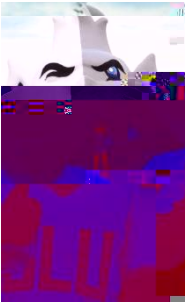


To submit a project request, please go to the 'Tools' tab in My SLU website, and Click on the 'Facilities Service Request' application



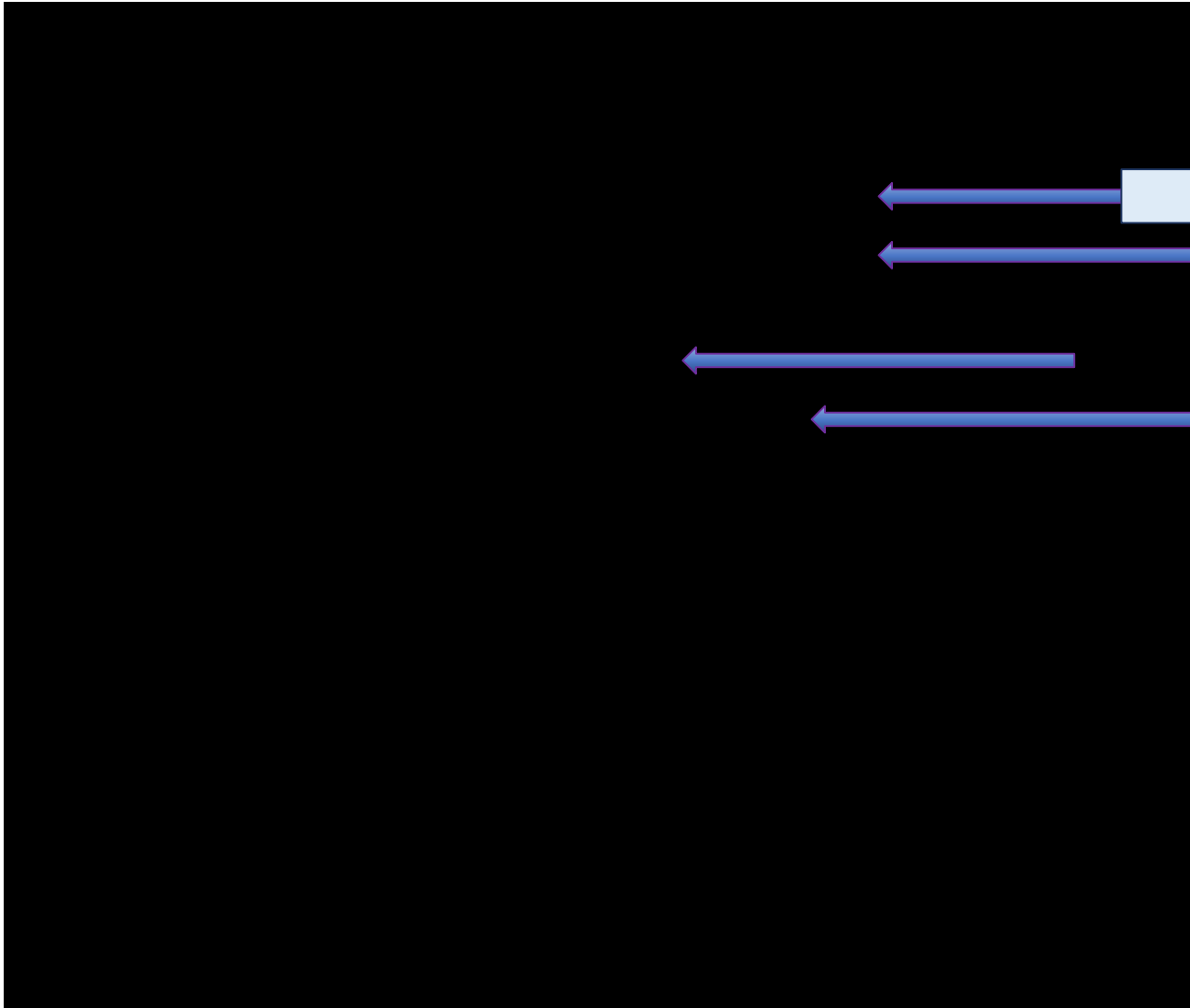
A screenshot of the My SLU website's 'Tools' page. The page has a blue header with the SLU logo and navigation links for 'Logout', 'Home', 'Student', 'Employee', and 'Tools'. Below the header is a green bar with 'Campus Info' and an 'Edit' button. The main content area is titled 'Favorite Tools' and 'All Tools'. It displays a grid of application tiles. A large blue arrow points to the 'Facilities Request' tile in the second row, which is the application mentioned in the text above. Other visible tiles include 'AlcoholEdu', 'Banner Self-Service', 'Canvas LMS', 'Google Drive', and 'Google Docs'.

