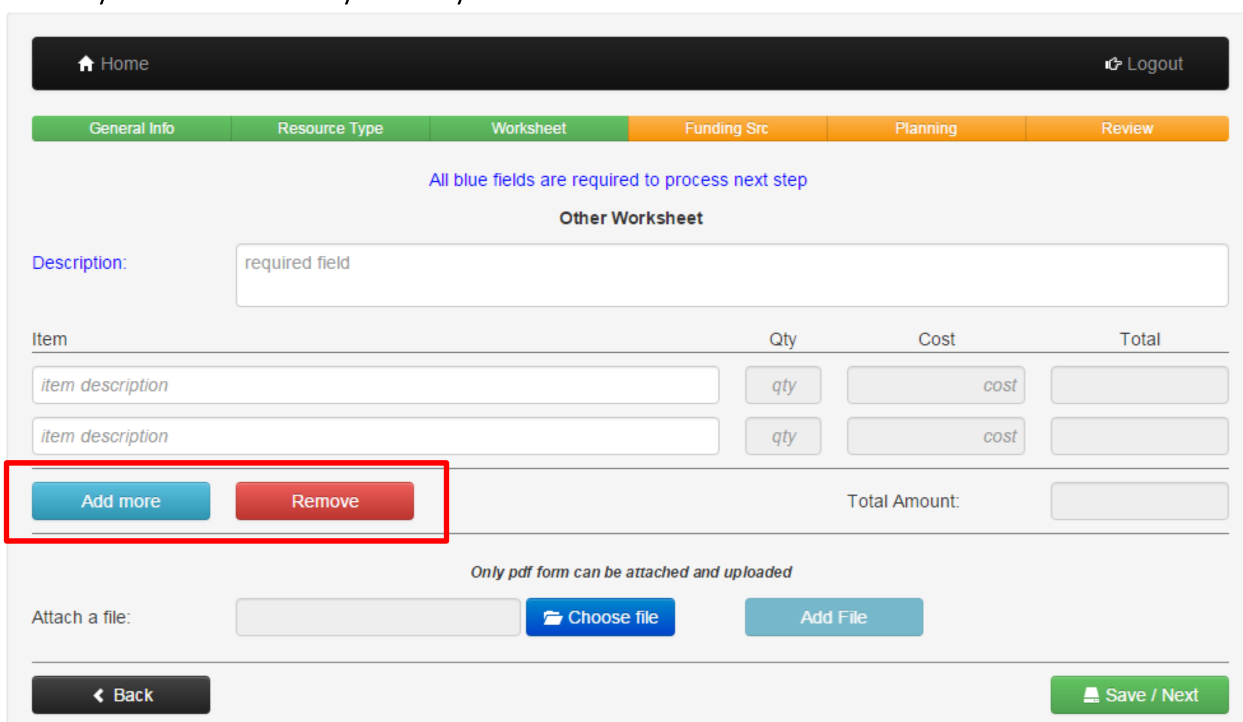
The “Other Worksheet” will allow you to add more than one selection.

To add more selections for items, click the button “Add more” button.

When you click on the option “Add more”, another section for the resource request will appear.



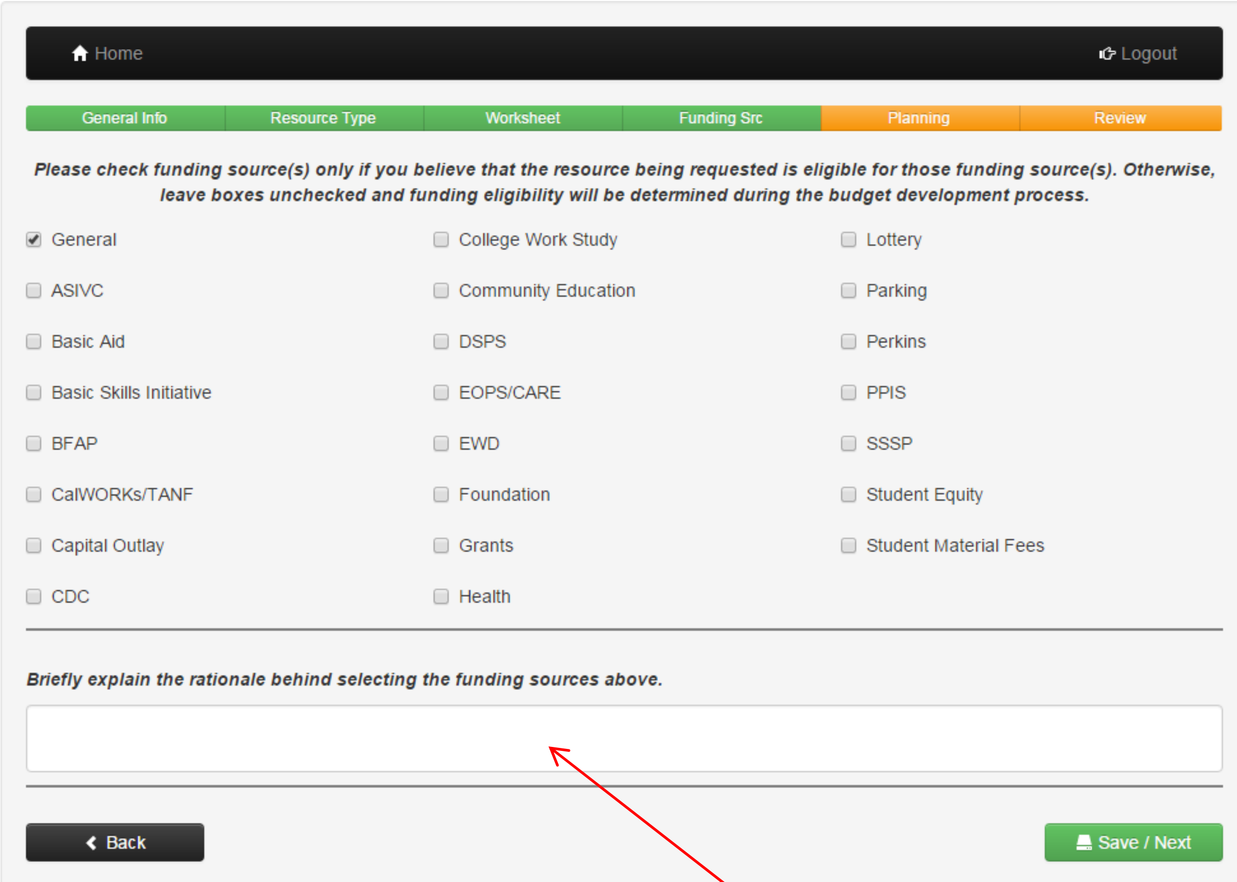
You may add or REMOVE any section you desire.



Remember that all of the blue color fields are required to proceed to the next step. Also, the process of attaching a file is the same as above. After completing all necessary fields, click “Save/Next” button.

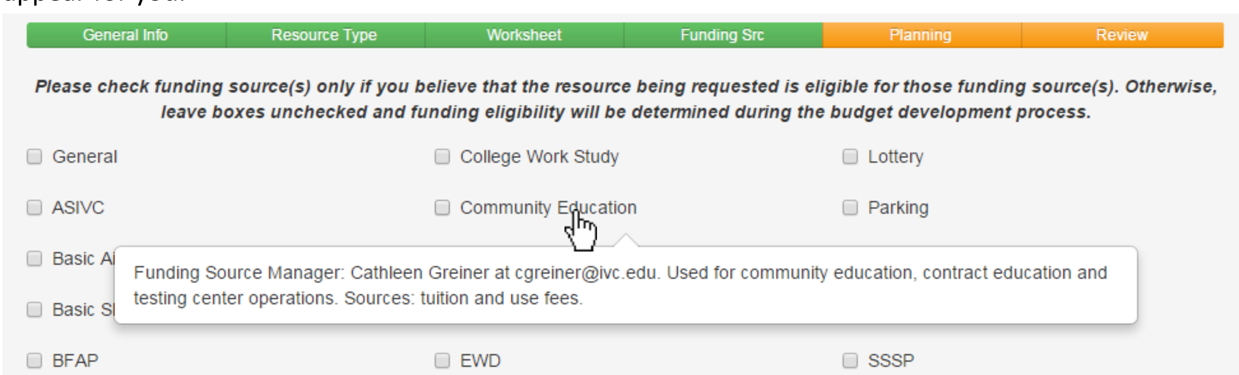
Funding Source

Once the preferred “Worksheet” is completed and saved, the next tab is “Funding Src”.



