

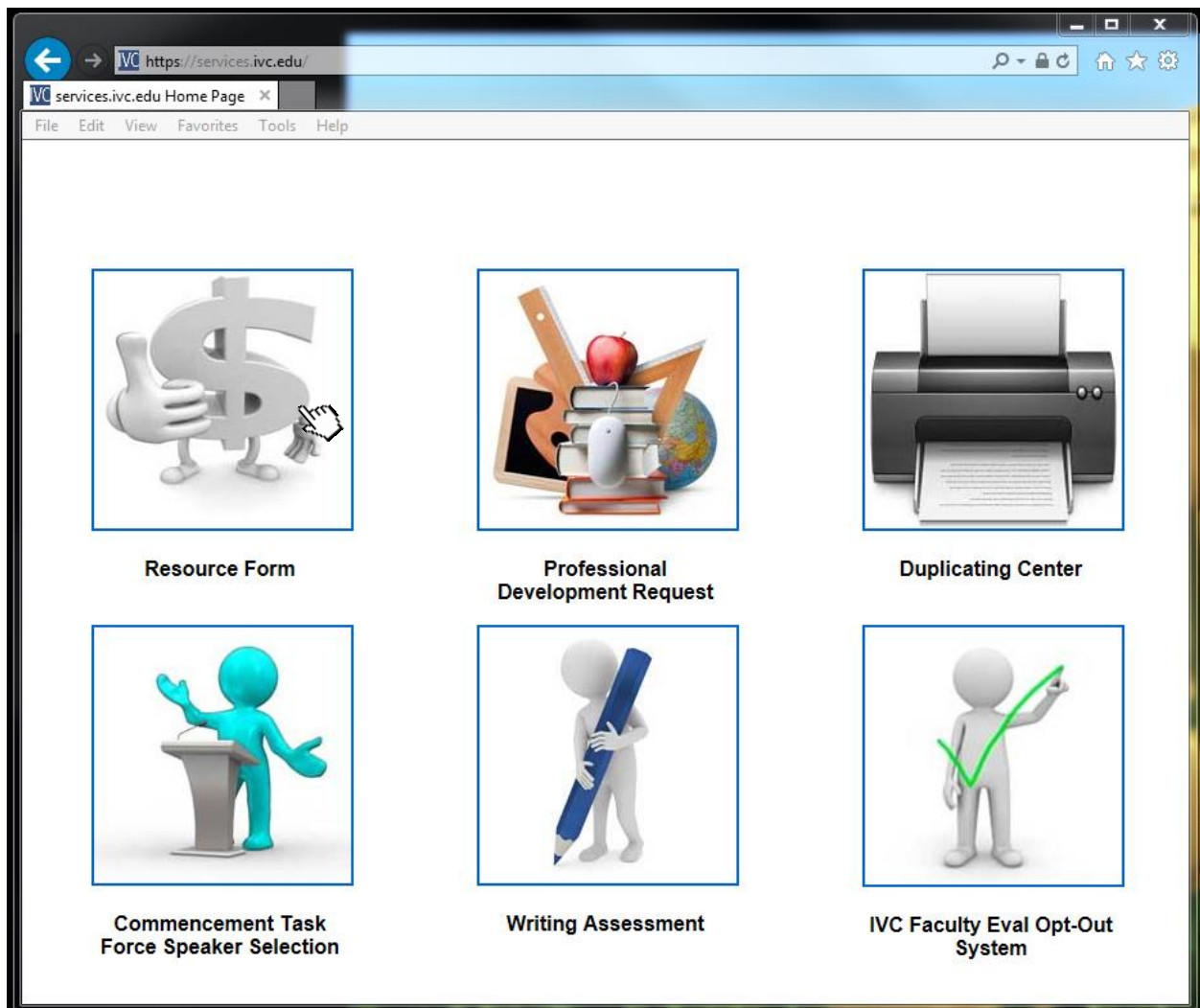
Getting Started

Open one of the browser of preference, i.e, (Internet Explorer 10+, FireFox 22+, Chrome 7+, Safari 5+)

After the browser has loaded, type in the Universal Resource Locator (URL)

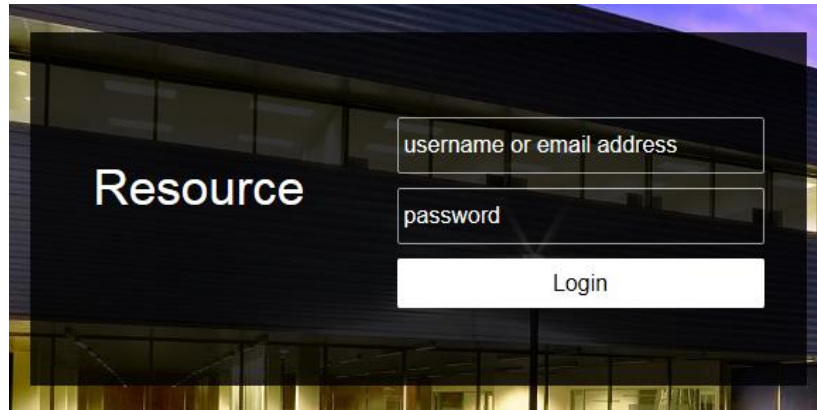
<https://services.ivc.edu/>

The site will look like:



To access Resource Form, Click on the image “Resource Form”

Once the browser has loaded, a Login page will appear.