From home page of the Facilities application, hover your mouse over the 'Project Management' bubble.



Once you arrived to the 'New Project Request' view you can complete the project request form.

Note: The fields with an (*) in red, these are required fields.



[Redacted text]



Please select the approvers needed to authorize the Project to be estimated.



Project Management Views Reports Documents Favorites

1 - New Project Request

Project Request Funding Source Documents

Select Clear *Project Request

Project Name *Project Name

Project Type Renovation *Project

Select Clear

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Enter whole or partial text to search in Employee

Advanced Search Mode

1 employee

Lucido, Michael A.

Select

Provost or Vice President, click on Select to search

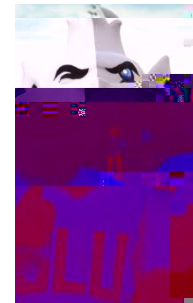
Dean, click on Select to search

Chairman or Department Head, click on Select to search

Once you click 'Select' on each field, a search box will appear. Please search by last name first, if there are too many results; then please use last name first name. (for example, Pestello Fred)

Click on the appropriate name

Click on 'Select'



Project Request Funding Sources Documents

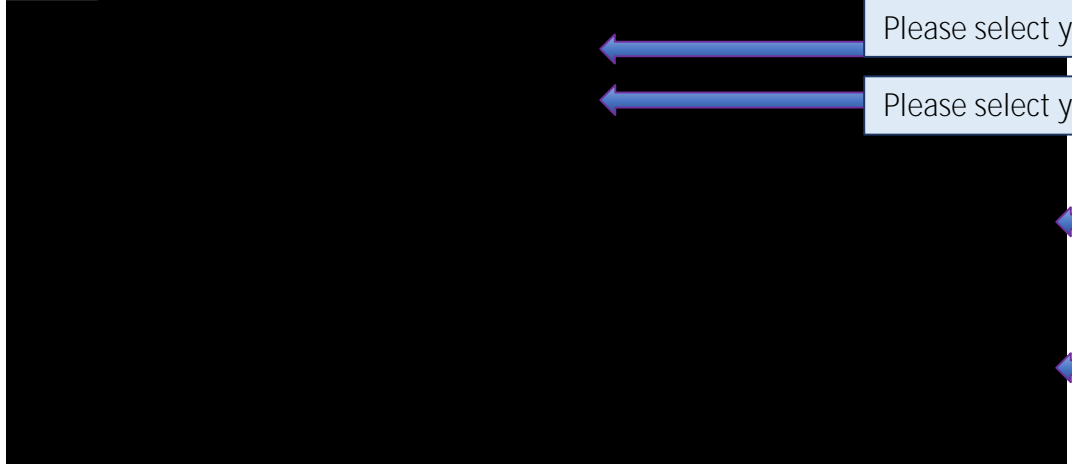
Project Submitted Date

*Project Name

*Project Type

Select Clear Dean Project ...

Chairman or Dept Head



Please select your preferred project start date

Please select your preferred project completion date

Please enter your project description

Please enter the justification for your project request

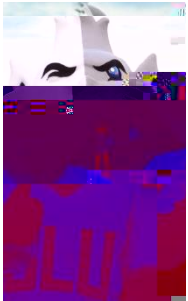


Please enter the amount of the available budget for this project

From the drop down box, please select the Site where the project will take place



From the dropdown box, please select the Building where the project will take place





* Available Project Budget

* Site

Building

Floor

* Is your department...

* Is your department...

* Is your department...

REV 2: Review/Recommendati...

Project Status

From the dropdown box, please select the Floor where the project will take place

* Available Project Budget

* Site

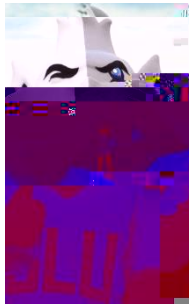
Building

Floor

Room(s)

Please enter the room or rooms that will be affected by the project

Note: Only the Site is required, but if the project takes place in a known space please be sure to fill out the building, floor, and room(s) sections



Room Utilization

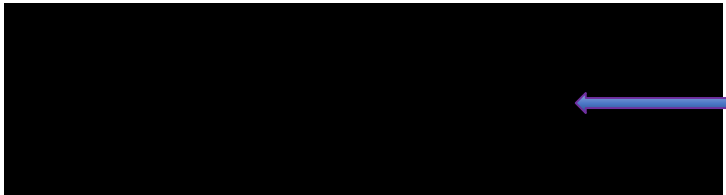
Project Status

* Is your department utilizing space today

* Is your depart. sole occupant of space?