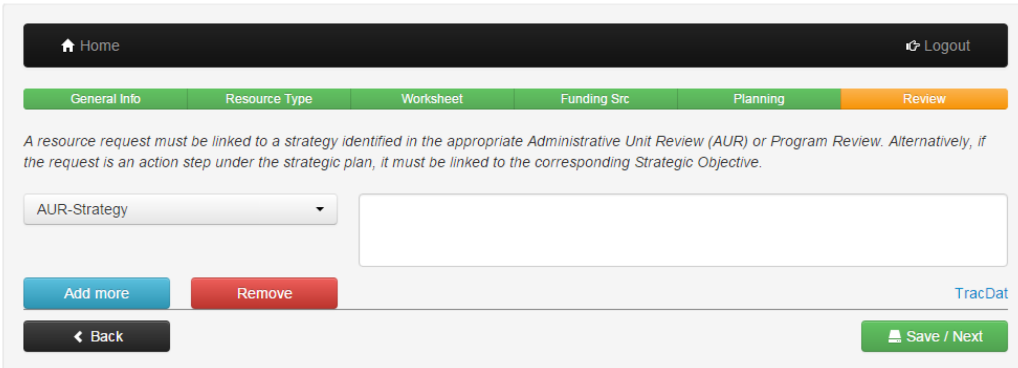
If you checked the “General” field (“General” is the default) or checked nothing, you can save and go to the next page, but if you checked others, you can’t click the “Save/Next” field until you add an explanation in the text box. You are required to briefly explain the rationale behind the funding source you selected if you check the “General” field.

If you want to see the exact funding source’s meaning, hover your mouse over the name. Help box will appear for you.

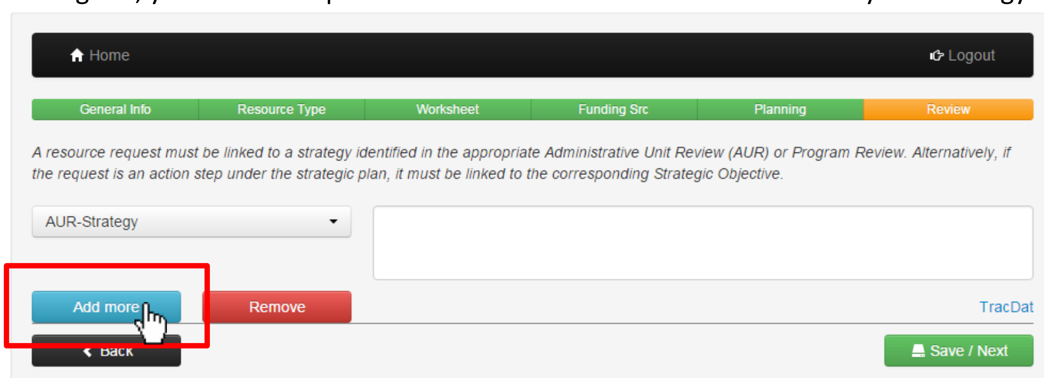


Planning

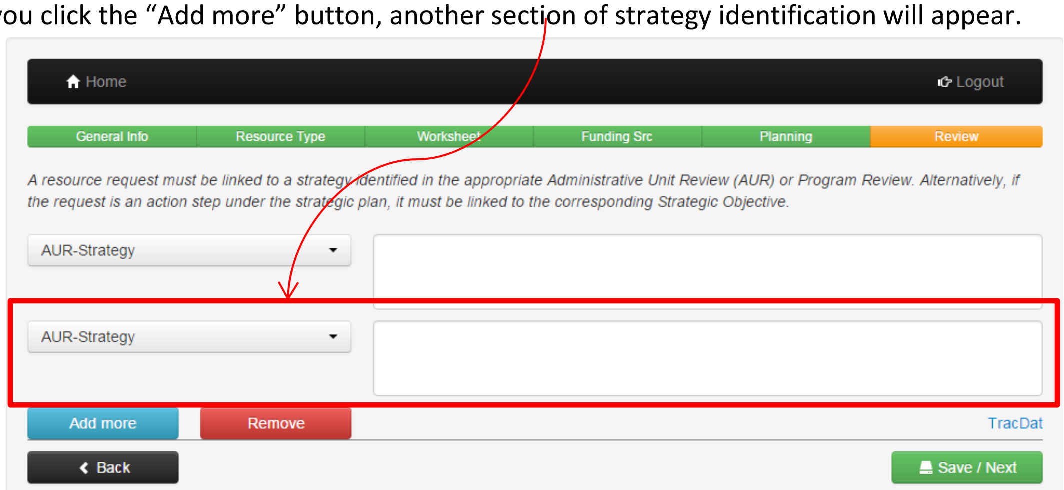
Once the "Funding Src" tab is completed and saved, the next tab is "Planning".



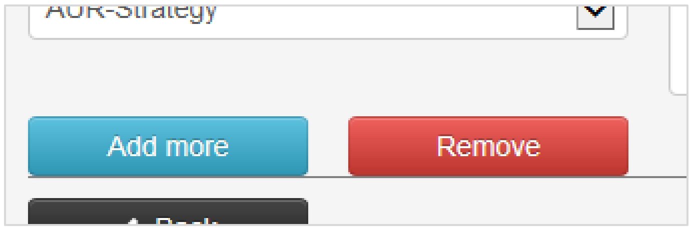
In the Planning tab, you have the option to add more than one section to identify the strategy:



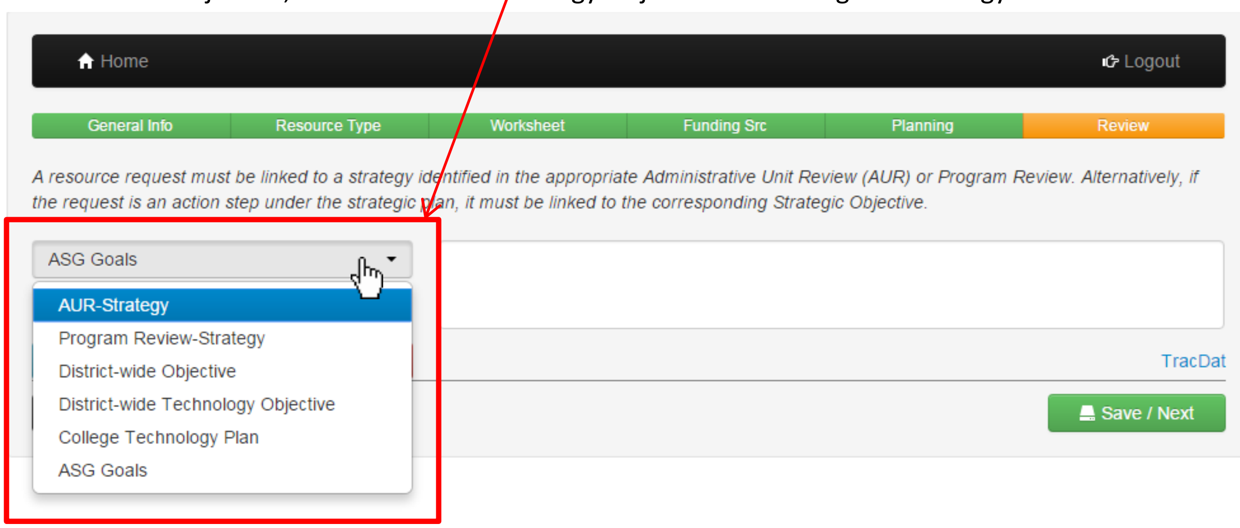
When you click the "Add more" button, another section of strategy identification will appear.



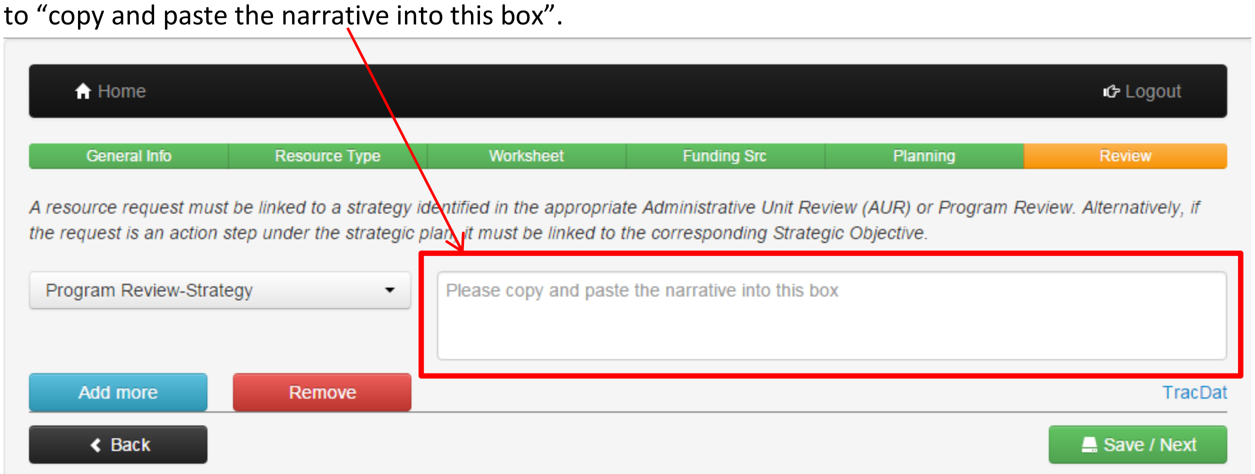
You can Add or REMOVE any section as you desire.