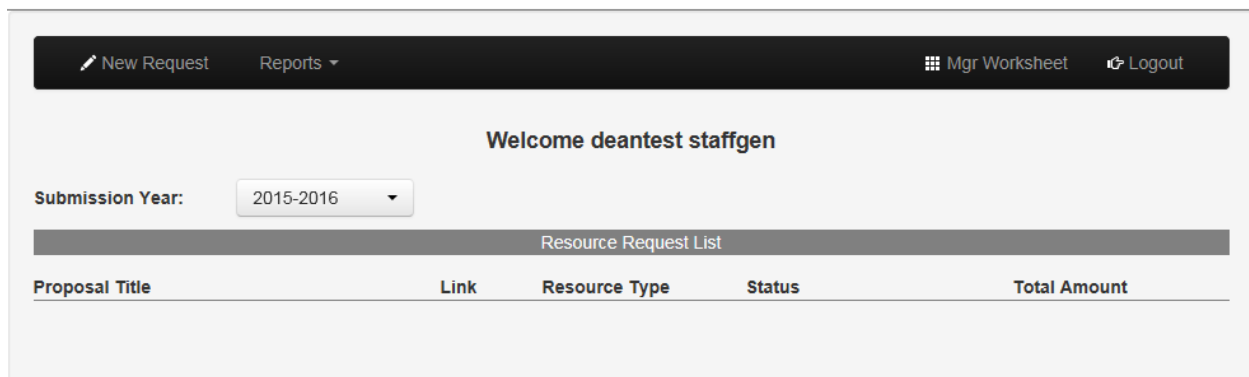


The login page features a dark background with a building image. On the left, the word "Resource" is displayed in large white font. To the right, there are two input fields: "username or email address" and "password", both with placeholder text. Below these fields is a white "Login" button.

Enter your personal "Username" and "Password" to access Resource Forms.

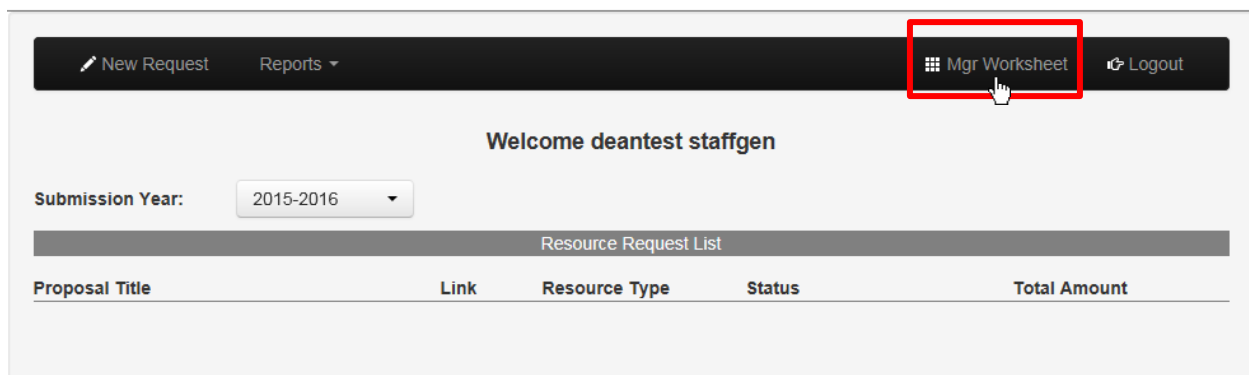
Click "Log In"

Once logged in, the browser will load into:



The dashboard has a dark top navigation bar with links: "New Request" (with a pencil icon), "Reports" (with a dropdown arrow), "Mgr Worksheet" (with a grid icon), and "Logout" (with a door icon). Below the navigation bar, the text "Welcome deantest staffgen" is centered. Underneath is a "Submission Year:" label followed by a dropdown menu showing "2015-2016". A table titled "Resource Request List" follows, with columns: "Proposal Title", "Link", "Resource Type", "Status", and "Total Amount".

Next, go to the top right hand corner and click on the "Mgr Worksheet" tab.



This screenshot is identical to the previous one, but the "Mgr Worksheet" tab in the top navigation bar is highlighted with a red rectangle, and a mouse cursor is pointing at it.

