

Getting Started

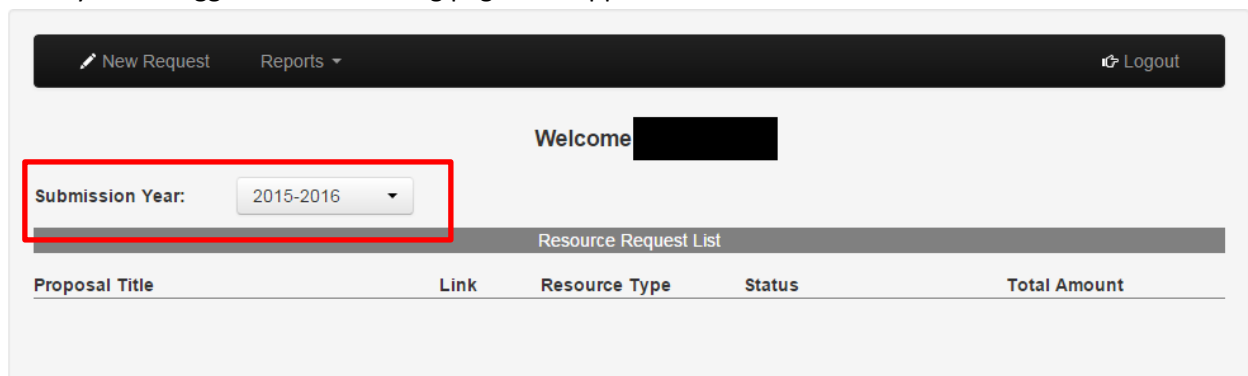
Open your browser of preference, i.e, (Internet Explorer 10+, Firefox 22+, Chrome 7+, and Safari 5+)

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



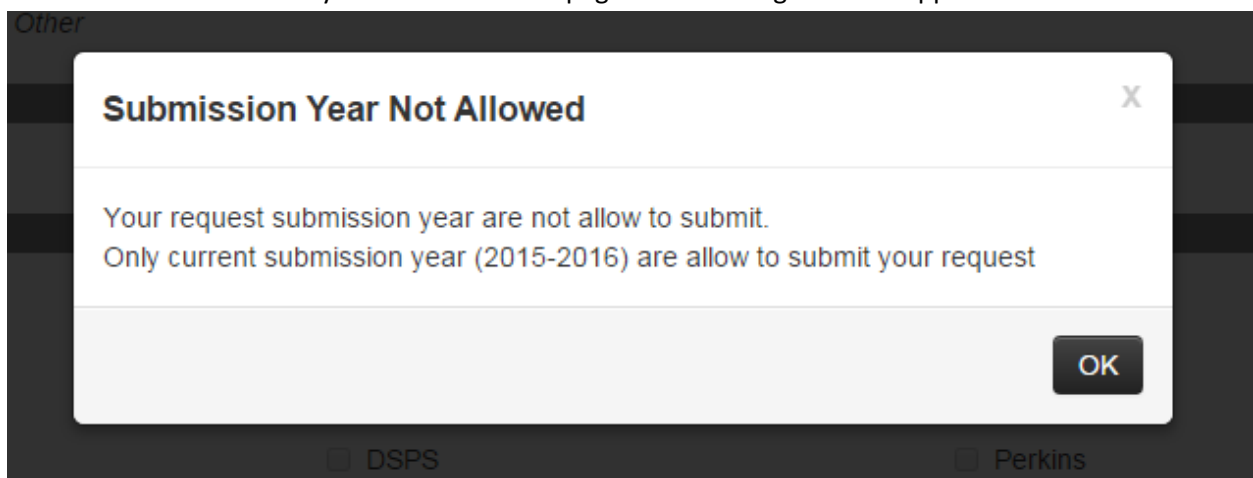
To access the Resource Form click on the image "Resource Form". Once the login page has loaded enter your "Username" and "Password" to access Resource Forms. Then click "Log In".

Once you are logged in the following page will appear:

A screenshot of a web application interface. At the top, there is a dark navigation bar with "New Request" (with a pencil icon), "Reports" (with a dropdown arrow), and "Logout" (with a user icon). Below this, a "Welcome" message is followed by a blacked-out username. A "Submission Year:" label is next to a dropdown menu showing "2015-2016", which is highlighted with a red rectangle. Below this is a "Resource Request List" section with a table. The table has five columns: "Proposal Title", "Link", "Resource Type", "Status", and "Total Amount".

Proposal Title	Link	Resource Type	Status	Total Amount
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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:

A screenshot of an alert dialog box titled "Submission Year Not Allowed" with a close button (X) in the top right corner. The message inside reads: "Your request submission year are not allow to submit. Only current submission year (2015-2016) are allow to submit your request". There is an "OK" button in the bottom right corner. In the background, partially visible, are checkboxes for "DSPS" and "Perkins".

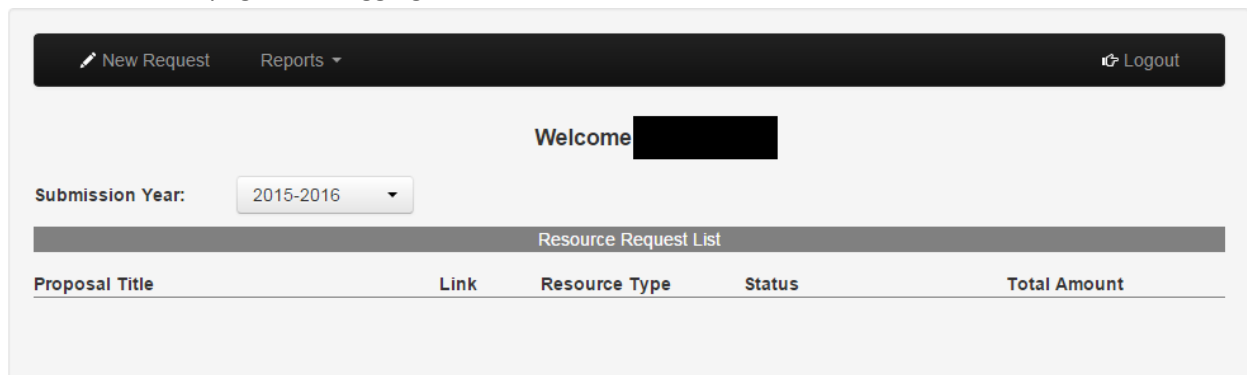
Submission Year Not Allowed

Your request submission year are not allow to submit.
Only current submission year (2015-2016) are allow to submit your request

OK

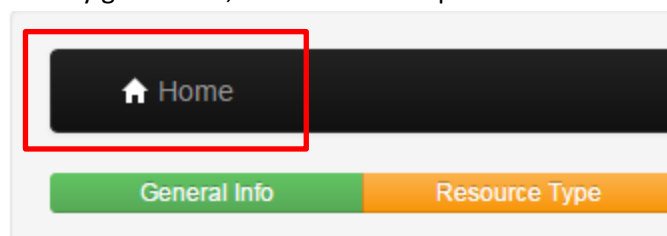
The system will sort requests by submission year, please choose the correct submission year.