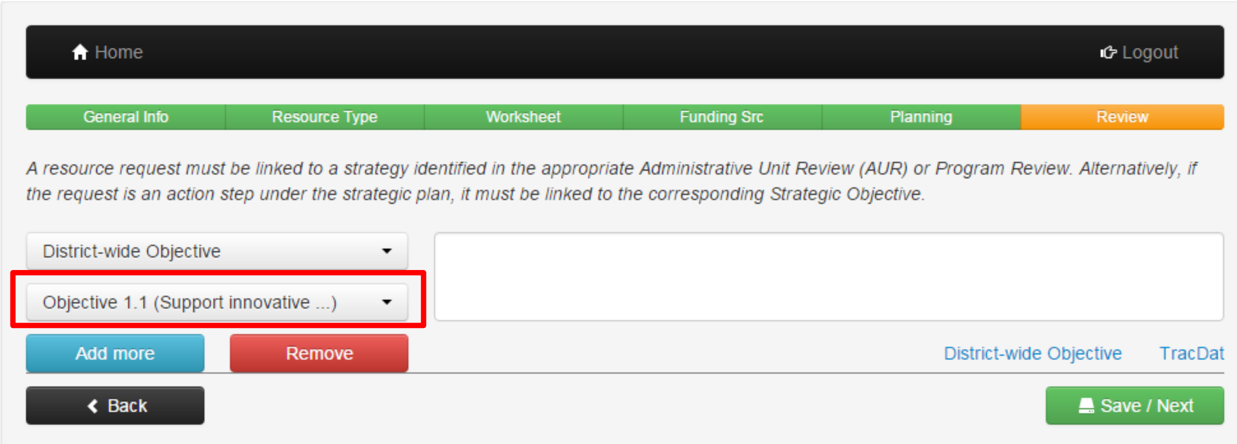
When choosing different strategic plans, you have five options: AUR-Strategy, Program Review-Strategy, District-Wide Objective, District-Wide Technology Objective and College Technology Plan.



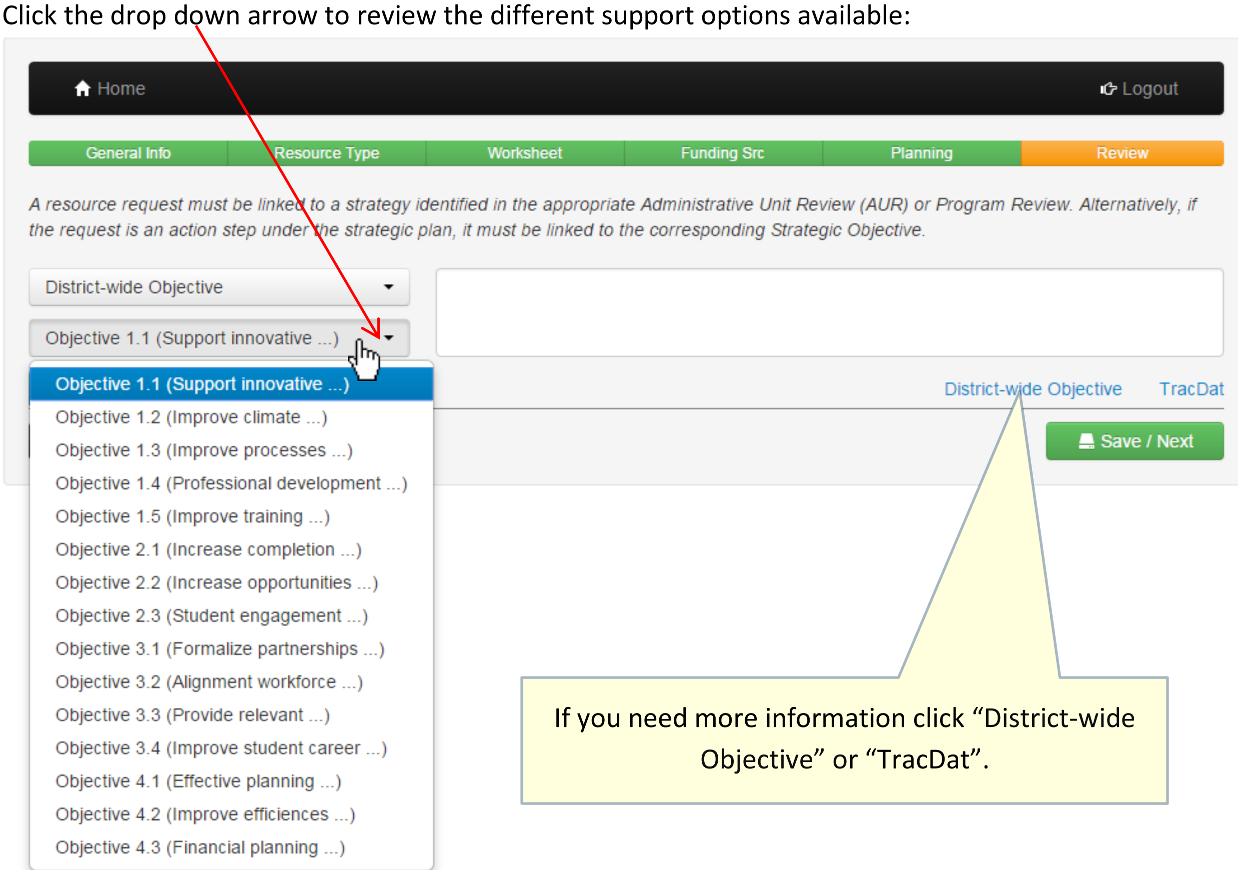
When choosing the strategic plan “Program Review-Strategy”, a recommendation will appear asking you to “copy and paste the narrative into this box”.



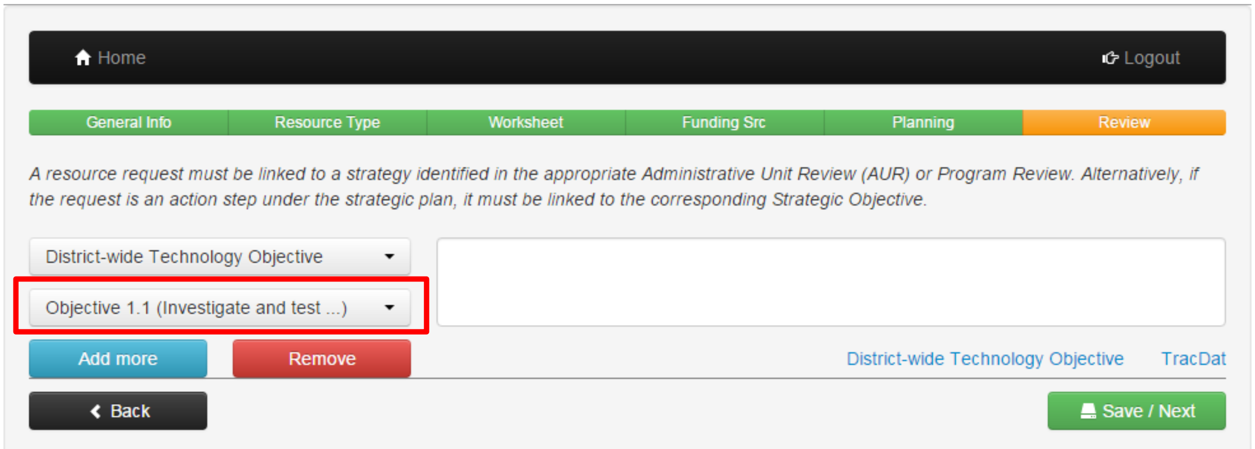
When choosing the strategic plan “District-wide Objective”, an “Objective” tab will appear and you should choose a type of support.