The Administration page will appear as shown:

The screenshot shows the Administration page with a navigation bar at the top containing 'Home' and 'Logout' links. Below the navigation bar, there are several filter sections: 'Submission Year' (2015-2016), 'Status' (Active), 'Assigned To' (Me (deantest)), 'Resource Type' (All Resource), 'Program Type' (All Program), 'Funding Src' (Multiple), and 'OneTime' (All). A 'Ref.' button is also present. Below these filters, a 'Count' of 1 is shown, followed by a 'Prioritization Area Below' section. A table displays the following data:

Proposal Title	Link	Stage	Need By Date	Creator	Resource	Funding	T. Amount	Mgr	VP/P
test 6		Dean/Director		stafftest	Other	Multiple			

Finding the Right Proposal

The Administration page has six tabs that allow the user to filter and narrow down proposals. Going left to right, the tabs are Status, Assigned To, Resource Type, Program Type, Funding Source, and One Time. View the options that are applicable to your proposal by clicking on the drop arrow under each option.

The screenshot shows the Administration page with the following dropdown menus open:

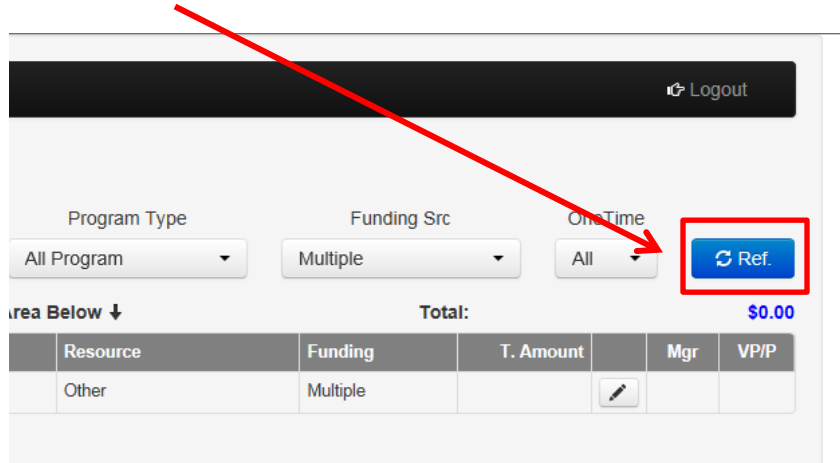
- Status:** Active, Complete
- Assigned To:** Me (deantest), All, Facilities Review, IT Review, Dean/Director, VP, President
- Resource Type:** All Resource, Classified Bargaining, Classified Management, Short-Term Hourly, Facilities, Instructional, Technology, Other
- Program Type:** All Program, New, Existing
- Funding Src:** Multiple, General, ASIVC, Basic Aid, Basic Skills Initiative, BFAP, CalWORKS/TANF, Capital Outlay, CDC, College Work Study, Community Education, DSPS, EOPS/CARE, EWD, Foundation, Grants, Health, Lottery, Parking, Perkins, PPIS, SSSP, Student Equity, Student Material Fees

A red arrow points from the text 'View the options that are applicable to your proposal by clicking on the drop arrow under each option.' to the 'Status' dropdown menu.

Once the drop down menu appears, highlight and click on the desired option. The menu will collapse and only your selection will be visible.

Next, after completing each tab, move to the Refresh Button.

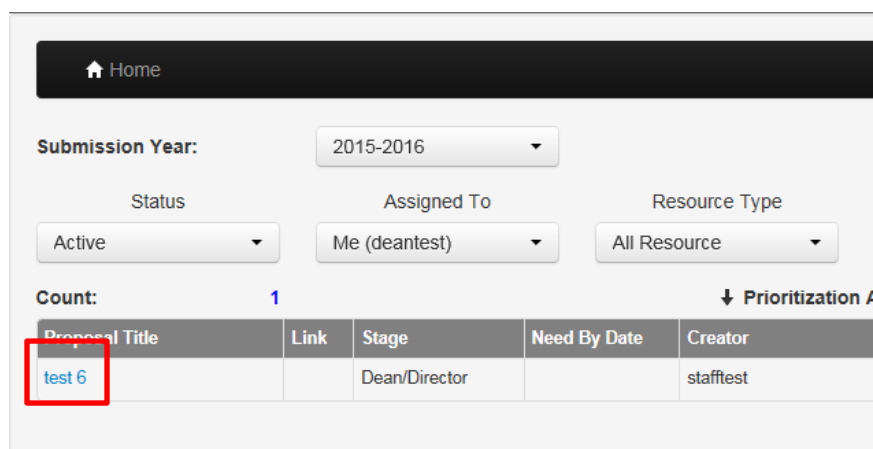
Click the “Refresh” button to filter the proposals:



The screenshot shows a web interface with a dark header bar containing a "Logout" link. Below the header, there are three filter dropdowns: "Program Type" (set to "All Program"), "Funding Src" (set to "Multiple"), and "OneTime" (set to "All"). A red arrow points from the "OneTime" dropdown to a blue "Ref." button with a circular refresh icon, which is highlighted with a red rectangle. Below the filters, there is a section labeled "Area Below ↓" with a "Total:" of "\$0.00". A table is displayed with columns: "Resource", "Funding", "T. Amount", "Mgr", and "VP/P". The table has one row with "Other" under "Resource" and "Multiple" under "Funding".