Here is the main page after logging-in:



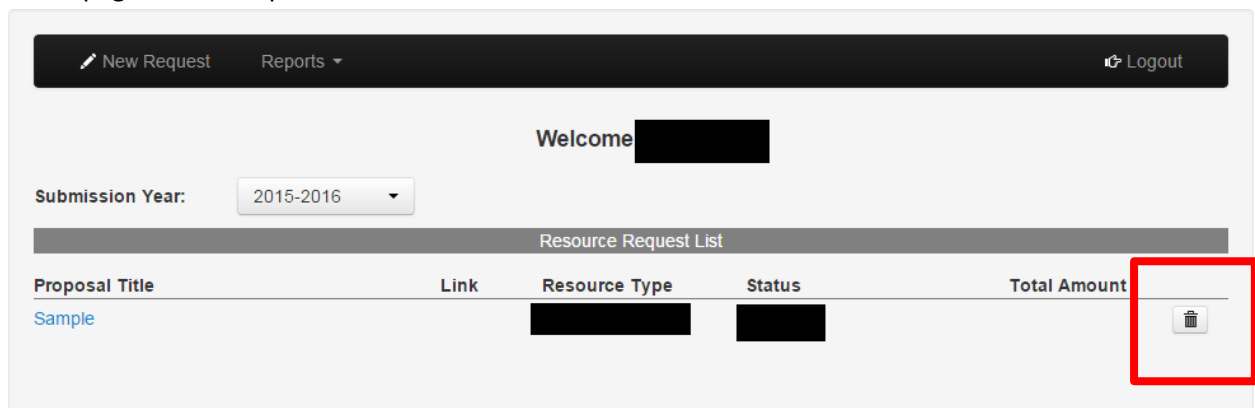
The screenshot shows the main page of a web application. At the top, there is a dark navigation bar with a pencil icon and the text "New Request", a dropdown menu labeled "Reports", and a "Logout" button with a user icon. Below the navigation bar, the text "Welcome" is followed by a blacked-out username. Underneath, there is a "Submission Year:" label and a dropdown menu showing "2015-2016". The main content area features a table titled "Resource Request List". The table has five columns: "Proposal Title", "Link", "Resource Type", "Status", and "Total Amount". The table is currently empty.

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.



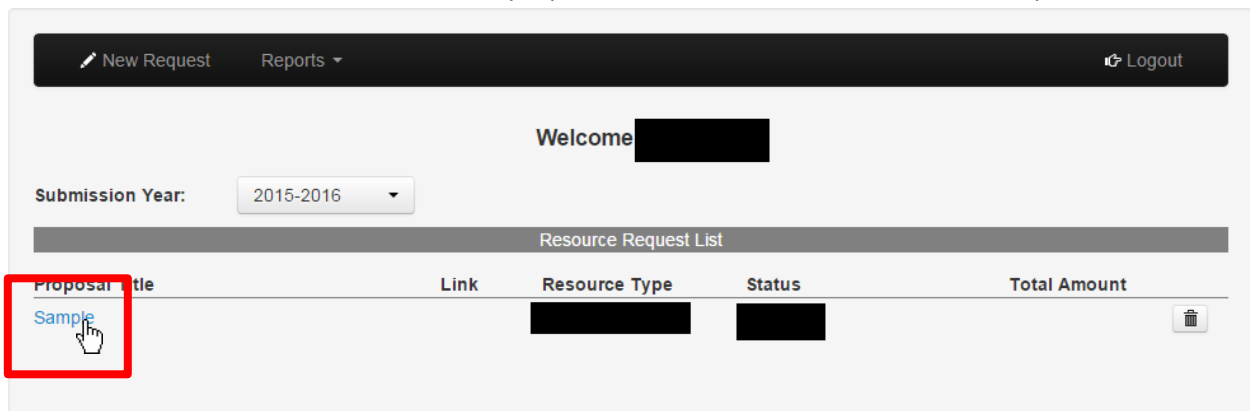
This image is a close-up of the top left corner of the page. A red rectangle highlights a dark button with a white house icon and the text "Home". Below this button are two other buttons: a green one labeled "General Info" and an orange one labeled "Resource Type".

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.



This screenshot shows the same main page as before, but now the "Resource Request List" table contains one row. The "Proposal Title" is "Sample" (a blue link), and the "Resource Type" and "Status" columns contain blacked-out text. A red rectangle highlights a trash can icon in the bottom right corner of the table, indicating a delete option for the row.

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

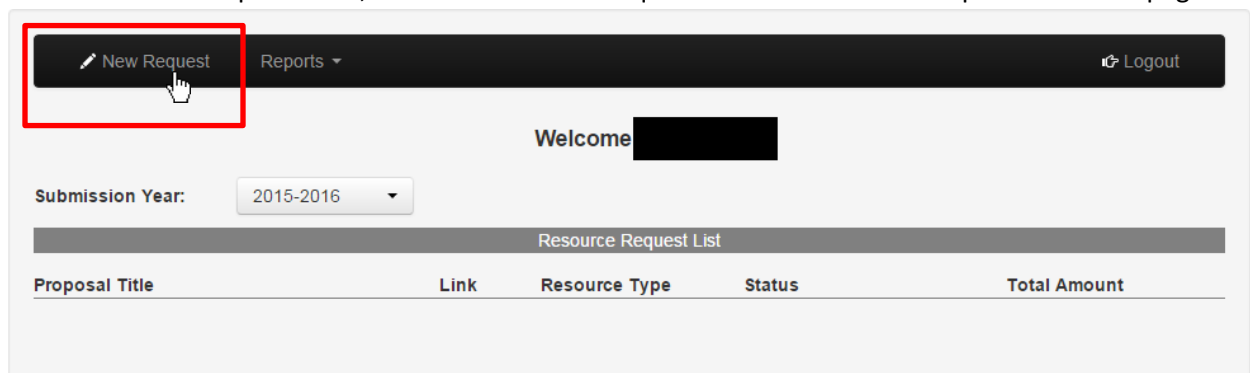


The system will remember the last tab that you worked on, just click proposal title to go back your last input page.

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:

The screenshot shows the 'General Info' tab of a resource form. At the top, there is a navigation bar with 'Home' and 'Logout'. Below it, a series of tabs includes 'General Info' (active), 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. A message states: 'All blue fields are required to process next step'. The form contains several input fields: 'Creator Name', 'Creator Title', 'School/Division', 'Submission Year' (dropdown), 'Date', 'Need By', and 'CC'. A callout box points to the 'Need By' field with the text: 'Need By: When will you need this resource? When you click this input area a calendar will pop up and then you would select the date you desire.' Below these fields is a dropdown menu with the text 'Please select from a Resource Request below if you would like link to another. NOTE, only submitted requests will appear.' and a 'Select ...' button. Further down are 'Proposal Title' and 'Description' fields, both marked as 'required field'. At the bottom, there is a 'Program Information' section with radio buttons for 'New Program/Strategic Initiative', 'Existing Program', and a checkbox for 'One Time Funding Request'. A 'Save / Next' button is at the bottom right.

* 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:

This screenshot shows the same 'General Info' tab as the previous one, but with a red rectangle highlighting the 'CC' field and its associated user selection button. The rest of the form, including the navigation bar, tabs, and other input fields, remains the same. The 'Save / Next' button is visible at the bottom right.

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

The screenshot shows a 'Resource Form' with several input fields. The 'Submission Year' is set to '2015-2016'. The 'Date' is '9/21/2015'. The 'Need By' field is empty. The 'CC' field is empty. To the right of the 'CC' field is a blue button with a white person icon, which is highlighted with a red rectangle.

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

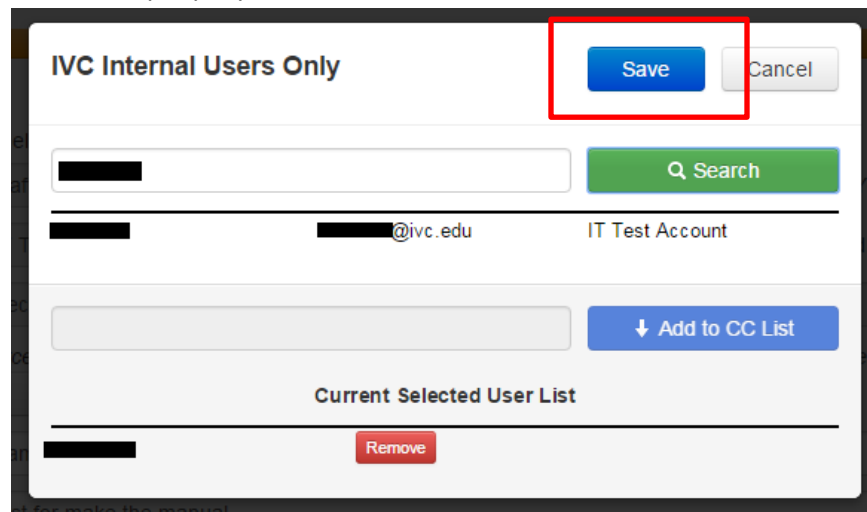
The screenshot shows the 'Resource Form' with a search box overlay. The search box is titled 'IVC Internal Users Only' and has a 'Save' button and a 'Cancel' button. It contains a search input field, a green 'Search' button, and a blue 'Add to CC List' button. Below the search box is a section labeled 'Current Selected User List'.