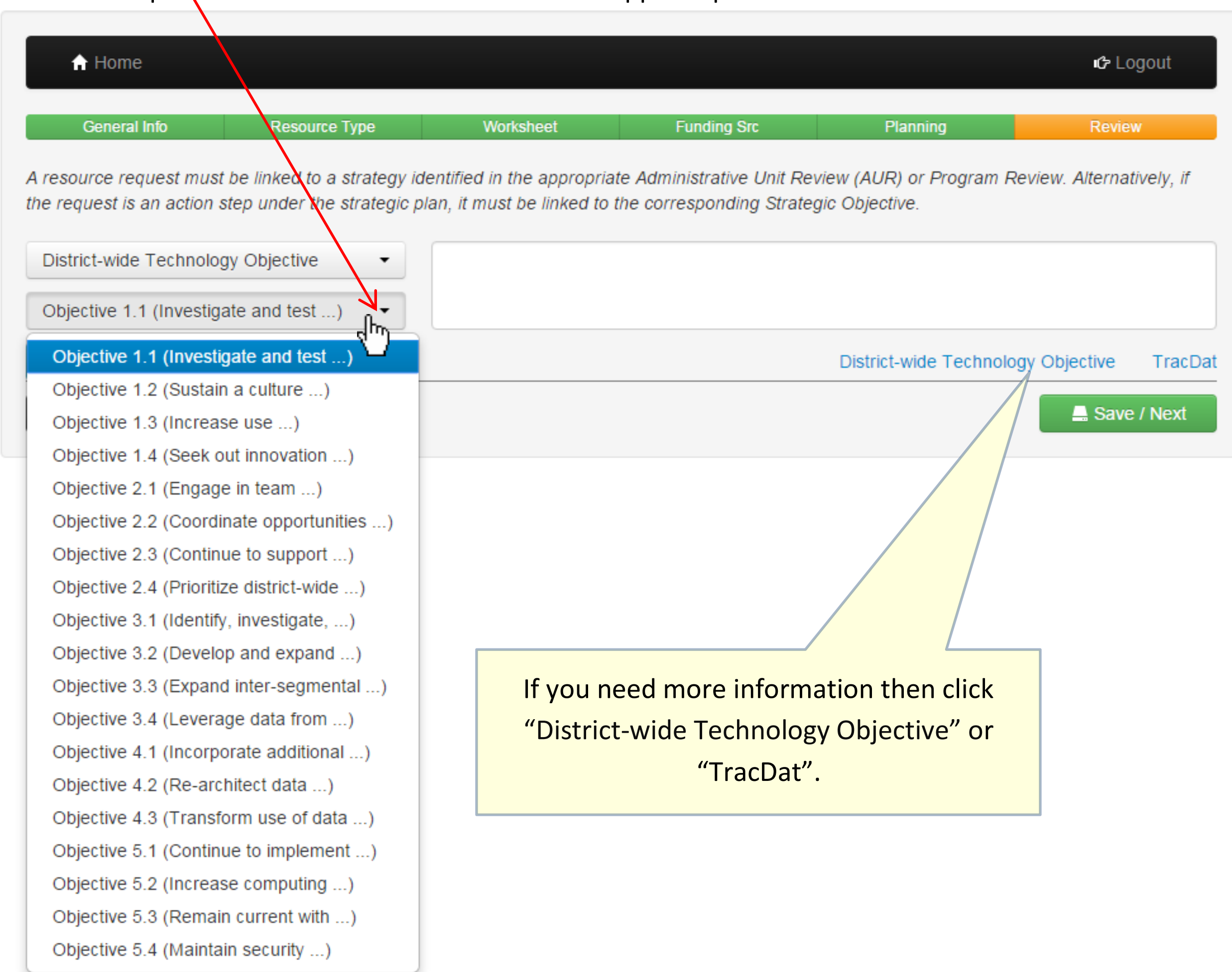
Click the drop down arrow to review the different support options available:



When choosing the strategic plan “District-wide Technology Objective”, an “Objective” tab will appear and you should choose a type of support.

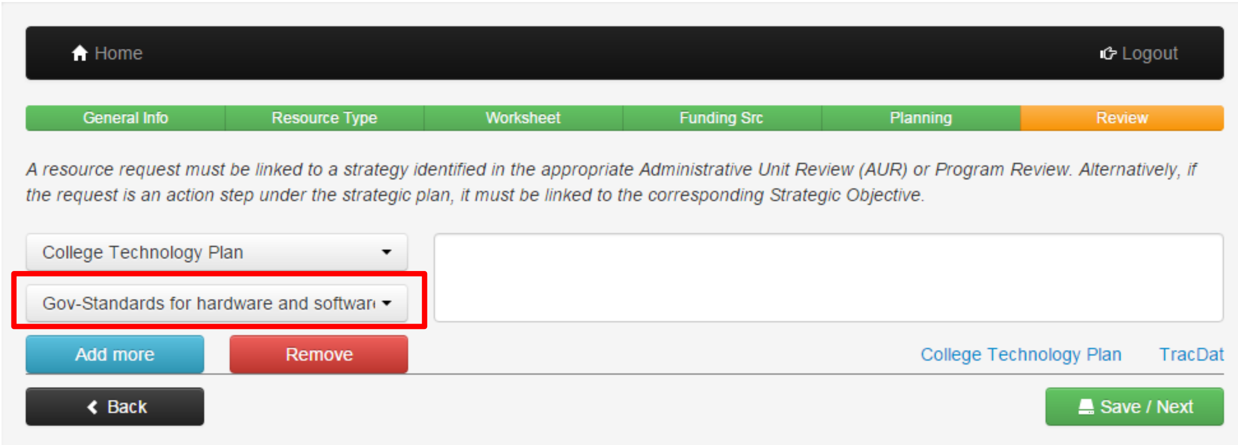


Click the drop down arrow to review the different support options available:

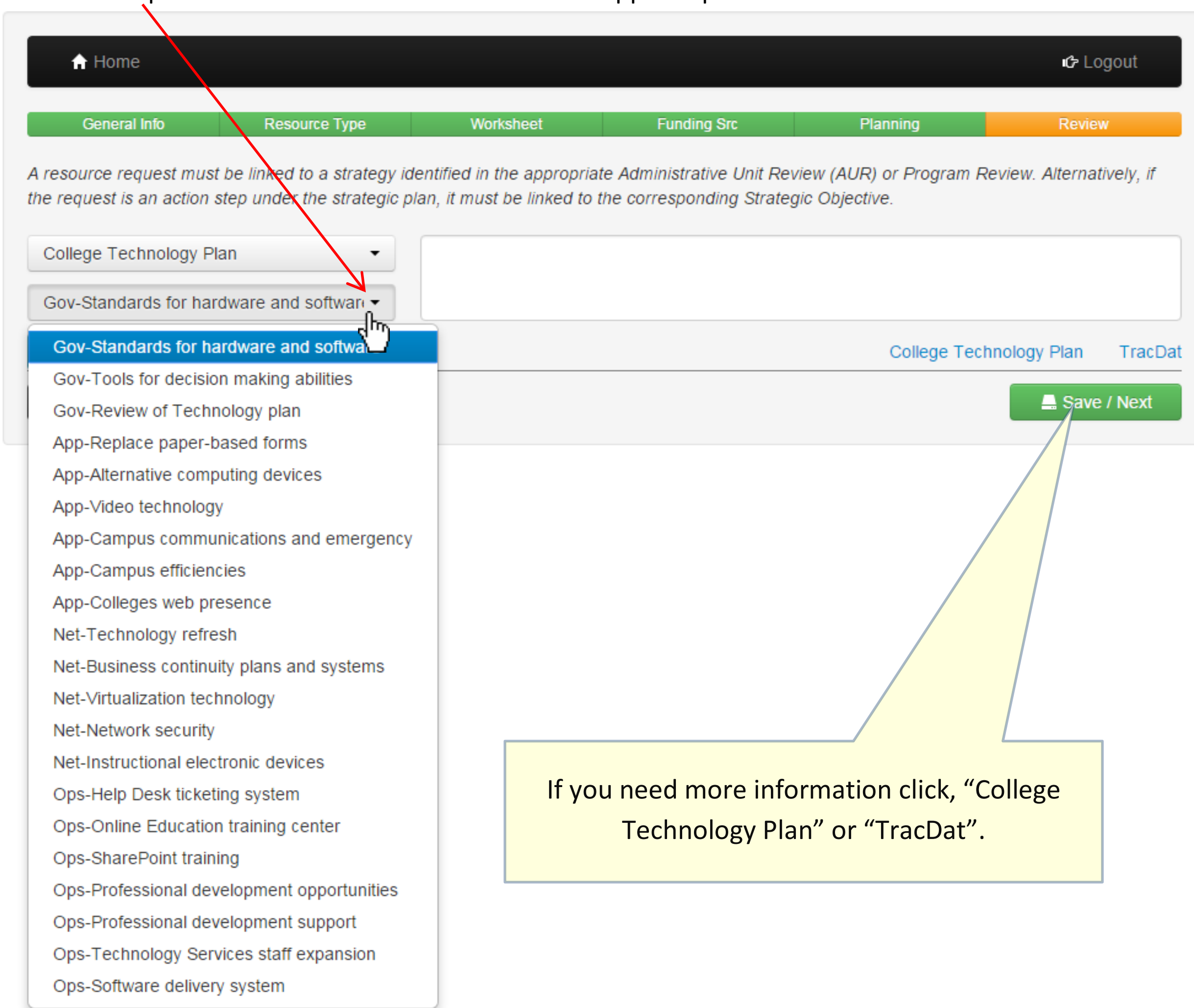


If you need more information then click “District-wide Technology Objective” or “TracDat”.