Once you have clicked the “Refresh” button, a list of proposals that fit your criteria should show.

To see details of the proposal, double click on the proposal name under the header Proposal Title



The screenshot shows a web interface with a dark header bar containing a "Home" link. Below the header, there are three filter dropdowns: "Submission Year:" (set to "2015-2016"), "Status" (set to "Active"), "Assigned To" (set to "Me (deantest)"), and "Resource Type" (set to "All Resource"). Below the filters, there is a section labeled "Count:" with a value of "1" and a "Prioritization" dropdown. A table is displayed with columns: "Proposal Title", "Link", "Stage", "Need By Date", and "Creator". The table has one row with "test 6" under "Proposal Title", "Dean/Director" under "Stage", and "stafftest" under "Creator". The "test 6" text is highlighted with a red rectangle.

Your proposal should look similar to the example below:

 Print

test 6

General Info

Creator Name:stafftest

Creator Title:IT Test Account

School/Division:Technology Services

Proposal Title:test 6

Description:testing 6

Program Information:New Program/Strategic Initiative

Resource Type:Other

Submission Year:2015-2016

Date:10/2/2015

Need By:

CC:

Worksheet

testing 6

Total Amount:

Funding Source

☒ 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.

Request Amount:\$0.00

Approved Amount:

Planning

AUR-Strategy

Transaction History

10/02/2015 2:33 PM

stafftest submitted

10/02/2015 2:33 PM

ykim160@ivc.edu send back to Draft stage

testing

10/02/2015 2:32 PM

vpctest staffgen Saved rating : 0

vpctest staffgen: Move forward to SPAC

llkjhhg

10/02/2015 2:31 PM

deantest staffgen Saved rating : 0

deantest staffgen: Move forward to VP/President

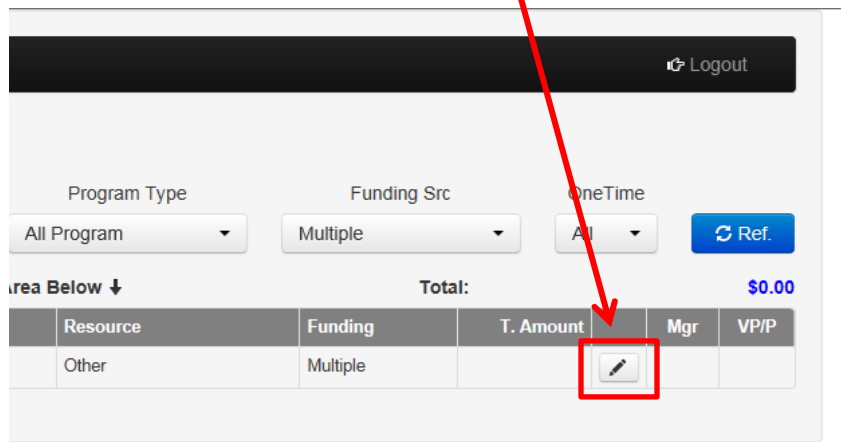
kii9ii

10/02/2015 2:19 PM

stafftest submitted

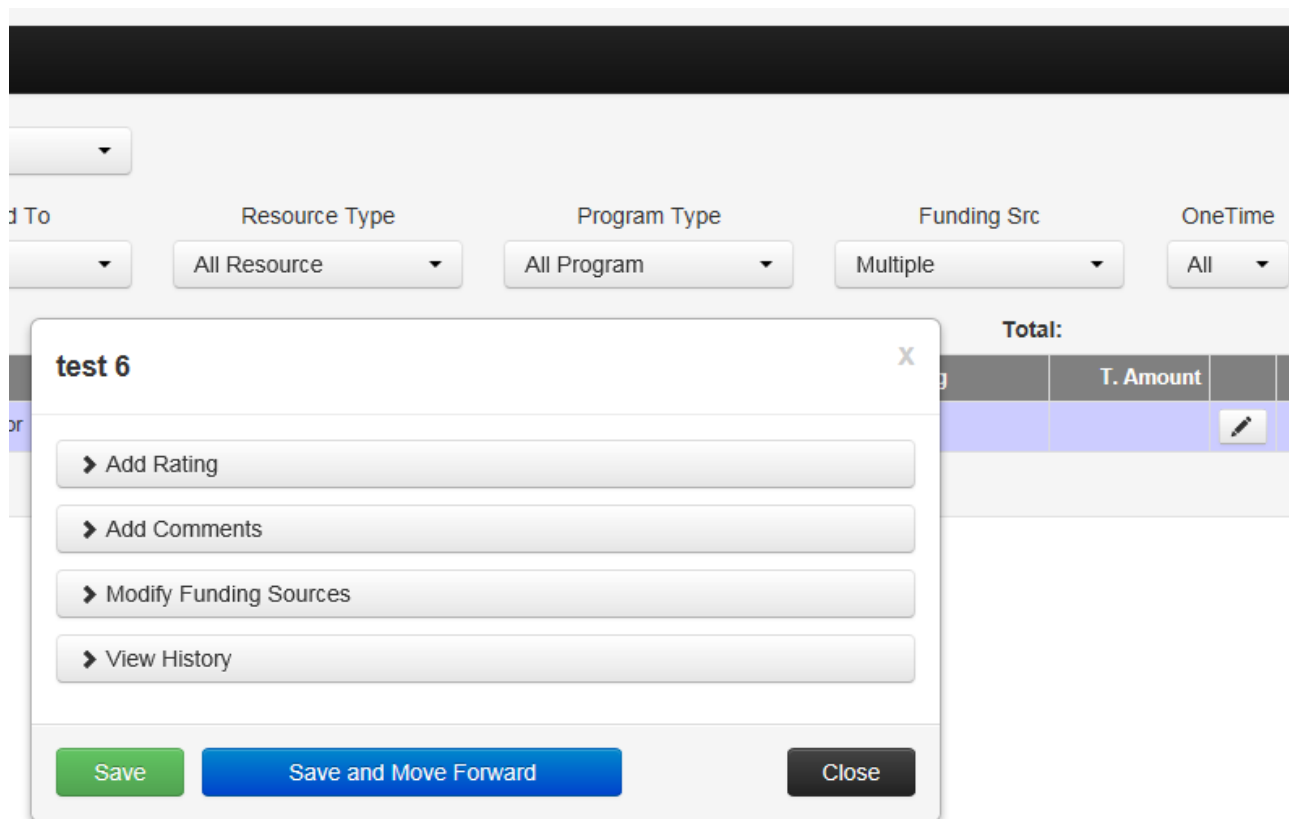
Rating Resource Request

To rating resource request, click on the pencil icon to the right of the proposal title:



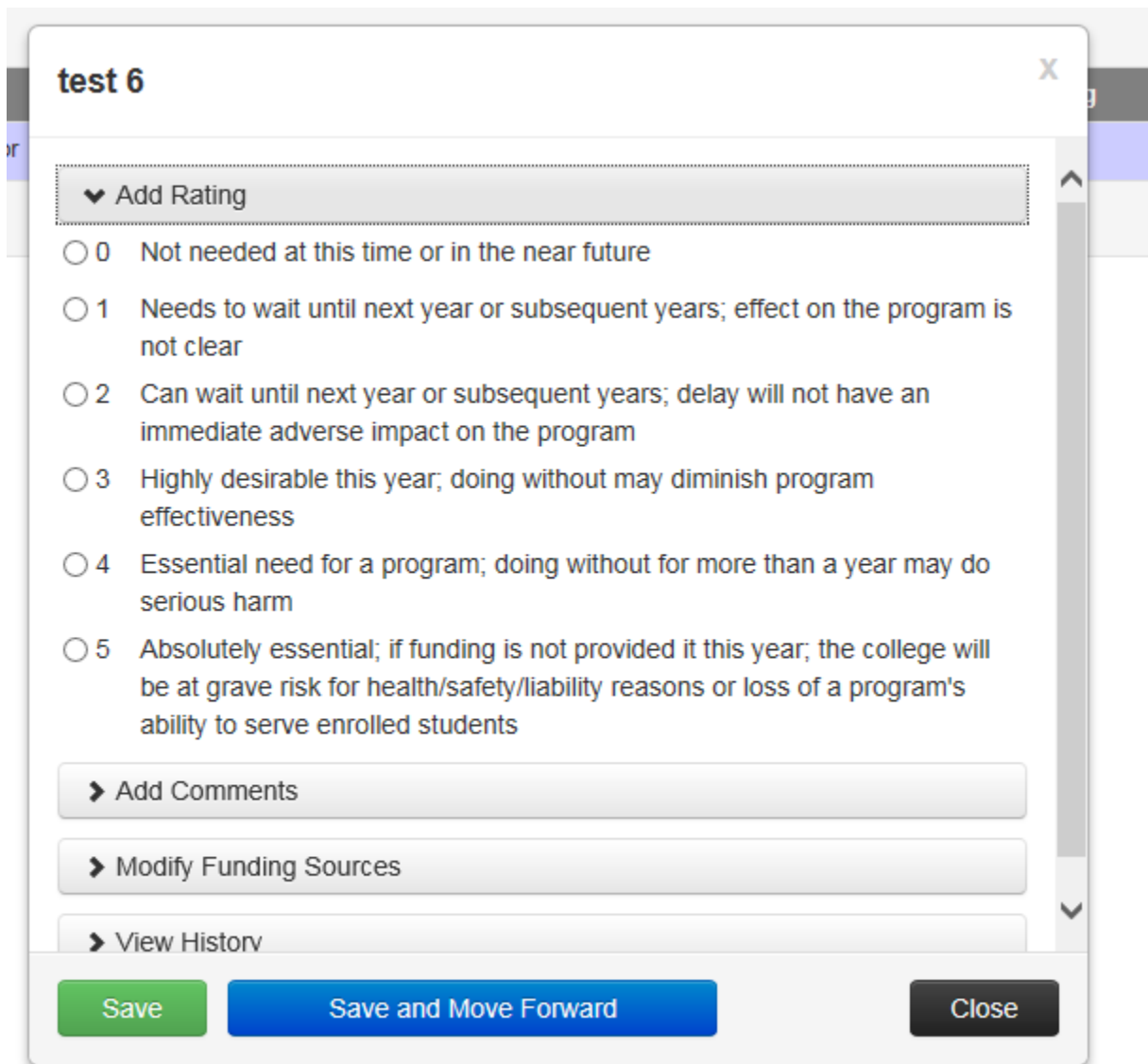
The screenshot shows the top section of a web application. At the top right is a 'Logout' button. Below it are three dropdown menus: 'Program Type' (set to 'All Program'), 'Funding Src' (set to 'Multiple'), and 'OneTime' (set to 'All'). To the right of these is a blue 'Ref.' button. Below the dropdowns is a section labeled 'Area Below ↓' with a 'Total:' label and a value of '\$0.00'. Below this is a table with columns: 'Resource', 'Funding', 'T. Amount', 'Mgr', and 'VP/P'. The first row has 'Other' under 'Resource' and 'Multiple' under 'Funding'. A red box highlights a pencil icon in the 'T. Amount' column of the first row, with a red arrow pointing to it from the text above.