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”:

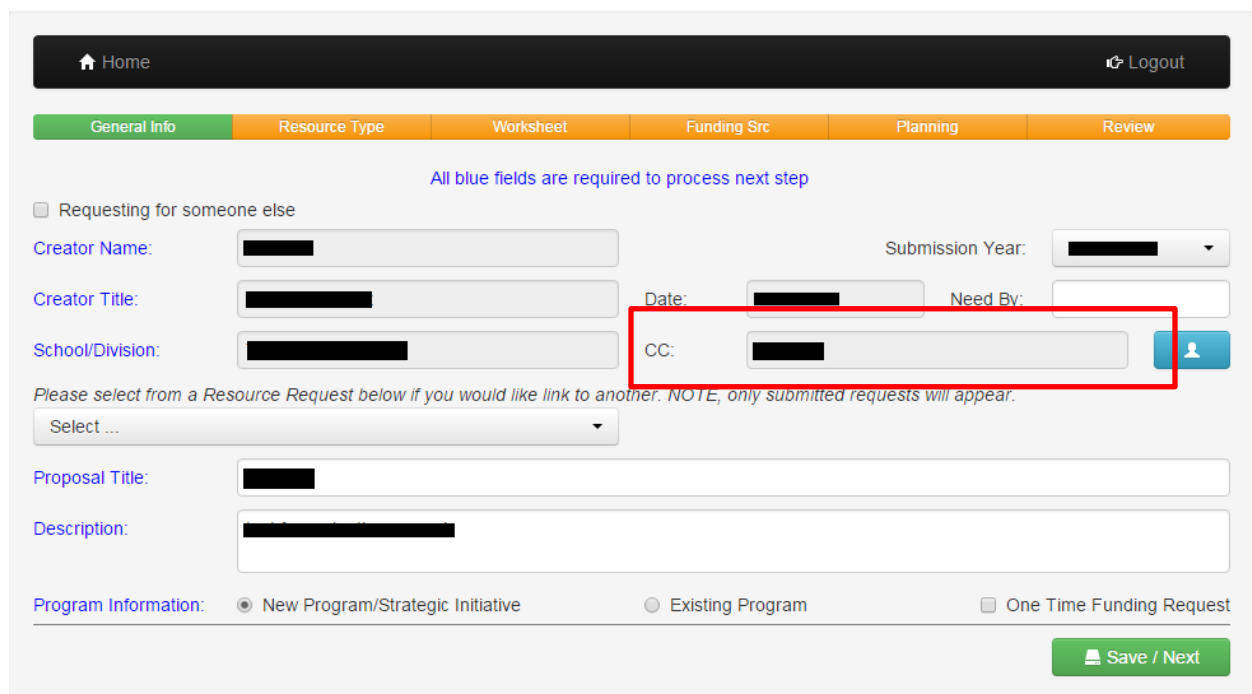
The image shows two screenshots of the 'IVC Internal Users Only' search box. The left screenshot shows a search result for 'IT Test Account' with an email address ending in '@ivc.edu'. A red rectangle highlights the search result, and a hand cursor is pointing at the name. The right screenshot shows the same search box, but the 'IT Test Account' has been added to the 'Current Selected User List' at the bottom. A red rectangle highlights the 'Current Selected User List' section, which now contains the name and a 'Remove' button. A red arrow points from the left screenshot to the right screenshot.

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 the 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.



Home Logout

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

All blue fields are required to process next step

☐ Requesting for someone else

Creator Name: Submission Year:

Creator Title: Date: Need By:

School/Division: CC:

Please select from a Resource Request below if you would like link to another. NOTE, only submitted requests will appear.

Select ...

Proposal Title: required field

Description: required field: Include explanation on how this request would improve student learning.

Program Information: ☒ New Program/Strategic Initiative ☐ Existing Program ☐ One Time Funding Request

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.

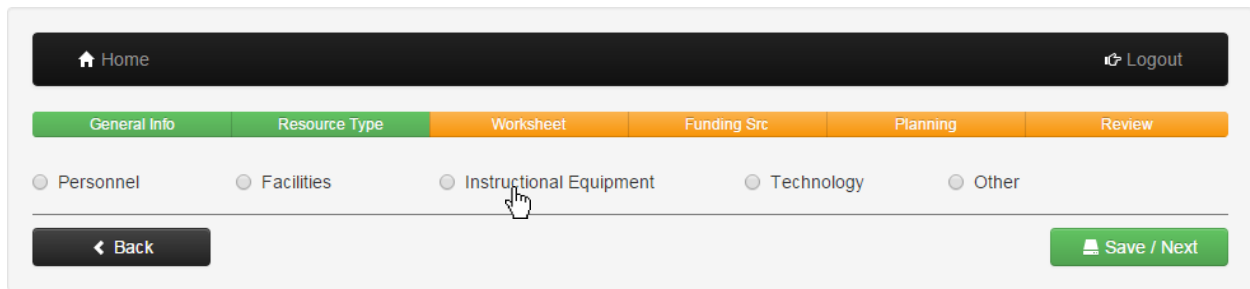
Once a page is complete the tab at the top will appear Green.

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

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

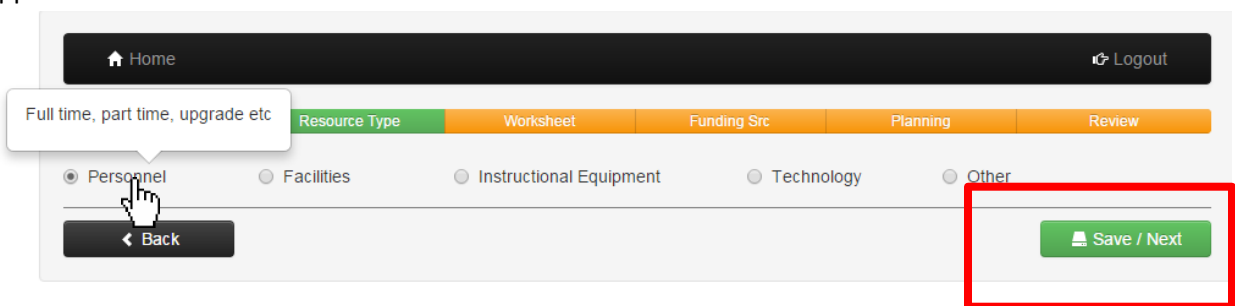
Existing Program ☐ One Time Funding Request

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



This screenshot shows the 'Resource Type' tab selected in a web application. The interface includes a top navigation bar with 'Home' and 'Logout' links. Below this is a horizontal menu with tabs: 'General Info' (green), 'Resource Type' (green), 'Worksheet' (orange), 'Funding Src' (orange), 'Planning' (orange), and 'Review' (orange). Under the 'Resource Type' tab, there are five radio button options: 'Personnel', 'Facilities', 'Instructional Equipment' (which has a mouse cursor hovering over it), 'Technology', and 'Other'. At the bottom left is a 'Back' button, and at the bottom right is a 'Save / Next' button.

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.



This screenshot shows the 'Resource Type' tab with a tooltip and a highlighted 'Save / Next' button. A tooltip is visible over the 'Personnel' radio button, displaying the text 'Full time, part time, upgrade etc'. The 'Save / Next' button at the bottom right is enclosed in a red rectangular box. The rest of the interface, including the navigation bar and tabs, is identical to the previous screenshot.

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:

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

[General Info](#) [Resource Type](#) [Worksheet](#) [Funding Src](#) [Planning](#) [Review](#)

All blue fields are required to process next step

Personnel Worksheet

Personnel Type:

Classified Bargaining

Classified Hiring Process

Title of Position:

Select ...