When choosing the strategic plan “College Technology Plan”, another tab will appear allowing you to choose a type of support.

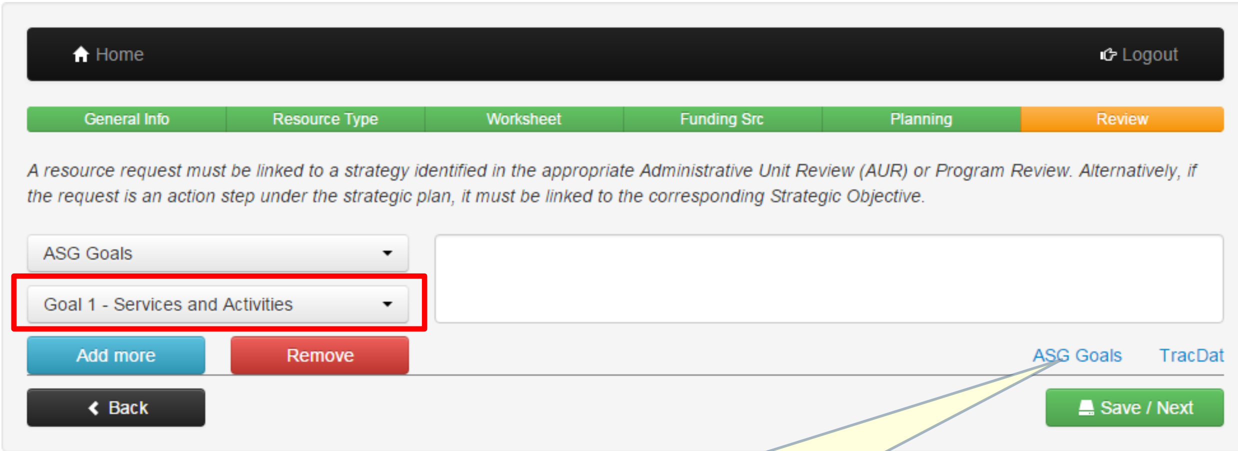


Click the drop down arrow to review the different support options available:



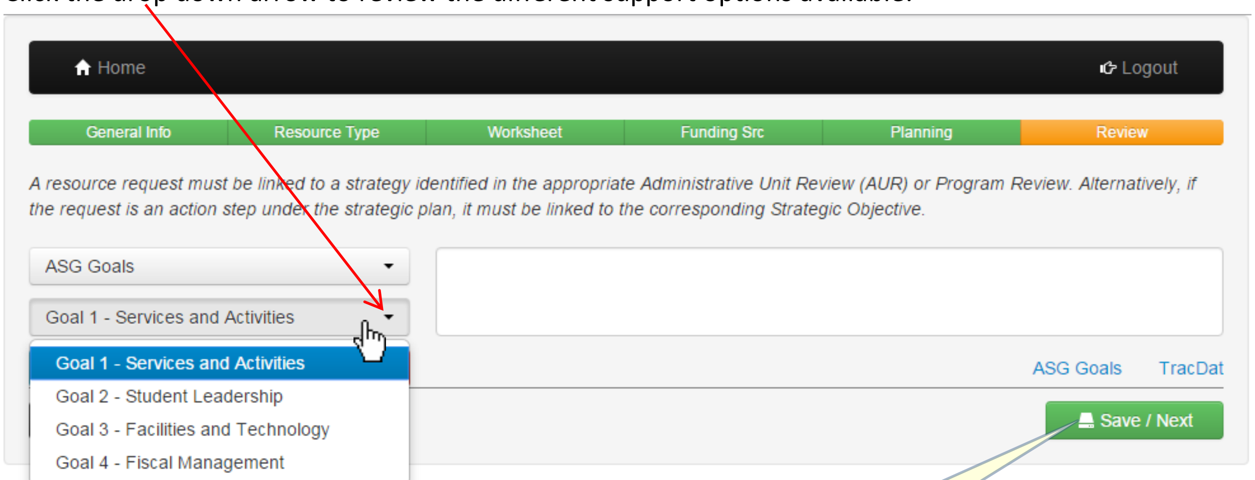
If you need more information click, “College Technology Plan” or “TracDat”.

When choosing the strategic plan “ASG Goals”, another tab will appear allowing you to choose a type of support.



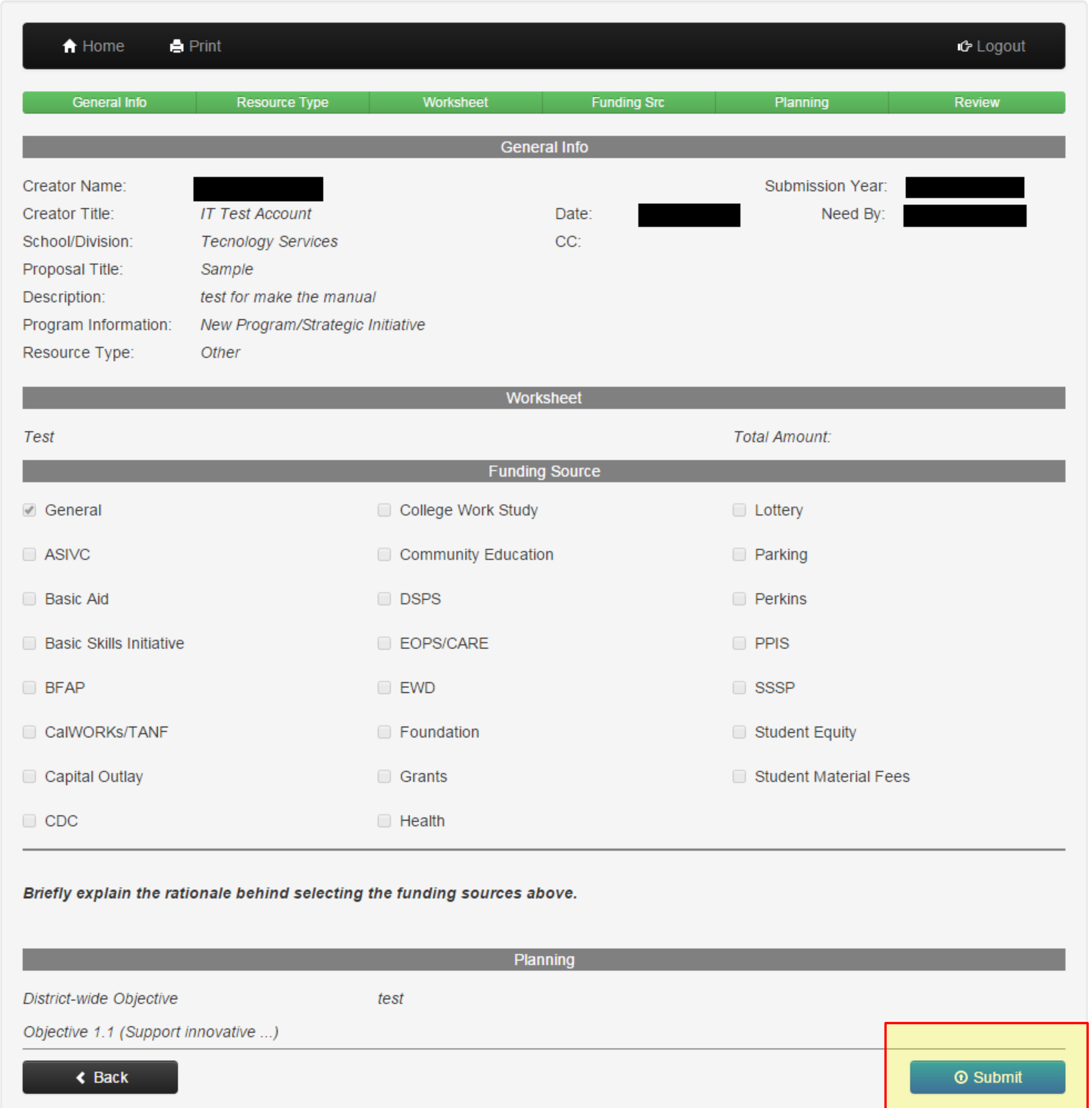
If you need more information click “ASG Goals” or “TracDat”.