A new menu will appear:



The screenshot shows the same interface as before, but with a modal menu open. The modal has a title 'test 6' and a close button 'X'. It contains four buttons: 'Add Rating', 'Add Comments', 'Modify Funding Sources', and 'View History'. At the bottom of the modal are three buttons: 'Save' (green), 'Save and Move Forward' (blue), and 'Close' (black). The background interface is partially visible, showing the same dropdowns and table as in the previous screenshot.

Selecting “Add Rating” will give you the following submenu:



The image shows a software interface window titled "test 6" with a close button (X) in the top right corner. Inside the window, there is a dropdown menu labeled "Add Rating" which is currently expanded. Below the dropdown, there are six radio button options for rating a proposal on a scale of 0 to 5. At the bottom of the window, there are three buttons: "Add Comments", "Modify Funding Sources", and "View History", each with a right-pointing arrow. At the very bottom, there are three action buttons: "Save" (green), "Save and Move Forward" (blue), and "Close" (dark grey).

test 6

▼ Add Rating

- ☐ 0 Not needed at this time or in the near future
- ☐ 1 Needs to wait until next year or subsequent years; effect on the program is not clear
- ☐ 2 Can wait until next year or subsequent years; delay will not have an immediate adverse impact on the program
- ☐ 3 Highly desirable this year; doing without may diminish program effectiveness
- ☐ 4 Essential need for a program; doing without for more than a year may do serious harm
- ☐ 5 Absolutely essential; if funding is not provided it this year; the college will be at grave risk for health/safety/liability reasons or loss of a program's ability to serve enrolled students