Classified Hiring Questionnaire

Range:

Month:

12

Annual salary cost:

Hr Rate:

Hrs/wk:

40

Annual benefit cost:

Annual total cost:

Classified Bargaining required "New Classified Positions Questionnaire". please click below link to complete the questionnaire

[Start Questionnaire](#) Status: **Incomplete**

Describe impact of this position:

Only pdf form can be attached and uploaded

Attach a file:

Choose file

Add File

[Back](#) [Save / Next](#)

In the “Personnel Worksheet” you must choose a “Personal Type”.

[Home](#)

[General Info](#) [Resource Type](#) [Worksheet](#) [Funding Src](#)

All blue fields are required to process next step

Personnel Worksheet

Personnel Type:

Classified Bargaining

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.

Personnel Worksheet

Personnel Type: Classified Bargaining [Classified Hiring Process](#)

Title of Position: Accompanist [Classified Hiring Questionnaire](#)

Range: Month: 12 Annual salary cost:

Hr Rate: Hrs/wk: 40 Annual benefit cost:

Annual total cost:

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

Personnel Worksheet

Personnel Type: Classified Bargaining [Classified Hiring Process](#)

Title of Position: Create new position [Classified Hiring Questionnaire](#)

New Title:

Range: ...

Hr Rate:

Select ...
Create new position
 Accompanist
 Accounting Assistant
 Accounting Officer
 Accounting Specialist
 Accounting Systems Specialist

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

Personnel Worksheet

Personnel Type: Classified Bargaining [Classified Hiring Process](#)

Title of Position: Create new position [Classified Hiring Questionnaire](#)

New Title: required field

Range: ... Month: 12 Annual salary cost:

Hr Rate: ... Hrs/wk: 40 Annual benefit cost:

Annual total cost:

113
114
115
116
117

[View Classified Positions Questionnaire](#): please click below link to complete the questionnaire

Status: **Incomplete**

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.

The screenshot shows the 'Personnel Worksheet' form. At the top, there is a navigation bar with 'Home' and 'Logout'. Below it are tabs for 'General Info', 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. A message states: 'All blue fields are required to process next step'. The 'Personnel Type' dropdown is set to 'Classified Bargaining'. The 'Title of Position' dropdown is set to 'Select ...'. There are input fields for 'Range', 'Month' (12), 'Annual salary cost', 'Hr Rate', 'Hrs/wk' (40), 'Annual benefit cost', and 'Annual total cost'. A red box highlights the 'Start Questionnaire' button, which is labeled 'Classified Bargaining required "New Classified Positions Questionnaire". please click below link to complete the questionnaire'. The status is 'Incomplete'. Below the button is a text area for 'Describe impact of this position:'. At the bottom, there is a file upload section with 'Attach a file:', 'Choose file', and 'Add File' buttons. The 'Back' and 'Save / Next' buttons are at the bottom right.

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:

The screenshot shows a pop-up window titled 'New Classified Positions Questionnaire'. It contains two sections: 'General Characteristics of the Proposed Position' and 'Established Workload Need'. The first section has four questions with text input fields: 'Did this position ever exist?', 'If yes, what is the history? Explain.', 'Is there a legal mandate to deliver services in your area? Explain.', and 'If the position remains vacant, would it result in safety concerns? Explain.'. The second section is currently empty. At the bottom right of the pop-up are 'Save' and 'Close' buttons. The background shows the 'Resource Form' with the 'Start Questionnaire' button highlighted.

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 incomplete.

The screenshot shows a questionnaire form with the following fields and values:

Field	Value
Range	118
Month	12
Annual salary cost	\$38,735.42
Hr Rate	19.2140
Hrs/wk	40
Annual benefit cost	\$27,747.08
Annual total cost	\$66,482.51

Below the table, there is a link: [Classified Bargaining required "New Classified Positions Questionnaire". please click below link to complete the questionnaire](#).

The status is **Incomplete**, highlighted by a red box. A yellow callout bubble points to this status with the text: "Once you fill out all of the required fields the status will change to **Complete**".

There is a "Start Questionnaire" button and a "Describe impact of this position:" text area.

At the bottom, there is a note: "Only pdf form can be attached and upload" and two buttons: "Choose file" and "Add File".

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

The screenshot shows a modal window with two buttons: a green "Save" button and a grey "Close" button. A mouse cursor is pointing at the "Save" button.

Below the buttons, there is a section labeled "upload" with an "Add File" button.

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:

The screenshot shows a web application interface for a 'Personnel Worksheet'. At the top, there is a dark navigation bar with a 'Home' icon and a 'Logout' button. Below this is a horizontal tab bar with six tabs: 'General Info', 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. The 'Worksheet' tab is currently selected. A blue message states: 'All blue fields are required to process next step'. The form is titled 'Personnel Worksheet' and contains several input fields. 'Personnel Type' is a dropdown menu set to 'Classified Management'. 'Title of Position' is a dropdown menu set to 'Select ...'. There are four blue input fields: 'Range', 'Month' (set to 12), 'Hr Rate', and 'Hrs/wk' (set to 40). To the right of these are two white input fields for 'Annual salary cost' and 'Annual benefit cost'. Below these is a white input field for 'Annual total cost'. A text area for 'Describe impact of this position:' is also present. At the bottom, there is a file upload section with the text 'Only pdf form can be attached and uploaded', an 'Attach a file:' label, a file input field, a blue 'Choose file' button, and a light blue 'Add File' button. At the very bottom, there are two buttons: a dark 'Back' button and a green 'Save / Next' button.

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

All blue fields are required to process next step

Personnel Worksheet

Personnel Type: Classified Management

Title of Position: Select ...

Range: Month: 12 Annual salary cost:

Hr Rate: Hrs/wk: 40 Annual benefit cost:

Annual total cost:

Describe impact of this position:

Only pdf form can be attached and uploaded

Attach a file: Choose file Add File

Back Save / Next

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:

The screenshot shows a web application interface for a 'Personnel Worksheet'. At the top, there is a navigation bar with 'Home' and 'Logout' links. Below this is a tabbed interface with tabs for 'General Info', 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. The 'Worksheet' tab is active. A message states: 'All blue fields are required to process next step'. The form fields include: 'Personnel Type' (dropdown menu set to 'Other/Short-Term Hourly'), 'Title of Position' (text input with 'required field' placeholder), 'Range' (dropdown menu, highlighted with a red box), 'Month' (text input with '12'), 'Hr Rate' (text input), 'Hrs/wk' (text input with '40'), 'Annual salary cost' (text input), 'Annual benefit cost' (text input), and 'Annual total cost' (text input). There is also a text area for 'Describe impact of this position:'. At the bottom, there is a file upload section with the text 'Only pdf form can be attached and uploaded', an 'Attach a file:' label, a file input field, a 'Choose file' button, and an 'Add File' button. Navigation buttons at the bottom are 'Back' and 'Save / Next'.

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:

This image shows a close-up of the 'Range' dropdown menu. A red box highlights the dropdown arrow, and a red arrow points to the expanded list of options. The list contains numerical values from 001 to 115, followed by an ellipsis. The 'Range' label and the 'Hr Rate' text input are also visible in the background.

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

A screenshot of a personnel form. The 'Personnel Type' is 'Other/Short-Term Hou'. The 'Title of Position' is a required field. The 'Range' is '009'. The 'Month' is empty. The 'Hr Rate' and 'Hrs/wk' fields are empty and highlighted with a red box.

Personnel Type:	Other/Short-Term Hou		
Title of Position:	required field		
Range:	009	Month:	
Hr Rate:		Hrs/wk:	

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:

A screenshot of a personnel form. The 'Personnel Type' is 'Other/Short-Term Hou'. The 'Title of Position' is a required field. The 'Range' is '113'. The 'Month' is empty. The 'Hr Rate' is '17.1360' and the 'Hrs/wk' is empty. The 'Hr Rate' and 'Hrs/wk' fields are highlighted with a red box.