Click the drop down arrow to review the different support options available:



After completing all necessary fields, click the “Save/Next” button. Once saved, the form will move on to the next tab, “Review”.

Review



Home Print Logout

General Info | Resource Type | Worksheet | Funding Src | Planning | Review

General Info

Creator Name: [redacted]

Submission Year: [redacted]

Creator Title: *IT Test Account*

Date: [redacted]

Need By: [redacted]

School/Division: *Tecnology Services*

CC:

Proposal Title: *Sample*

Description: *test for make the manual*

Program Information: *New Program/Strategic Initiative*

Resource Type: *Other*

Worksheet

Test

Total Amount:

Funding Source

- [x] General
- [ ] College Work Study
- [ ] Lottery
- [ ] ASIVC
- [ ] Community Education
- [ ] Parking
- [ ] Basic Aid
- [ ] DSPS
- [ ] Perkins
- [ ] Basic Skills Initiative
- [ ] EOPS/CARE
- [ ] PPIS
- [ ] BFAP
- [ ] EWD
- [ ] SSSP
- [ ] CalWORKs/TANF
- [ ] Foundation
- [ ] Student Equity
- [ ] Capital Outlay
- [ ] Grants
- [ ] Student Material Fees
- [ ] CDC
- [ ] Health

Briefly explain the rationale behind selecting the funding sources above.

Planning

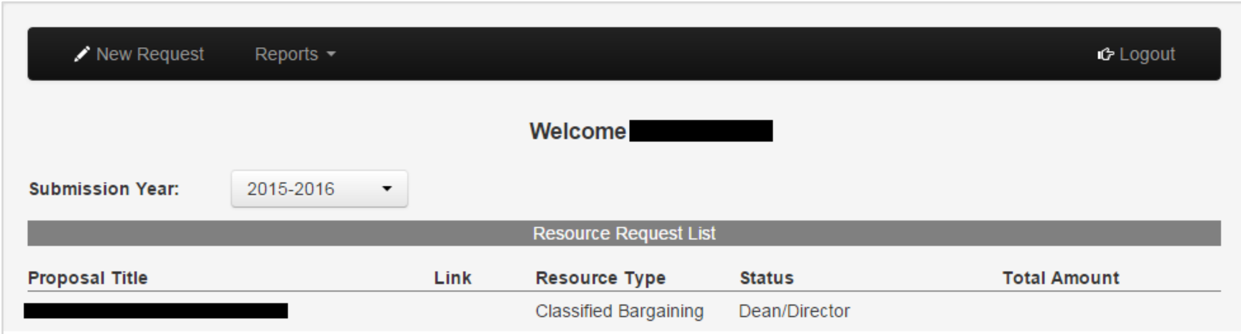
District-wide Objective *test*

Objective 1.1 (Support innovative ...)

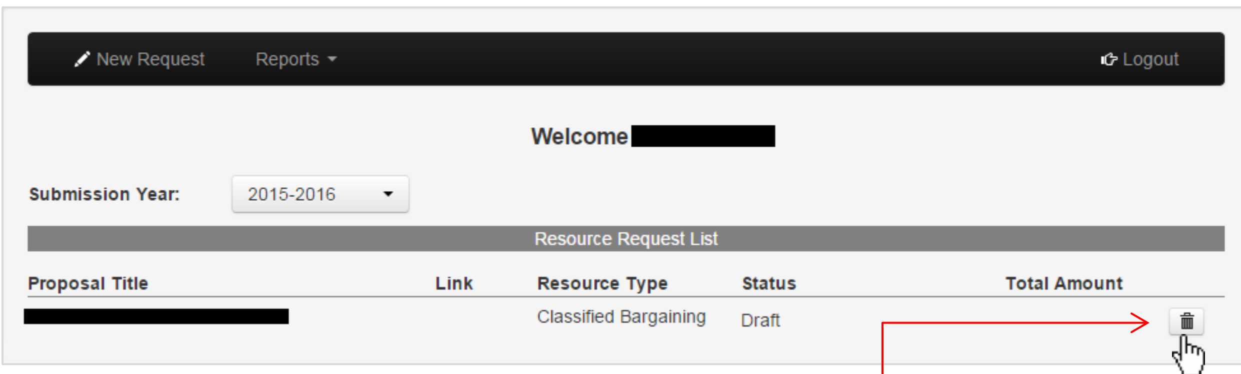
Back Submit

After thoroughly reviewing the now completed Resource Form, you may either go straight to “Submit” or “Print” the Resource Review Form and submit the completed Resource Form.

If you successfully submitted your Resource Form, the “Home” page (after logged on page) will be as shown below:

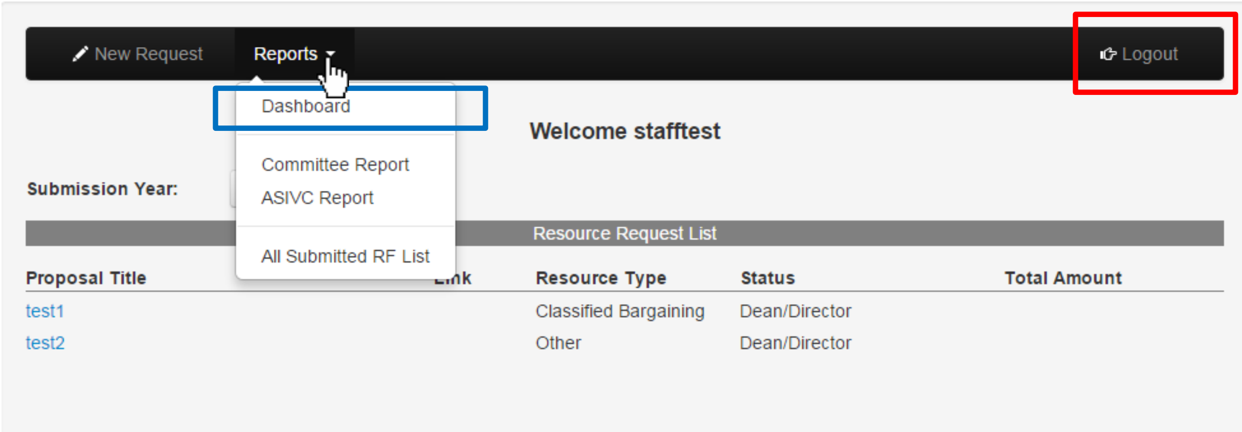


If you did not submit successfully, the “Home” page (after logged on page) will be as shown below:



