**RSVP Web Access**

As a result of ADP’s **Tool Reduction** effort, the RSVP databases will be retired and a new version of the RSVP Web will access the iReports and iPQV databases.

You may have seen a page on the current RSVP Web access application telling you about this.

* This will ***not impact*** the look/feel or functionality of ***iReports*** but the ***RSVP application will have a new URL and slightly modified look/feel and functionality***for associates.
* **What is** **changing**:
  + The new URL’s for RSVP will be:
    - FIT - [**https://rsvpweb-fit.nj.adp.com**](https://rsvpweb-fit.nj.adp.com)
    - Field - [**https://rsvpweb-fld.nj.adp.com**](https://rsvpweb-fld.nj.adp.com)
    - Production - [**https://rsvpweb.nj.adp.com**](https://rsvpweb.nj.adp.com)
  + As with the existing RSVP system, it is recommended to use Chrome
  + You will now log into RSVP with your SMS (Netsecure) ID & SMS password rather than your ES LAN ID & password. (If you do not have an SMS ID click [here](#Setting_up_and_ADP_User)for more information.)
* **Added Benefits in RSVP**:
  + Extended Retention of iReports Reports:
    - Payroll Reports – Available for 54 weeks rather than 13
    - Quarterly/Annual Reports – Available for 65 weeks
  + Timeout – extended to 60 minutes; if you’re in the application you will get a warning after 58 minutes of inactivity

**FAQs**

**Who do I go to for support?**

* If you need support for RSVP Web, contact:
  + Suman Minocha – Suman.Minocha@adp.com
  + Philip Jacoby – Philip.Jacoby@adp.com
  + Armeen Shroff – Armeen.Shroff@adp.com

**Will the URL change for RSVP Web?**

* The new URLs will be
  + FIT - [**https://rsvpweb-fit.nj.adp.com**](https://rsvpweb-fit.nj.adp.com)
  + Field - [**https://rsvpweb-fld.nj.adp.com**](https://rsvpweb-fld.nj.adp.com)
  + Production - [**https://rsvpweb.nj.adp.com**](https://rsvpweb.nj.adp.com)

**Will all of the same reports be available in RSVP?**

* Yes, the combined system will have the same reports.

**I don’t have an SMS (NetSecure) ID, what do I do?**

* If you have not, your manager will need to submit a request to have an SMS ID created with the RSVP Profile. Click [here](#Setting_up_and_ADP_User)for more information.

**Will there be any change to the current functionality in RSVP?**

* Yes – Instead of selecting a regional database you will select access to the iReports (ADP Reports) or iPQV (Previews) database.  Also you will select a region to access, but this can be changed during the session.  The search functions have additional fields as does the results list.

**What browsers are supported?**

* Chrome is recommended
* Chrome and Internet Explorer (IE)

**When will RSVP Web be sunset?**

* March, 2018

**What is the maximum number of result list rows that will display?**

* 32,768

**What is the maximum number of pages that will display?**

* It varies based on the amount of time it takes to compile the pages for display. If the compile time exceeds several minutes you will be instructed to refine your selection to choose fewer pages.

**Setting up an ADP Associate with an @ADP User Account in Security Management**

As an ADP associate, if you need to access the new RSVP Web Access, you will need a “@adp” user account created in Security Management.

To request your new @adp user account, follow this process:

| **Registration process for associates (Security Management Service Center Administrators or Product Users) implementing and supporting clients:** |
| --- |
| **STEP 1:** *(This step enforced beginning February 13, 2016; Mangers notified on 2/5/16)*   * **Contact your manager to request a Security Management user account.** * Your manger will provision a Security Management user account using eProv within the Managers Toolbox. * Once your manager performs that task, you will receive a registration email so you can complete the process and setup your Administrator Access.   + **Associate completes tasks as stated in automated email.** * IMPORTANT: At this point, your account does not yet have any access rights.  Step 2 will need to be completed before you can access internet products or Security Management. |
| **STEP 2:**  *Your manager can perform the following tasks, or he/she will instruct you to do so.*   For the FIT/Field environment go to: [ISI/SMS QA Support Services](http://servicecatalog:8080/usm/wpf?Node=icguinode.catalogitemdetails&Args=10999&ObjectID=10999&NspPath=)   For the Production environment go to: [ISI/SMS Production Support Services](http://servicecatalog:8080/usm/wpf?Node=icguinode.catalogitemdetails&Args=11022&ObjectID=11022&NspPath=)  Complete required sections on the form, including: (you may skip other fields)  - In **Urgency**, enter “5 - Normal”  - In **Impact**, enter either “Single User” or “Multiple Users”  - In **Contact Filter**, enter your last name. This will limit the rows show in the Associate field.  - In **Associate**, select your name  - In **Summary**, enter “Add product profile for iReports:RSVP for <your new User ID (i.e.: "FLast@adp">”  - In **Description**, provide the following information  **\***[Environment – FIT for QA Support Requests. IAT, PROD or UAT](https://adpworks.jiveon.com/external-link.jspa?url=http%3A%2F%2Fteamsites.adpcorp.com%2FSites%2FBESPortalProduct-SecurityManagement%2FProduct%2520Documentation%2FSecurityManagementServiceCenters.mht) for Production Support Requests  **\***[Service Center Code](https://adpworks.jiveon.com/external-link.jspa?url=http%3A%2F%2Fteamsites.adpcorp.com%2FSites%2FBESPortalProduct-SecurityManagement%2FProduct%2520Documentation%2FSecurityManagementServiceCenters.mht)  \*First Name:  \*Last Name:  \*ADP e-mail Address:  Telephone Number:  Job Title/Function:  Department:  \*Manager:  \*Security Role –  Product User for RSVP only or Service Center Administrator to support client products and Security Management, or Service Center Product User only to access products to support clients    \**Mandatory Fields, if this information is not provided the account setup may be delayed!*   This process will collect the information needed to allow you access to ADP Security Management and/or integrated products. The information is submitted and will be sent to the Associate Service Desk where your “@adp” user ID will be updated.   Once the case is completed and closed, you will receive notification of such, and your access will be ready for you to use. |

| **FYI:** |
| --- |
| Sometimes associates/managers may submit a request with the form and receive an email containing the following error message:  **AHD58004:Cannot determine valid requestor id.  Cannot continue processing!**   This can be due to the associates email address not existing, or being incorrect within the service desk contact record.  To resolve that, the manager should call the Associate Service Desk (855-387-8776) to have their email address updated/corrected. 39378   * Once that is done, the associate should re-submit their request on the form. 3 |