Personnel Type:	Other/Short-Term Hou		
Title of Position:	required field		
Range:	113	Month:	
Hr Rate:	17.1360	Hrs/wk:	

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:

Only pdf form can be attached and uploaded

Attach a file: Choose file Add File

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:

Only pdf form can be attached and uploaded

Attach a file: Choose file Add File

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

Only pdf form can be attached and uploaded

Attach a file: Choose file Add File

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

Only pdf form can be attached and uploaded

Attach a file: Choose file Add File

Sample_PDF_File.pdf

Remove File

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

Only pdf form can be attached and upload

Attach a file: Choose file Add File

pdf file testing.pdf

Remove 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:

The screenshot shows a web application interface for the 'Facilities Worksheet'. At the top, there is a dark navigation bar with a 'Home' link and a 'Logout' button. Below this is a horizontal tab bar with six tabs: 'General Info', 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. The 'Worksheet' tab is currently selected. A blue message states: 'All blue fields are required to process next step'. The form title 'Facilities Worksheet' is centered. The form contains several input fields: 'Item Requested:' and 'Location:' are labeled in blue and have 'required field' text inside; 'Est Amount:' and 'Est Description:' are also labeled in blue and have 'required field' text inside; 'Project Alternative:' is a larger text area. Below these fields, a note says 'Only pdf form can be attached and uploaded'. There is an 'Attach a file:' label, a file input field, a blue 'Choose file' button, and a light blue 'Add File' button. At the bottom, there is a dark 'Back' button on the left and a green 'Save / Next' button on the right.

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:

The screenshot shows a web application interface for the 'Instructional Equipment Worksheet'. At the top, there is a dark navigation bar with a 'Home' link and a 'Logout' button. Below this is a horizontal tab bar with six tabs: 'General Info', 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. The 'Worksheet' tab is currently selected. A blue message states: 'All blue fields are required to process next step'. The form title is 'Instructional Equipment Worksheet'. It contains several input fields: 'School/Division:' (required field), 'Expected Lifespan:' (required field), 'Description:' (required field), 'Qty:' (with a dropdown menu showing 'qty'), 'Cost:' (required field), and 'Total:'. Below these fields is a section for file attachment with the text 'Only pdf form can be attached and uploaded'. It includes an 'Attach a file:' label, a file input field, a 'Choose file' button, and an 'Add File' button. At the bottom of the form, there is a 'Back' button and a 'Save / Next' button.

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:

The screenshot shows a web application interface for a "Technology Worksheet". At the top, there is a navigation bar with a "Home" link and a "Logout" button. Below this is a tabbed interface with six tabs: "General Info", "Resource Type", "Worksheet" (which is the active tab), "Funding Src", "Planning", and "Review". A message states: "All blue fields are required to process next step".

The "Technology Worksheet" form includes the following fields and sections:

- Item Requested:** A text input field with a blue border and the placeholder text "required field".
- Location:** A text input field with a blue border and the placeholder text "required field".
- Additional Supporting Information:** A large text input area.
- Hardware:** A dropdown menu currently showing "Hardware".
- resource description:** A text input field with a blue border.
- Table Headers:** A row of headers for a table: "Qty", "Item Cost", "Item Total", "Maintenance", "Yrs", "Annual Cost", and "Maint. Total".
- Table Inputs:** Below the headers are input fields for "qty", "item cost", a "Maintenance" dropdown (set to "No"), "Yrs", "Annual Cost", and "Maint. Total".
- Buttons:** "Add more" (blue) and "Remove" (red) buttons.
- Table Structure:** A table with three main sections: "Taxable Items", "Non Taxable Items", and "Total Cost".
 - Taxable Items:** Includes rows for "Hardware:", "Software:", and "Installation:", each with an input field.
 - Non Taxable Items:** Includes rows for "Maintenance:", "Shipping:", and "Additional:", each with an input field.
 - Total Cost:** Includes a "Tax:" row with an input field.
 - Totals:** A row with "Total:" for Taxable Items, "Total:" for Non Taxable Items, and "Grand Total:" with an input field.
- Project Alternative:** A large text input area.
- File Upload:** A section with the text "Only pdf form can be attached and uploaded". It includes an "Attach a file:" label, a file input field, a "Choose file" button, and an "Add File" button.
- Navigation:** At the bottom, there is a "Back" button and a "Save / Next" button.

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

Hardware ▼

Qty	Item Cost	Item Total	Maintenance	Yrs	Annual Cost	Maint. Total
<input type="text" value="1"/>	<input type="text" value="item cost"/>	<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add more **Remove**

Taxable Items	Non Taxable Items	Total Cost
Hardware: <input type="text"/>	Maintenance: <input type="text"/>	Tax: <input type="text"/>

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

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

All blue fields are required to process next step

Technology Worksheet

Item Requested: Location:

Additional Supporting Information:

Hardware ▼

Qty	Item Cost	Item Total	Maintenance	Yrs	Annual Cost	Maint. Total
<input type="text" value="qty"/>	<input type="text" value="item cost"/>	<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

First Item

Hardware ▼

Qty	Item Cost	Item Total	Maintenance	Yrs	Annual Cost	Maint. Total
<input type="text" value="qty"/>	<input type="text" value="item cost"/>	<input type="text"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Second Item

Add more **Remove**

Taxable Items	Non Taxable Items	Total Cost
Hardware: <input type="text"/>	Maintenance: <input type="text"/>	Tax: <input type="text"/>
Software: <input type="text"/>	Shipping: <input type="text"/>	

You may add and REMOVE any section as desired.

Qty Item Cost Item To

Add more **Remove**

Taxable Items

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:

The screenshot shows a web application interface with a top navigation bar containing 'Home' and 'Logout' links. Below this is a tabbed interface with tabs for 'General Info', 'Resource Type', 'Worksheet', 'Funding Src', 'Planning', and 'Review'. The 'Worksheet' tab is active. A message states: 'All blue fields are required to process next step'. The form is titled 'Other Worksheet' and includes a 'Description:' label and a text input field with the placeholder 'required field'. Below this is a table with columns: 'Item', 'Qty', 'Cost', and 'Total'. The first row contains input fields with placeholders 'item description', 'qty', 'cost', and an empty 'Total' field. Below the table are two buttons: 'Add more' (blue) and 'Remove' (red). To the right of these buttons is a 'Total Amount:' label and an input field. Below the table, a note says 'Only pdf form can be attached and uploaded'. There is an 'Attach a file:' label, a text input field, a 'Choose file' button, and an 'Add File' button. At the bottom, there is a 'Back' button and a 'Save / Next' button.

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.

This is a close-up of the 'Add more' button in the 'Other Worksheet' form. The button is blue and has a red rectangular box around it. A mouse cursor is pointing at the button. To the right of the 'Add more' button is a red 'Remove' button. To the right of the 'Remove' button is the 'Total Amount' label and input field.

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

Home
Logout

General Info
Resource Type
Worksheet
Funding Src
Planning
Review

All blue fields are required to process next step

Other Worksheet

Description: required field

Item	Qty	Cost	Total
item description	qty	cost	
item description	qty	cost	

Add more
Remove

Total Amount:

Only pdf form can be attached and uploaded

Attach a file:
Choose file
Add File

Back
Save / Next

You may add or REMOVE any section you desire.

Home
Logout

General Info
Resource Type
Worksheet
Funding Src
Planning
Review

All blue fields are required to process next step

Other Worksheet

Description: required field

Item	Qty	Cost	Total
item description	qty	cost	
item description	qty	cost	

Add more
Remove

Total Amount:

Only pdf form can be attached and uploaded

Attach a file:
Choose file
Add File

Back
Save / Next

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”.

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

Please check funding source(s) only if you believe that the resource being requested is eligible for those funding source(s). Otherwise, leave boxes unchecked and funding eligibility will be determined during the budget development process.

<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.

Back Save / Next

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.

General Info Resource Type Worksheet Funding Src Planning Review

Please check funding source(s) only if you believe that the resource being requested is eligible for those funding source(s). Otherwise, leave boxes unchecked and funding eligibility will be determined during the budget development process.