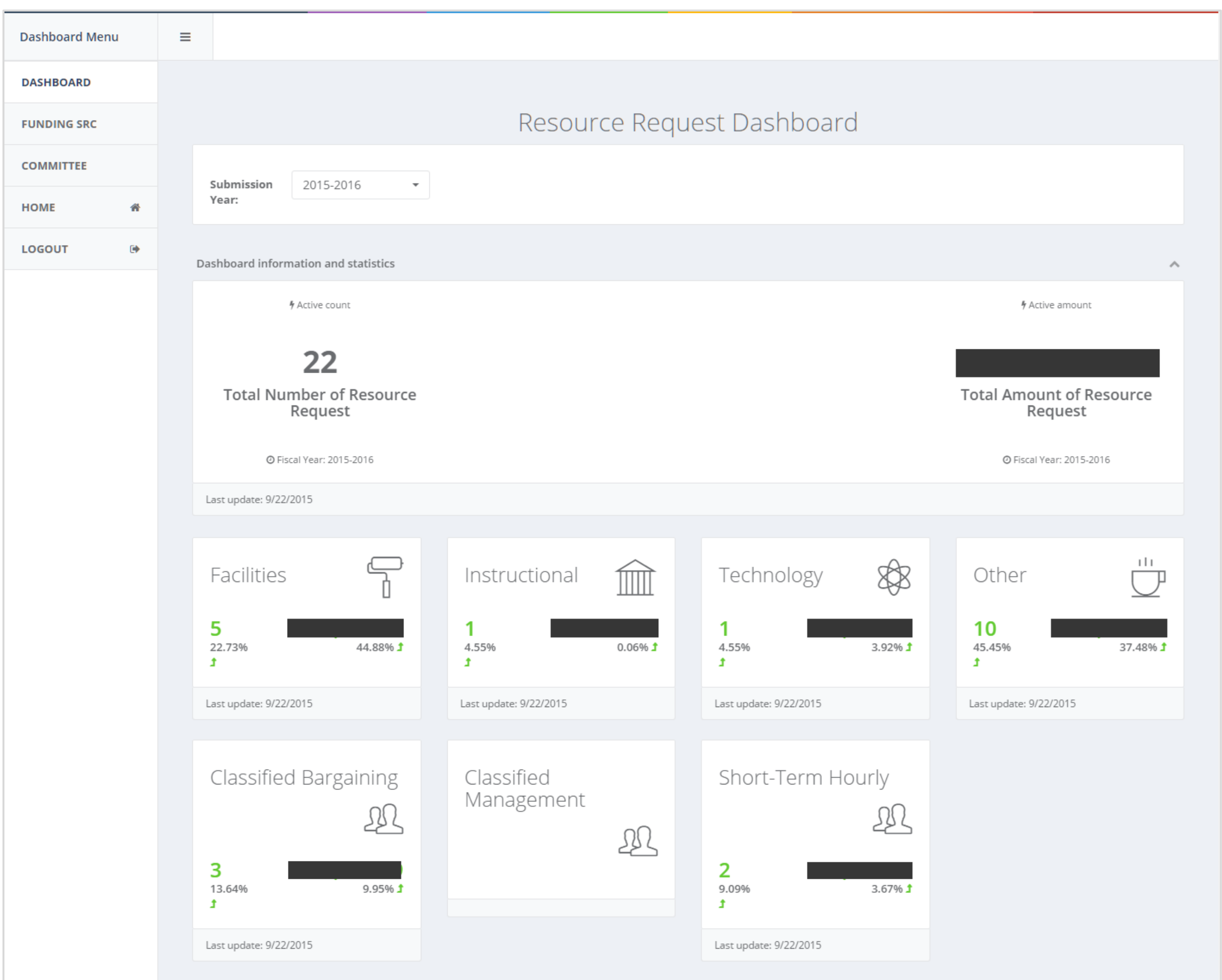
In this case, you can delete from draft requests.

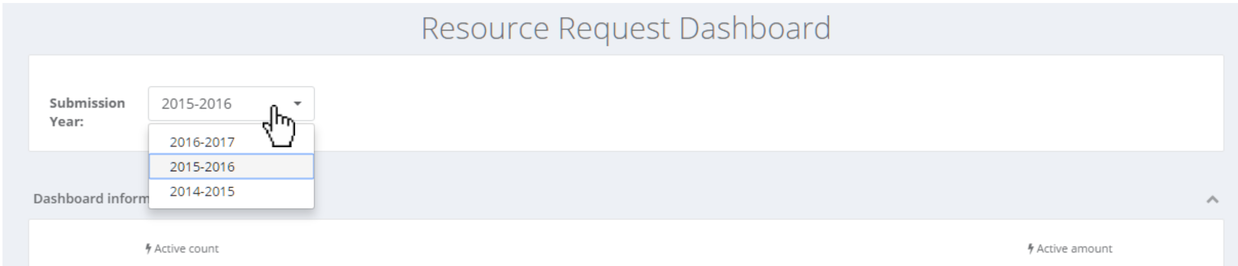
Reports



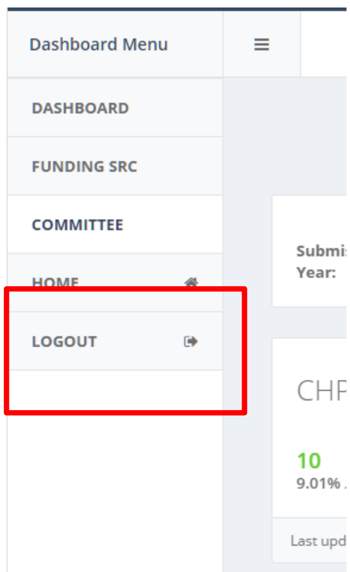
The Reports tab has four sub menus. You can see committee report statistics. When you leave the Resource page, click the "Logout" button for secure issues.

Click the dashboard menu as shown:





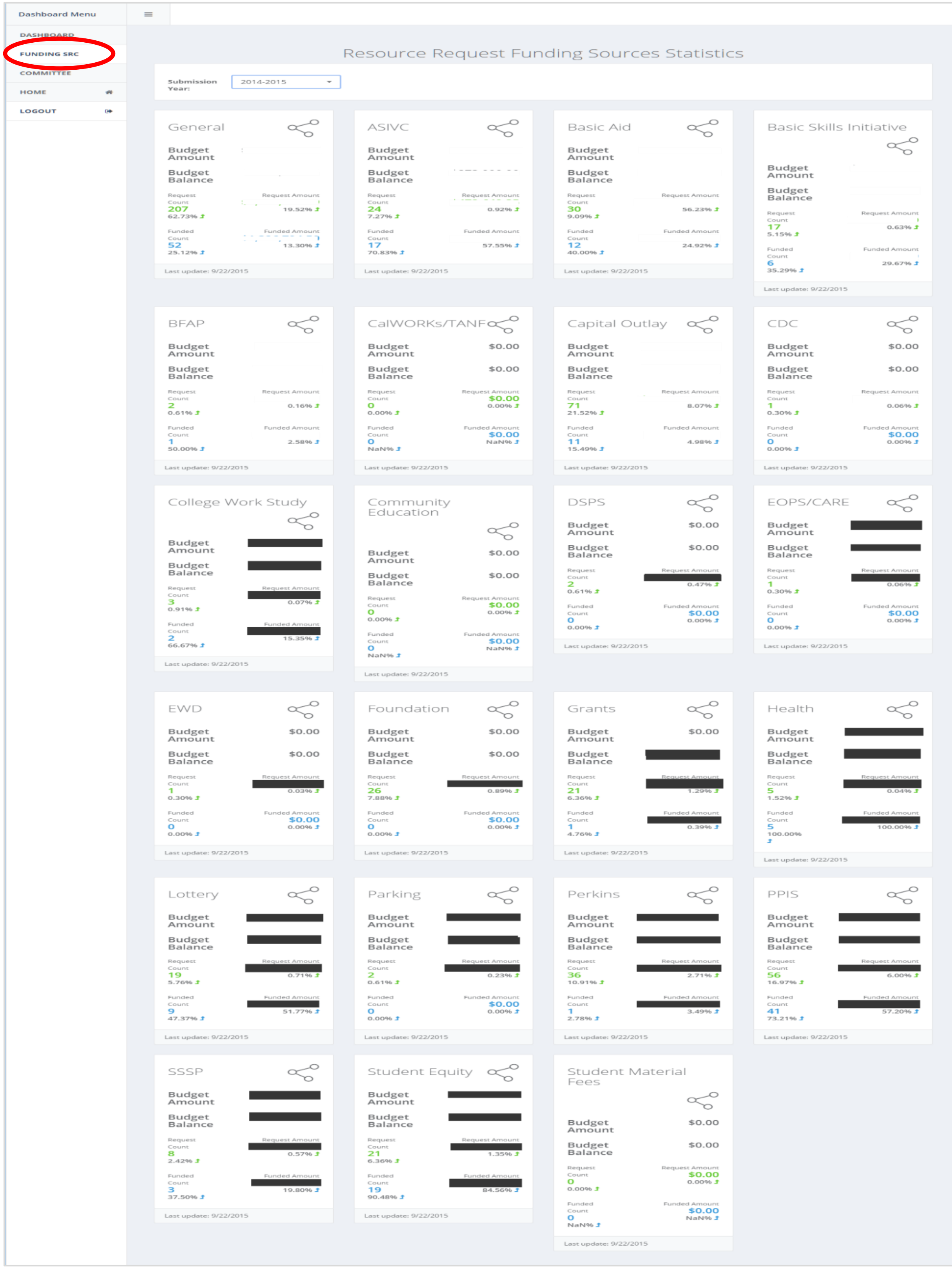
You could see another submission year's Resource Request statistics when changing this dropdown menu. If you choose future years the statistics will not be shown because there is no data.

