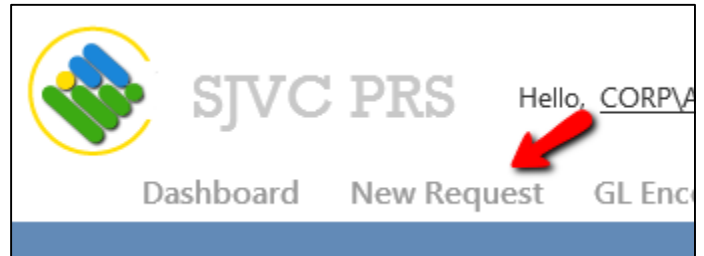


New PRS

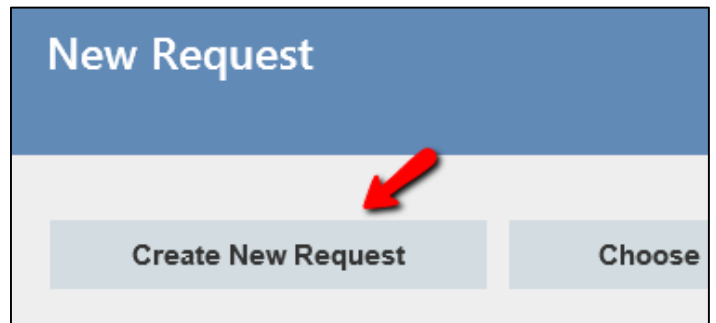
User Instructions

This instructional overview will show you how to submit a new **PRS Request**, save an **Order template** and recall an order template to submit a new request.

1. Once you access the **PRS**, you can begin creating a new request by clicking on **New Request**.



2. From here, you will choose **Create New Request**.



3. In the **New Request** form, you will begin by typing in the **Vendor**. For this example we will use **Staples Business Advantage**.

Following this by selecting a **Ship To**: location from the dropdown menu.

The **Project ID** field is not a required field. You will enter a Project ID if your Purchase Request is in regards to a Project from the Project Site.

Moving down, you will provide a **Category** and **Subcategory**. Lastly, you will provide a **Required By** date.

A screenshot of the "New Request" form. The form has a blue header with the text "New Request". Below the header, there are several input fields:

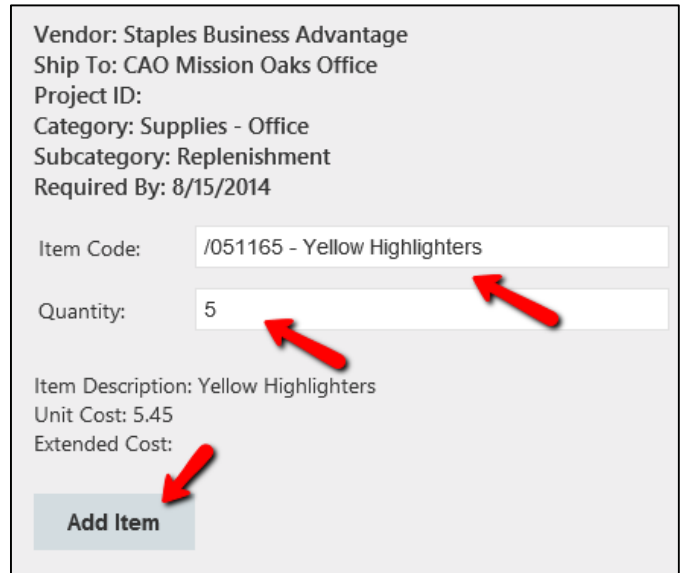
- Vendor: Staples Business Advantage
- Ship To: CAO Mission Oaks Office
- Project ID: (empty)
- Category: Supplies - Office
- Subcategory: Replenishment
- Required By: 8/13/2014

At the bottom of the form, there is a "Submit" button.

4. On this next screen, you will begin typing into the **Item Code** field either the vendor item number of the item description. The field will populate a drop down menu with all approved items matching the characters you have entered.

Please note: The PRS only provides for the purchase of *approved* items.

Provide a **Quantity** for the item and choose **Add Item**. This will add your item to your Request. Repeat this until you have listed all the desired items.



Vendor: Staples Business Advantage
Ship To: CAO Mission Oaks Office
Project ID:
Category: Supplies - Office
Subcategory: Replenishment
Required By: 8/15/2014

Item Code: /051165 - Yellow Highlighters
Quantity: 5

Item Description: Yellow Highlighters
Unit Cost: 5.45
Extended Cost:

Add Item

Red arrows point to the Item Code field, the Quantity field, and the Add Item button.

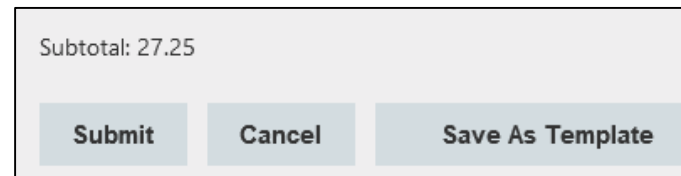
5. After you have added items to your Request, you may remove them one row at a time by choosing **Remove**.



	Item Code	Item
Remove	/051165	Ye

A red arrow points to the Remove button.

6. At this point in making the **Purchase Request**, you may choose to **Submit** the request, **Cancel** the request or also **Save As Template**. This will allow you to recall this information in the future and place another **Purchase Request** using this information.