<input 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"/> Basic Skills Initiative		
<input type="checkbox"/> BFAP	<input type="checkbox"/> EWD	<input type="checkbox"/> SSSP

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

Planning

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

The screenshot shows the 'Planning' tab selected in the top navigation bar. Below the navigation bar, there is a dropdown menu labeled 'AUR-Strategy' and a text input field. Below these, there are two buttons: 'Add more' (blue) and 'Remove' (red). At the bottom, there are three buttons: 'Back' (black), 'Save / Next' (green), and 'TracDat' (blue link). A note above the input field states: 'A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.'

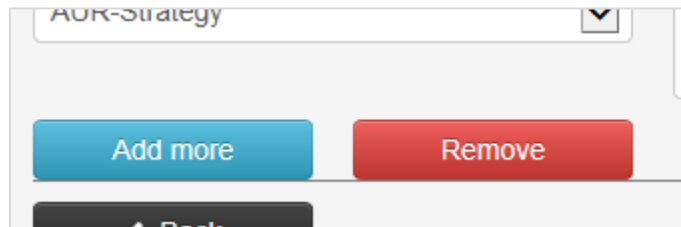
In the Planning tab, you have the option to add more than one section to identify the strategy:

This screenshot is similar to the previous one, but the 'Add more' button is highlighted with a red box. A mouse cursor is shown clicking on the 'Add more' button. The rest of the interface, including the navigation bar, dropdown menu, text input field, and other buttons, remains the same.

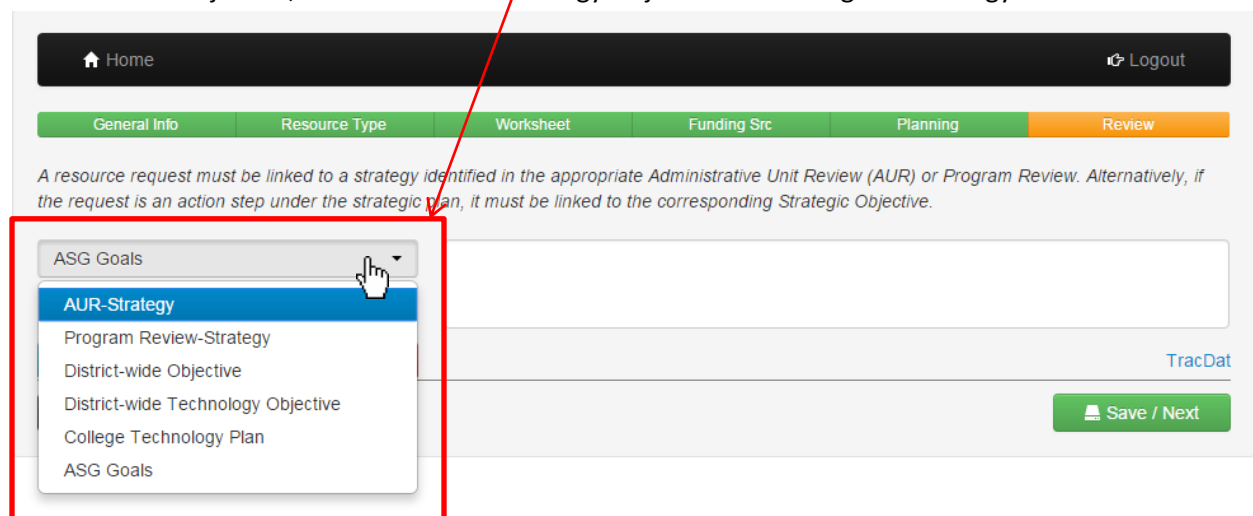
When you click the “Add more” button, another section of strategy identification will appear.

This screenshot shows the result of clicking the 'Add more' button. A second strategy identification section has been added, highlighted with a red box. This section consists of a dropdown menu labeled 'AUR-Strategy' and a text input field. The first section remains above it. The 'Add more' and 'Remove' buttons are still present below the new section. A red arrow points from the 'Add more' button in the previous screenshot to this new section. The rest of the interface, including the navigation bar and bottom buttons, remains the same.

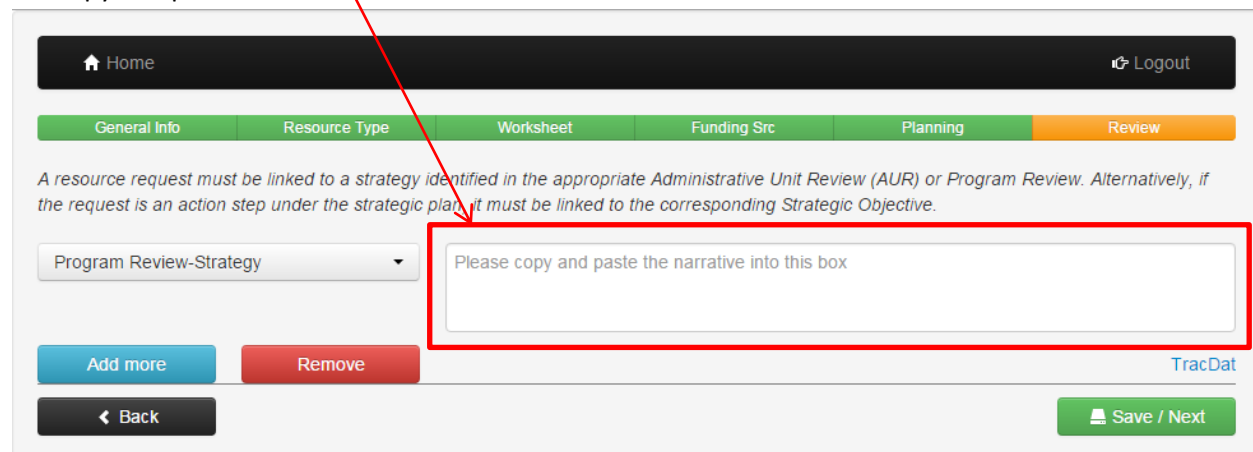
You can Add or REMOVE any section as you desire.



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.

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

District-wide Objective

Objective 1.1 (Support innovative ...)

Add more Remove

Back

District-wide Objective TracDat

Save / Next

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

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

District-wide Objective

Objective 1.1 (Support innovative ...)

Objective 1.1 (Support innovative ...)

Objective 1.2 (Improve climate ...)

Objective 1.3 (Improve processes ...)

Objective 1.4 (Professional development ...)

Objective 1.5 (Improve training ...)

Objective 2.1 (Increase completion ...)

Objective 2.2 (Increase opportunities ...)

Objective 2.3 (Student engagement ...)

Objective 3.1 (Formalize partnerships ...)

Objective 3.2 (Alignment workforce ...)

Objective 3.3 (Provide relevant ...)

Objective 3.4 (Improve student career ...)

Objective 4.1 (Effective planning ...)

Objective 4.2 (Improve efficiencies ...)

Objective 4.3 (Financial planning ...)

District-wide Objective TracDat

Save / Next

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

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

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

District-wide Technology Objective

Objective 1.1 (Investigate and test ...)

Add more Remove

District-wide Technology Objective TracDat

Back Save / Next

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

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

District-wide Technology Objective

Objective 1.1 (Investigate and test ...)

Objective 1.1 (Investigate and test ...)

Objective 1.2 (Sustain a culture ...)

Objective 1.3 (Increase use ...)

Objective 1.4 (Seek out innovation ...)

Objective 2.1 (Engage in team ...)

Objective 2.2 (Coordinate opportunities ...)

Objective 2.3 (Continue to support ...)

Objective 2.4 (Prioritize district-wide ...)

Objective 3.1 (Identify, investigate, ...)

Objective 3.2 (Develop and expand ...)

Objective 3.3 (Expand inter-segmental ...)

Objective 3.4 (Leverage data from ...)

Objective 4.1 (Incorporate additional ...)

Objective 4.2 (Re-architect data ...)

Objective 4.3 (Transform use of data ...)

Objective 5.1 (Continue to implement ...)

Objective 5.2 (Increase computing ...)

Objective 5.3 (Remain current with ...)

Objective 5.4 (Maintain security ...)

District-wide Technology Objective TracDat

Save / Next

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.