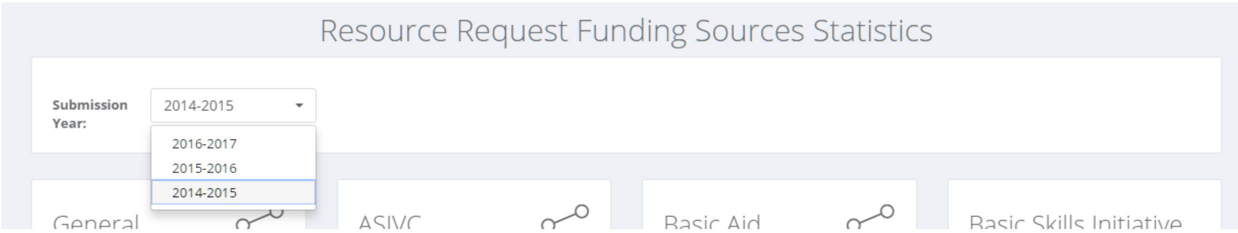


Sub menu is on your left top side.
If you want to go back to the main page (after logging in to the page),
Click the "HOME" button.

When you leave a seat or Resource page,
Click the "LOGOUT" button for secure issues.

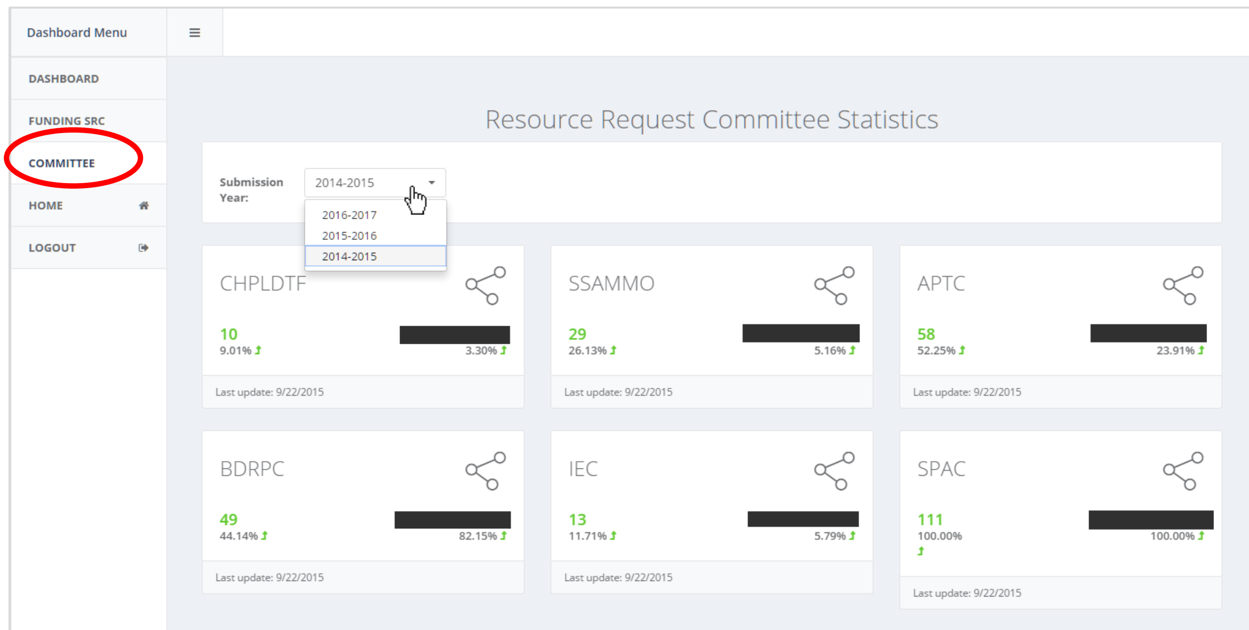
Click Funding SRC menu as shown:


Dashboard Menu
DASHBOARD
FUNDING SRC
COMMITTEE
HOME
LOGOUT
Resource Request Funding Sources Statistics
Submission Year:
2014-2015
General
Budget Amount
Budget Balance
Request Count 207 62.73%
Request Amount 19.52%
Funded Count 52 25.12%
Funded Amount 13.30%
Last update: 9/22/2015
ASIVC
Budget Amount
Budget Balance
Request Count 24 7.27%
Request Amount 0.92%
Funded Count 17 70.83%
Funded Amount 57.55%
Last update: 9/22/2015
Basic Aid
Budget Amount
Budget Balance
Request Count 30 9.09%
Request Amount 56.23%
Funded Count 12 40.00%
Funded Amount 24.92%
Last update: 9/22/2015
Basic Skills Initiative
Budget Amount
Budget Balance
Request Count 17 5.15%
Request Amount 0.63%
Funded Count 6 35.29%
Funded Amount 29.67%
Last update: 9/22/2015
BFAP
Budget Amount
Budget Balance
Request Count 2 0.61%
Request Amount 0.16%
Funded Count 1 50.00%
Funded Amount 2.58%
Last update: 9/22/2015
CalWORKs/TANF
Budget Amount $0.00
Budget Balance $0.00
Request Count 0 0.00%
Request Amount $0.00 0.00%
Funded Count 0 NaN%
Funded Amount $0.00 NaN%
Last update: 9/22/2015
Capital Outlay
Budget Amount
Budget Balance
Request Count 71 21.52%
Request Amount 8.07%
Funded Count 11 15.49%
Funded Amount 4.98%
Last update: 9/22/2015
CDC
Budget Amount $0.00
Budget Balance $0.00
Request Count 1 0.30%
Request Amount 0.06%
Funded Count 0 0.00%
Funded Amount $0.00 0.00%
Last update: 9/22/2015
College Work Study
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 3 0.91%
Request Amount [redacted] 0.07%
Funded Count 2 66.67%
Funded Amount [redacted] 15.35%
Last update: 9/22/2015
Community Education
Budget Amount $0.00
Budget Balance $0.00
Request Count 0 0.00%
Request Amount $0.00 0.00%
Funded Count 0 NaN%
Funded Amount $0.00 NaN%
Last update: 9/22/2015
DSPS
Budget Amount $0.00
Budget Balance $0.00
Request Count 2 0.61%
Request Amount [redacted] 0.47%
Funded Count 0 0.00%
Funded Amount $0.00 0.00%
Last update: 9/22/2015
EOPS/CARE
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 1 0.30%
Request Amount [redacted] 0.06%
Funded Count 0 0.00%
Funded Amount $0.00 0.00%
Last update: 9/22/2015
EWD
Budget Amount $0.00
Budget Balance $0.00
Request Count 1 0.30%
Request Amount [redacted] 0.03%
Funded Count 0 0.00%
Funded Amount $0.00 0.00%
Last update: 9/22/2015
Foundation
Budget Amount $0.00
Budget Balance $0.00
Request Count 26 7.88%
Request Amount [redacted] 0.89%
Funded Count 0 0.00%
Funded Amount $0.00 0.00%
Last update: 9/22/2015
Grants
Budget Amount $0.00
Budget Balance [redacted]
Request Count 21 6.36%
Request Amount [redacted] 1.29%
Funded Count 1 4.76%
Funded Amount [redacted] 0.39%
Last update: 9/22/2015
Health
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 5 1.52%
Request Amount [redacted] 0.04%
Funded Count 5 100.00%
Funded Amount [redacted] 100.00%
Last update: 9/22/2015
Lottery
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 19 5.76%
Request Amount [redacted] 0.71%
Funded Count 9 47.37%
Funded Amount [redacted] 51.77%
Last update: 9/22/2015
Parking
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 2 0.61%
Request Amount [redacted] 0.23%
Funded Count 0 0.00%
Funded Amount $0.00 0.00%
Last update: 9/22/2015
Perkins
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 36 10.91%
Request Amount [redacted] 2.71%
Funded Count 1 2.78%
Funded Amount [redacted] 3.49%
Last update: 9/22/2015
PPIS
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 56 16.97%
Request Amount [redacted] 6.00%
Funded Count 41 73.21%
Funded Amount [redacted] 57.20%
Last update: 9/22/2015
SSSP
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 8 2.42%
Request Amount [redacted] 0.57%
Funded Count 3 37.50%
Funded Amount [redacted] 19.80%
Last update: 9/22/2015
Student Equity
Budget Amount [redacted]
Budget Balance [redacted]
Request Count 21 6.36%
Request Amount [redacted] 1.35%
Funded Count 19 90.48%
Funded Amount [redacted] 84.56%
Last update: 9/22/2015
Student Material Fees
Budget Amount $0.00
Budget Balance $0.00
Request Count 0 0.00%
Request Amount $0.00 0.00%
Funded Count 0 NaN%
Funded Amount $0.00 NaN%
Last update: 9/22/2015



You could see another submission year's Funding Sources statistics when changing this dropdown menu. If you choose future years the statistics will not be shown because there is no data.

Click Committee menu as shown:



You could see another submission year's Request Committee statistics when changing this dropdown menu. If you choose future years the statistics will not be shown because there is no data.

Click the "HOME" button to go back main page.