► Add Comments

► Modify Funding Sources

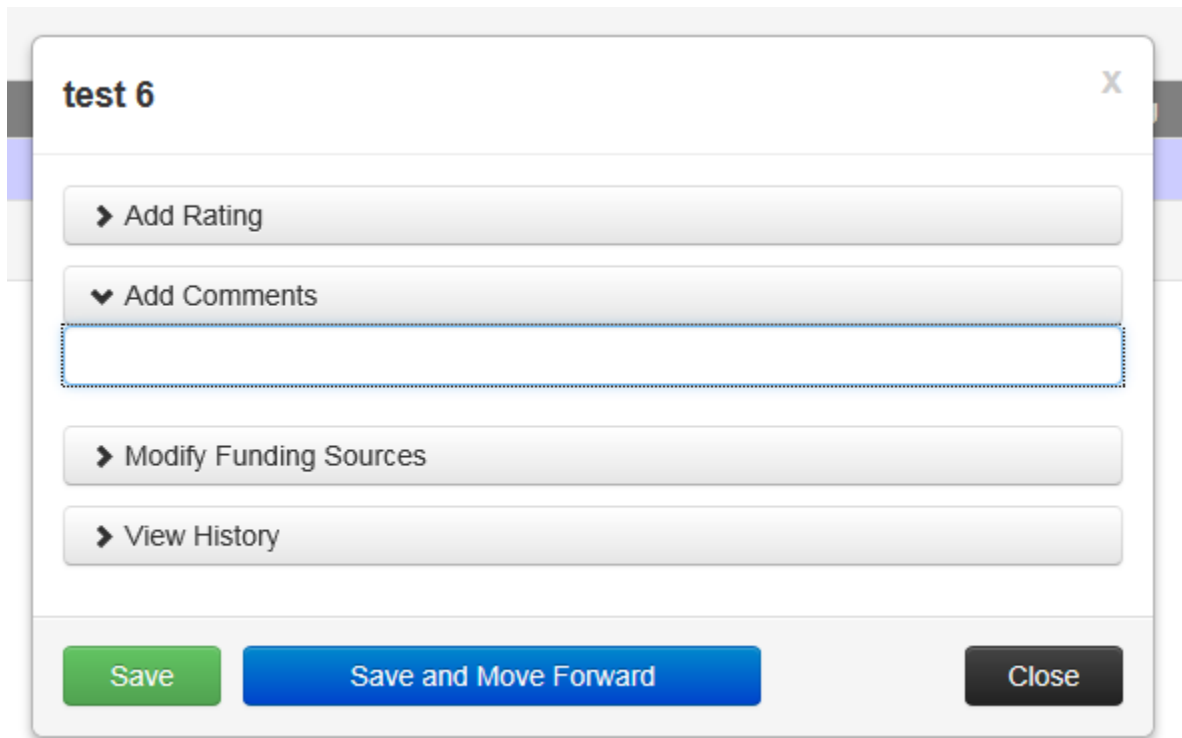
► View History

Save Save and Move Forward Close

This section will allow you to prioritize the proposal on a scale of 0 to 5. Proposals rated 5 are considered the most important and should be addressed right away.

NOTE: Hitting “Save” will save your work, but also close the menu. You will have to select the pencil icon on the Manager Worksheet to reopen it. Do not select “Save and Move Forward” until you completely done modifying the proposal as that will send the proposal to the next level of approval.

Once a rating is selected, move onto the next section by clicking on the “Add Comments” tab. A text box will open up where suggestions, reviews, or general comments can go.



test 6

➤ Add Rating

▼ Add Comments

➤ Modify Funding Sources

➤ View History

Save Save and Move Forward Close

NOTE: Do not select “Save and Move Forward” until you completely done modifying the proposal as that will send the proposal to the next level of approval.

The next tab, labeled “Modify Funding Sources,” allows the user to either modify or select the funding source of the project.

test 6 [X]

▼ Modify Funding Sources

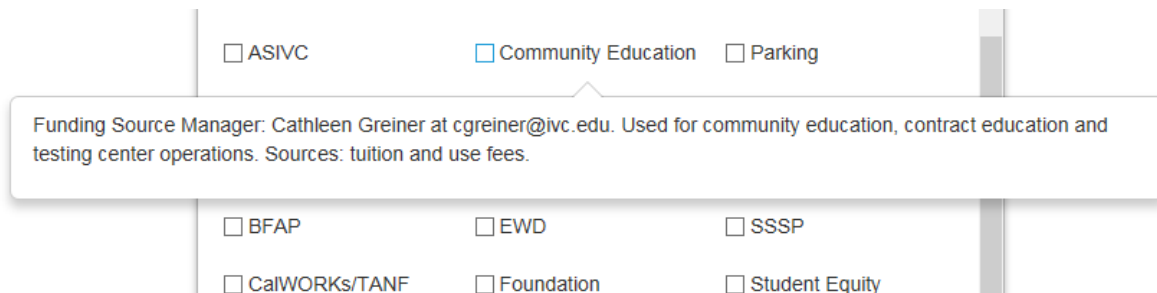
<input checked="" type="checkbox"/> General	<input type="checkbox"/> College Work Study	<input type="checkbox"/> Lottery
<input type="checkbox"/> ASIVC	<input type="checkbox"/> Community Education	<input type="checkbox"/> Parking
<input type="checkbox"/> Basic Aid	<input type="checkbox"/> DSPS	<input type="checkbox"/> Perkins
<input type="checkbox"/> Basic Skills Initiative	<input type="checkbox"/> EOPS/CARE	<input type="checkbox"/> PPIS
<input type="checkbox"/> BFAP	<input type="checkbox"/> EWD	<input type="checkbox"/> SSSP
<input type="checkbox"/> CalWORKs/TANF	<input type="checkbox"/> Foundation	<input type="checkbox"/> Student Equity
<input type="checkbox"/> Capital Outlay	<input type="checkbox"/> Grants	<input type="checkbox"/> Student Material Fees
<input type="checkbox"/> CDC	<input type="checkbox"/> Health	

Briefly explain the rationale behind selecting the funding sources above.

[Text Area]

[Save] [Save and Move Forward] [Close]

Hovering over each of the funding sources will give a description of the manager in charge of the funds and what said funds are traditionally used for.