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

College Technology Plan

Gov-Standards for hardware and software

Add more Remove

College Technology Plan TracDat

Back Save / Next

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

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

College Technology Plan

Gov-Standards for hardware and software

Gov-Standards for hardware and software

Gov-Tools for decision making abilities

Gov-Review of Technology plan

App-Replace paper-based forms

App-Alternative computing devices

App-Video technology

App-Campus communications and emergency

App-Campus efficiencies

App-Colleges web presence

Net-Technology refresh

Net-Business continuity plans and systems

Net-Virtualization technology

Net-Network security

Net-Instructional electronic devices

Ops-Help Desk ticketing system

Ops-Online Education training center

Ops-SharePoint training

Ops-Professional development opportunities

Ops-Professional development support

Ops-Technology Services staff expansion

Ops-Software delivery system

College Technology Plan TracDat

Save / Next

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.

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

ASG Goals

Goal 1 - Services and Activities

Add more Remove

Back

ASG Goals TracDat

Save / Next

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

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

Home Logout

General Info Resource Type Worksheet Funding Src Planning Review

A resource request must be linked to a strategy identified in the appropriate Administrative Unit Review (AUR) or Program Review. Alternatively, if the request is an action step under the strategic plan, it must be linked to the corresponding Strategic Objective.

ASG Goals

Goal 1 - Services and Activities

Goal 1 - Services and Activities

Goal 2 - Student Leadership

Goal 3 - Facilities and Technology

Goal 4 - Fiscal Management

ASG Goals TracDat

Save / Next

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: *Technology Services*

CC: [REDACTED]

Proposal Title: *Sample*

Description: *test for make the manual*

Program Information: *New Program/Strategic Initiative*

Resource Type: *Other*

Worksheet

Test

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.

Planning

District-wide Objective

test

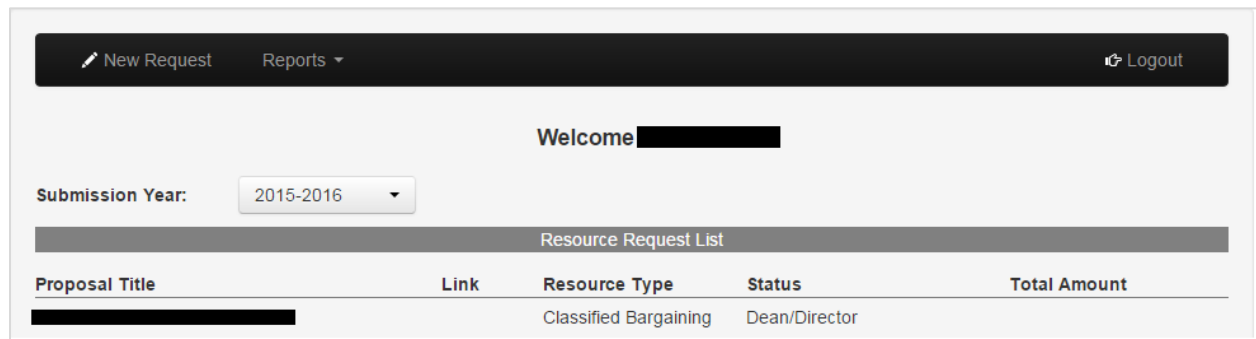
Objective 1.1 (Support innovative ...)

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.

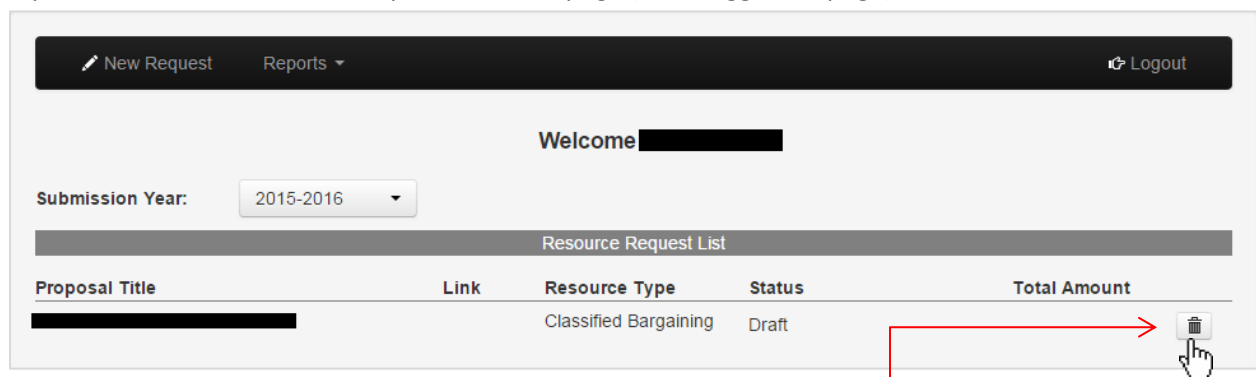
If you successfully submitted your Resource Form, the “Home” page (after logged on page) will be as shown below:



The screenshot shows a web application interface. At the top, there is a dark navigation bar with a pencil icon and the text 'New Request', a dropdown menu labeled 'Reports', and a 'Logout' button with a door icon. Below the navigation bar, the text 'Welcome' is followed by a redacted name. Underneath, there is a 'Submission Year:' label and a dropdown menu showing '2015-2016'. The main content area features a table titled 'Resource Request List'. The table has five columns: 'Proposal Title', 'Link', 'Resource Type', 'Status', and 'Total Amount'. The first row of data shows a redacted title, a redacted link, 'Classified Bargaining' as the resource type, 'Dean/Director' as the status, and a redacted total amount.

Proposal Title	Link	Resource Type	Status	Total Amount
[Redacted]	[Redacted]	Classified Bargaining	Dean/Director	[Redacted]

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



This screenshot is identical to the previous one, but the status of the request in the table is 'Draft' instead of 'Dean/Director'. Additionally, a red arrow points from the text 'In this case, you can delete from draft requests.' to a trash can icon located at the end of the first row in the table. A hand cursor is shown clicking on the trash can icon.

Proposal Title	Link	Resource Type	Status	Total Amount
[Redacted]	[Redacted]	Classified Bargaining	Draft	[Redacted]

In this case, you can delete from draft requests.

Reports

The screenshot shows a web application interface. At the top, there is a navigation bar with a 'New Request' button and a 'Reports' dropdown menu. The 'Reports' menu is open, showing four options: 'Dashboard', 'Committee Report', 'ASIVC Report', and 'All Submitted RF List'. A red box highlights the 'Logout' button in the top right corner. Below the navigation bar, there is a 'Welcome stafftest' message and a 'Resource Request List' table. The table has columns for 'Proposal Title', 'Link', 'Resource Type', 'Status', and 'Total Amount'. The table contains two rows: 'test1' with 'Classified Bargaining' status and 'test2' with 'Other' status. A 'Submission Year:' dropdown is also visible.

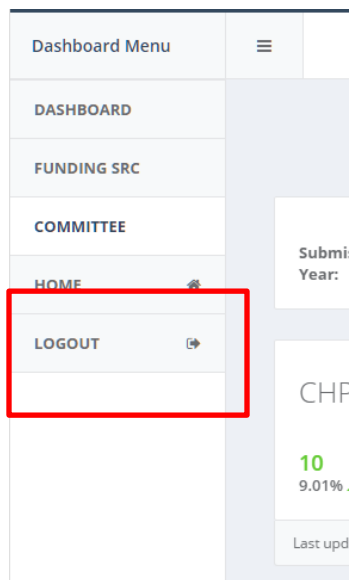
The Reports tab has four sub menus. You can see committee report statistics. When you leave the Resource page, click the “Logout” button for secure issues.

Click the dashboard menu as shown:

The screenshot shows the 'Resource Request Dashboard'. On the left is a 'Dashboard Menu' with options: DASHBOARD, FUNDING SRC, COMMITTEE, HOME, and LOGOUT. The main content area is titled 'Resource Request Dashboard'. It features a 'Submission Year' dropdown set to '2015-2016'. Below this is a section titled 'Dashboard Information and statistics'. This section contains two main metrics: 'Active count' (22 Total Number of Resource Request) and 'Active amount' (Total Amount of Resource Request). Below these are four charts: 'Facilities', 'Instructional', 'Technology', and 'Other', each showing a bar chart and percentage. At the bottom, there are three more charts: 'Classified Bargaining', 'Classified Management', and 'Short-Term Hourly', each showing a bar chart and percentage. The last update for all charts is '9/22/2015'.