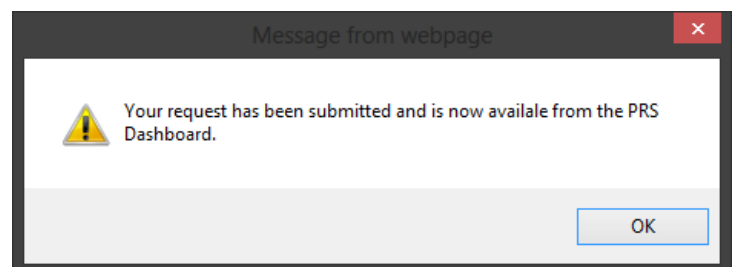
Subtotal: 27.25

Submit **Cancel** **Save As Template**

Choosing **Submit** will bring up a confirmation box and then will submit your **Purchase Request**.

7. When your **Purchase Request** is successfully submitted, you will get this pop up box display for you.

In addition, you will also receive an email confirming that your **Purchase Request** has been submitted.



8. After you submit your order, you can track them using the **Dashboard** in the PRS.

The screenshot shows the PRS Dashboard interface. At the top, there are navigation tabs: Dashboard, New Request, GL Encoding, Approval, Facilities Manager, Item Maintenance, and Administration. The 'Dashboard' tab is selected and highlighted with a red arrow. Below the navigation is a blue header with the word 'Dashboard'. Underneath, there are filter buttons: Submitted, Fulfilled, Approved, and Rejected. A red arrow points to the 'Submitted' filter. Below the filters is a table with the following data:

	ID	Created	Subtotal	Ship To	Vendor	Request Status	Task	Assigned To
View	91	8/7/2014	27.25	CAO Mission Oaks Office	Staples Business Advantage	Pending Account Review	GL Encode Request	adam.lefaive

9. From step 6, if you choose **Save As Template**, you will be taken to a screen where you will be asked to provide your template a name.

Once you provide your template a name, select **Submit**. When you choose **Submit**, you will get a confirm message to confirm you'd like to submit. After you do so, you will get a message that your template was saved successfully.

The screenshot shows the 'New Request' screen. At the top, there is a blue header with the text 'New Request'. Below the header, there is a form with a 'Template Name:' label and an input field containing 'Alvaro's Template 1'. A red arrow points to the input field. Below the input field are two buttons: 'Submit' and 'Cancel'.

10. You can create a new **Purchase Request** using a saved template. To complete this, choose **New Request** from the upper navigation and then select **Choose From Template**.

The screenshot shows a large, light blue button with the text 'Choose From Template'. A red arrow points to the button.

11. Select a template from the dropdown menu and then select **Insert**.

The screenshot shows the 'New Request' screen. At the top, there is a blue header with the text 'New Request'. Below the header, there are two buttons: 'Insert' and 'Delete'. A red arrow points to the 'Insert' button. To the right of these buttons is a dropdown menu with 'Alvaro's Template 1' selected. A red arrow points to the dropdown menu.

12. This will take to Step 6 where you can select **Submit**, and then confirm your **Purchase Request**.

The screenshot shows a screen with the text 'Subtotal: 27.25'. Below the text are three buttons: 'Submit', 'Cancel', and 'Save As Template'.

13. From the Dashboard, you can also view your **Rejected Purchase Requests**. To pull up an individual request, select **View** from the left hand side of the **Purchase Request**.

The screenshot shows a 'Dashboard' header with a navigation bar containing 'Submitted', 'Fulfilled', 'Approved', and 'Rejected' tabs. The 'Rejected' tab is selected. Below the tabs is a table with columns: ID, PO, Created, Subtotal, Approval Date, Ship To, Vendor, and Approved By. A 'View' button is located to the left of the first row in the table. Red arrows point to the 'Rejected' tab, the 'View' button, and the 'Subtotal' column.

ID	PO	Created	Subtotal	Approval Date	Ship To	Vendor	Approved By
85		8/6/2014	27.25		CAO Mission Oaks Office	Staples Business Advantage	

14. You are able to view all of the information for the rejected **Purchase Request** and if you'd like to **Resubmit** it, you can click on **Resubmit**.

The screenshot shows a 'Detail' header. Below the header, there is a summary section with the following information: Vendor: Staples Business Advantage, Requested By: Alvaro.Marin, Category: Supplies - Office, Status: Rejected, Submitted Date: 8/6/2014 5:37:43 PM, Subcategory: Replenishment, Ship To: CAO Mission Oaks Office. Below this is a table with columns: Description, Item Code, Quantity, Unit Cost, Extended Cost, and GL Account. The table contains one row for 'Yellow Highlighters'. Below the table, there is a 'Subtotal: 27.25' label. At the bottom, there is a form with fields for 'Approval Date', 'Approved By', and 'Notes', and two buttons: 'Print Preview' and 'Resubmit'. Red arrows point to the 'Resubmit' button and the 'Quantity' column in the table.

Description	Item Code	Quantity	Unit Cost	Extended Cost	GL Account
Yellow Highlighters	/051165	5	5.45	27.25	67210-0080-00

Subtotal: 27.25

Approval Date:

Approved By:

Notes:

Print Preview Resubmit

15. Once you have successfully submitted your PRS requests it will travel through an approver workflow process.

The screenshot shows a table titled 'Approvers Listing' with two columns: 'Division/Location Description' and 'Approver'.

Division/Location Description	Approver
Admissions	Chief Administrative Officer
Marketing	Chief Administrative Officer
Placement	Chief Administrative Officer
Accounting	Chief Financial Officer
Facilities	Chief Financial Officer
Management Information Systems	Chief Financial Officer
Administration	Chief Operating Officer
Teaching & Learning	Vice President of Academic Affairs
Human Resources	Vice President of Administration
Accreditation	Vice President of Legal
Financial Aid	Vice President of Student Financial Services
Campus	Campus Director
Maintenance	Campus Real Estate Development
Software	Director of Network Operations

