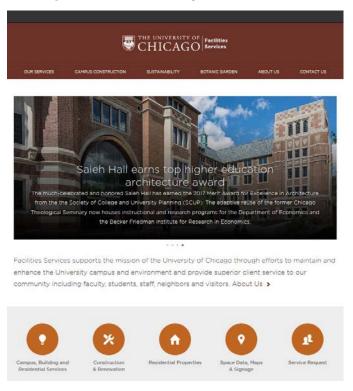
Online Capital Project Request Form

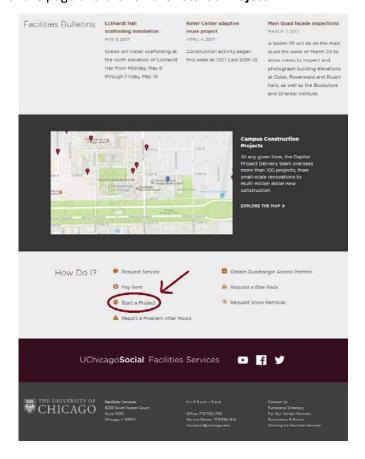
Application Help - FOR REVIEWERS -

Accessing the website:

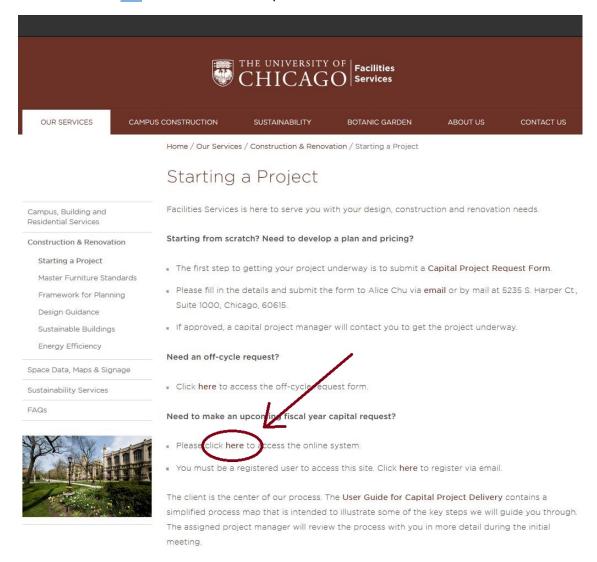
Utilizing the Firefox browser, go to the Facilities Services website (http://facilities.uchicago.edu/), and



Scroll to the bottom of the page and click on the "Start a Project" link.



Pan down to the section labeled, "Need to make an upcoming fiscal year capital request?", and Click the link to access the online system.



Login by inputting your CNetID (in lower case only) and then your password.



If you do not have access, please email fycapitalrequests@lists.uchicago.edu to become a registered user.

Note: Reviewers can create Requests as Submitters. If you need to create a Request, please see Application Help, FOR SUBMITTERS, <u>Overall Process Instructions</u>, and if needed, the <u>List of Capital Request Questions</u>.

Capital Request Review Process Overview -

- Step 1: Review a SUBMITTED Capital Project Request
- Step 2: Provide Comments on a SUBMITTED Request
- Step 3: Review Updated SUBMITTED Capital Project Request
- Step 4: Check a SUBMITTED Capital Project Request as COMPLETE
 - * How to Review/ Print a Project Request

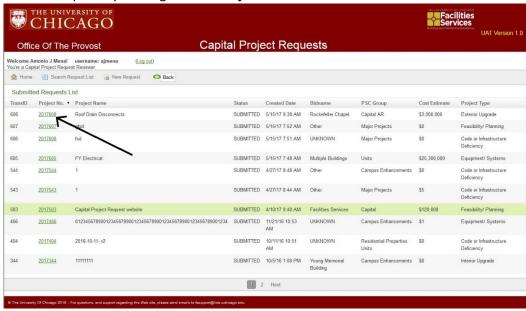
Step 1: Review a SUBMITTED Capital Project Request

- Once a Request has been Submitted, login to the Capital Request website homepage.
- Select "Review Submitted Capital Project Requests".



This will take you to the "Submitted Requests List" screen.

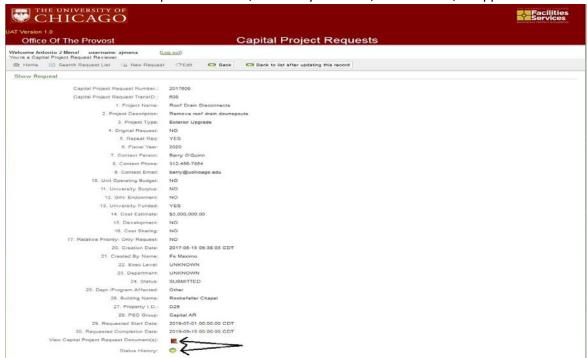
Select a Request by clicking on the "Project Number".



This will take you to the "Show Request" screen.