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.

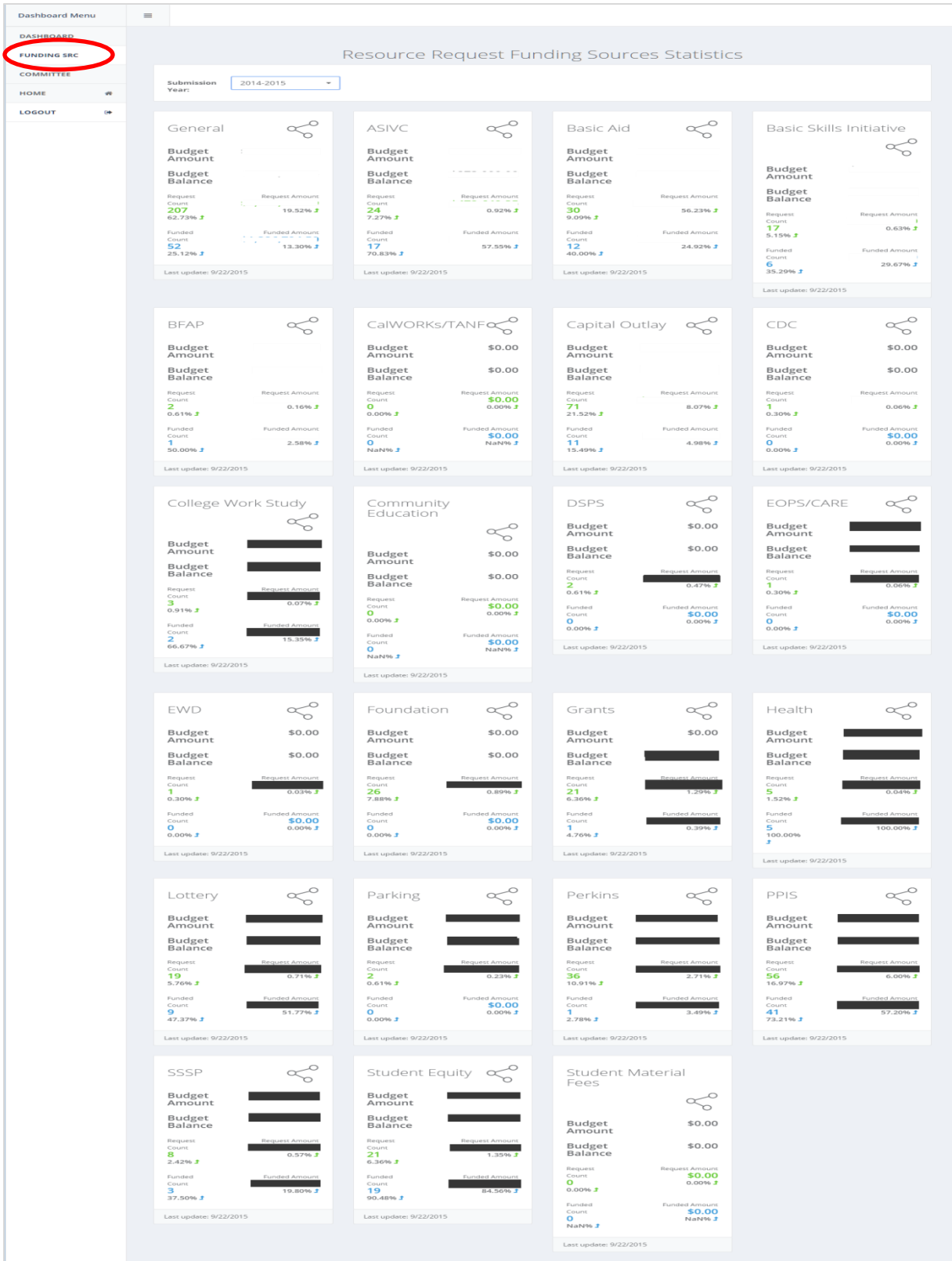
If you want to go back to the main page (after logging in to the page),

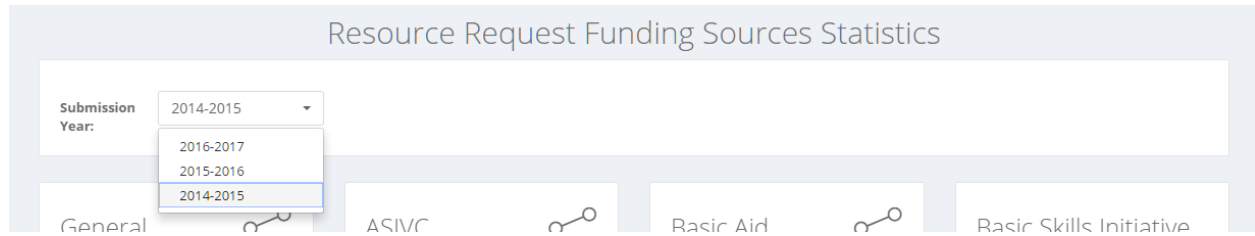
Click the "HOME" button.

When you leave a seat or Resource page,

Click the "LOGOUT" button for secure issues.

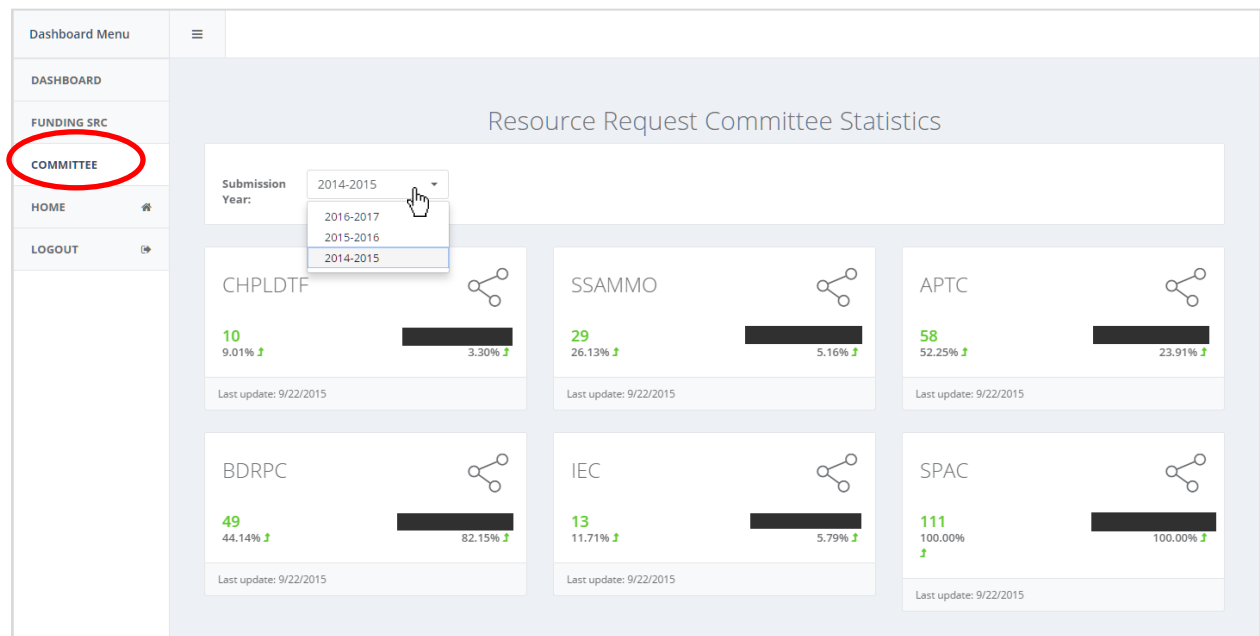
Click Funding SRC menu as shown:





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.