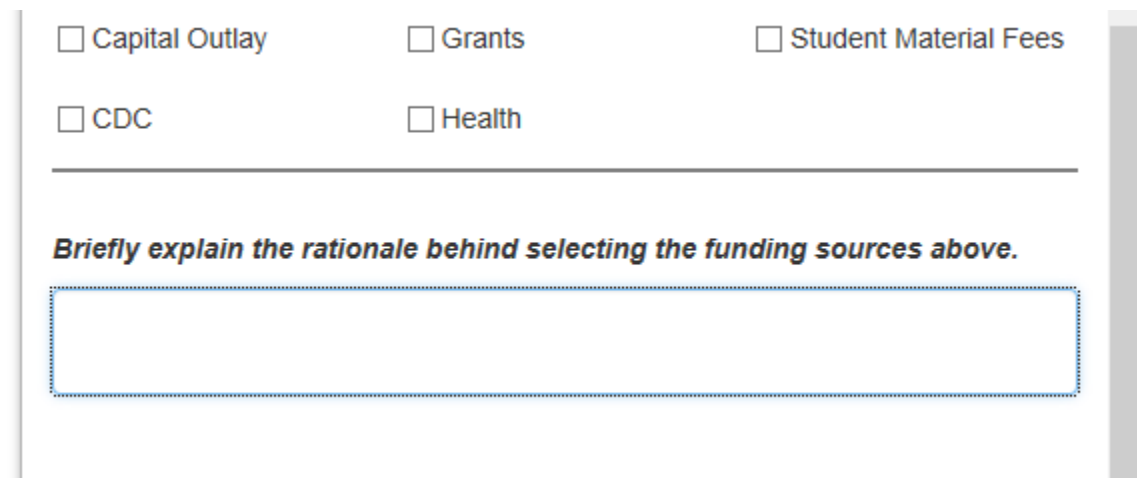
☐ ASIVC ☒ Community Education ☐ Parking

Funding Source Manager: Cathleen Greiner at cgreiner@ivc.edu. Used for community education, contract education and testing center operations. Sources: tuition and use fees.

☐ BFAP ☐ EWD ☐ SSSP

☐ CalWORKs/TANF ☐ Foundation ☐ Student Equity

Scroll down after the funding source has been determined and checked. You will see a text box asking for the rationale behind selecting said funding source.



☐ Capital Outlay ☐ Grants ☐ Student Material Fees

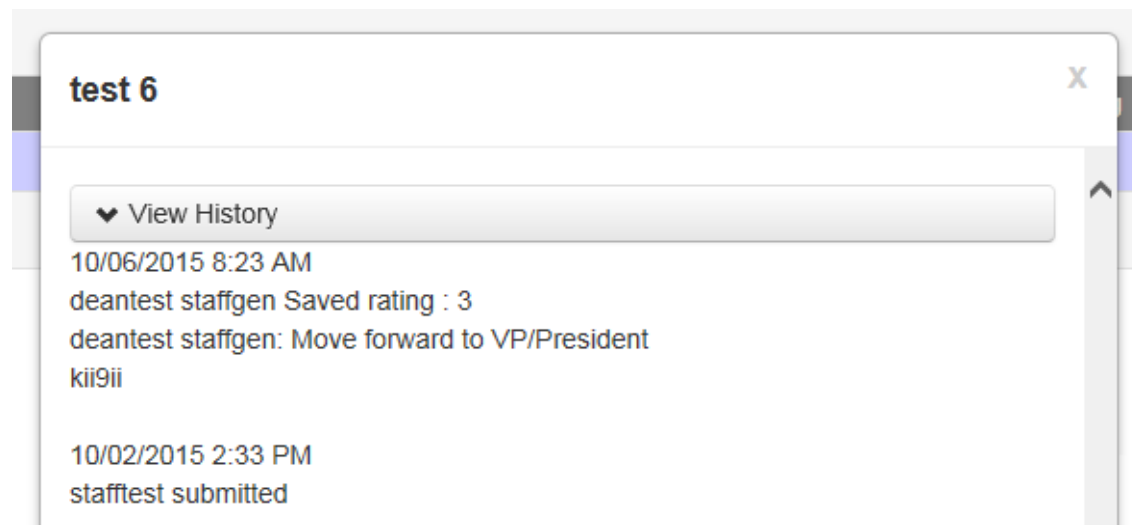
☐ CDC ☐ Health

Briefly explain the rationale behind selecting the funding sources above.

After the reason has been inputted, move onto the next tab labeled “View History.”

NOTE: Do not select “Save and Move Forward” until you completely done modifying the proposal as that will send the proposal to the next level of approval.

“View History” will display detail transactions history for rating and comments others have given to the project. It will also include a time stamp of when it was submitted.



Once all tabs have been reviewed and confirmed, select the blue “Save and Move Forward” tab. This will save all the work and submit it for the next level of review.