Note: you can use column headers to sort as needed, % sign for wildcard.

- Review the Submitted Request for errors, necessary revisions, attachments, or approvals.

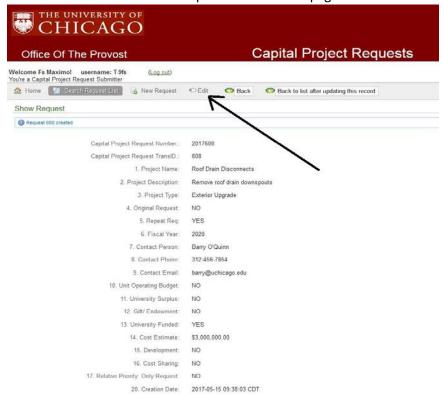


Note: To view any attachments, click the icon to the right of "View Capital Project Request Document(s)".

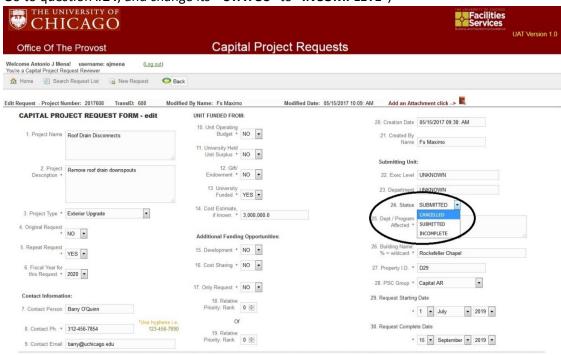
To view a history of the Request, click the icon to the right of "Status History".

Step 2: Provide Comments on a SUBMITTED Request

- If the Request is deficient in any way, the Reviewer will need to notify the Submitter (via email) to revise the Submitted Request, plus
- If not already in, login to the Capital Request website homepage and select the Request by clicking on the "**Project Number**" (Step 1).
- Click the "Edit" button at the top or bottom of the page.

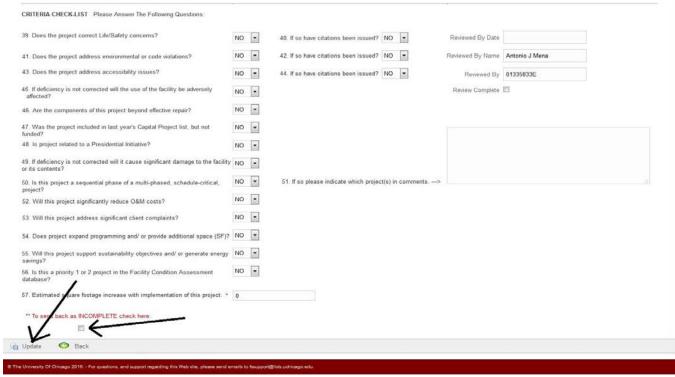


Go to question #24, and change its' "STATUS" to "INCOMPLETE",



AND THEN,

 Send the Request back to the Submitter by selecting the "To send back as INCOMPLETE check here" box at the bottom of the page, and then clicking "Update".



If the Submitted Request is complete, notify the Submitter of its formal submission.

Step 3: Review Updated SUBMITTED Capital Project Request

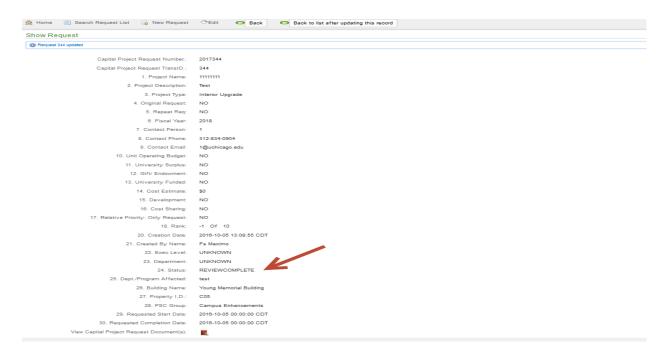
- If reviewing an updated Submitted Request, repeat Steps 1 and 2 until all requisite information has been received, and until the Request has been formally Submitted.

Step 4: Check a SUBMITTED Capital Project Request as COMPLETE

- Upon acceptance of a Submitted Request, if not already in, login to the Capital Request website homepage and select the Request by clicking on the "**Project Number**" (Step 1).
- Click the "Edit" button at the top or bottom of the page.
- Select the "Review Complete" check box and click the "Update" button at the bottom of the page.



This will take you to the "Show Request" screen, with a status (#24 field) of "REVIEWCOMPLETE".



Printing a SUBMITTED Capital Project Request

- Login to the Capital Request website homepage and select "Review Submitted Capital Project Requests".
- Select a project by clicking on its "Project Number". This will take you to the "Show Request" screen.
- To print a Request, utilize Firefox's print function.

Note: Please format by scaling to 70%, and printing the background option (this can be found within "Format & Options" in the Page Setup menu)