REV 2. Review/Recommendat

From the drop down menu please select the answer regarding the current room Utilization



If your department is utilizing this space, please enter the current use

* Is your department utilizing space today

No

* Is your depart. sole occupant of space?

If your department is not utilizing this space, please enter the propose use

4. New Project Request

Authorization: [Name]

Montgomery, Justin [Select] [Clear]

Chairman of Dept of [Select] [Clear]

*** Project Justification**
The current state of the office is not suitable for the needs of the Assistant Director of Parking and Card Services

100.00 * Available Project Budget 10,000

Building: 189 Wool Center

Floor: 02 Second Floor

Room(s): 221

* Is your department utilizing space to its best advantage? Yes

What is the current use? Office

* Is your department sole occupant of space? Yes

Project Status: REV 2 Review/Recommendation

Required Field

Cancel

Once the request information has been

At this moment in the process, you will get an email stating that your project request has been received. Although this is true, the next step (Adding Funding Source(s)) is very important for the review process of your project request.



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Project Request Funding Source

Funding Source

Add Delete

Anticipated Fund Name Anticipated Fund Amount Anticipated Fund Number

The search generated 0 results.

Required Field

Next Close

To add a Funding Source please click on 'Add'



Record saved successfully.

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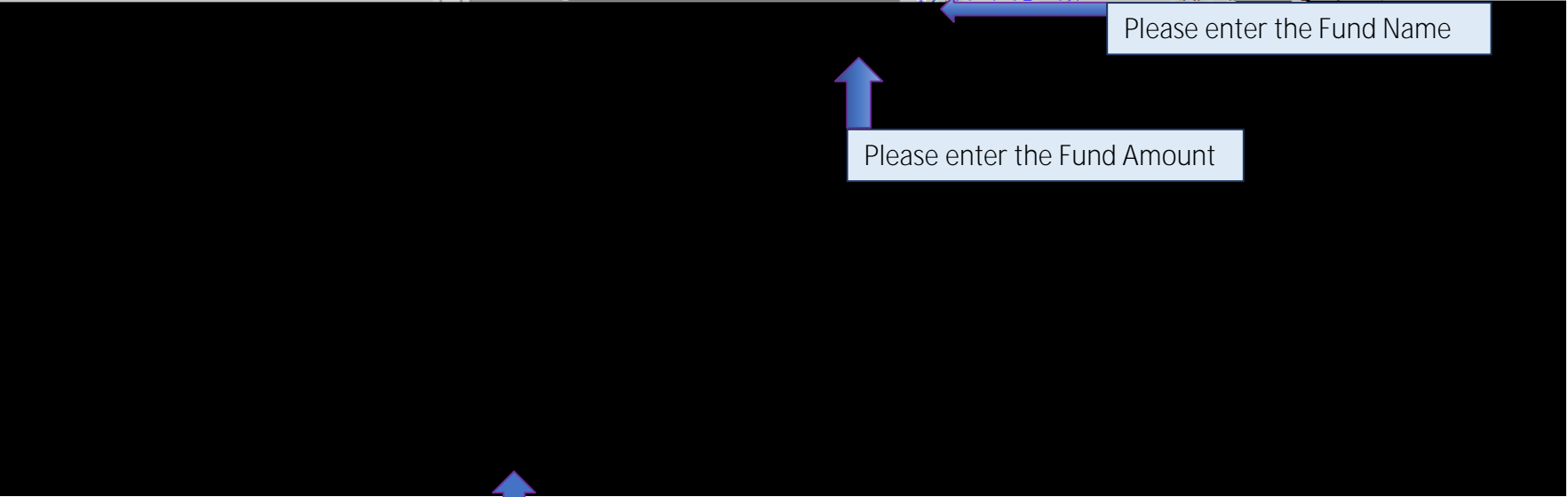
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Funding Source	
<input type="checkbox"/> Anticipated Fund Number	199456789

Please enter the Fund Number

Please enter the Fund Name

Please enter the Fund Amount



Please click on Submit

If you need to add more than one Funding Source, please click on Add again and repeat the previous steps

Record saved successfully.

Project Budget | Funding Source | Documents

Anticipated Fund Name Anticipated Fund Amount Anticipated Fund Number

Anticipated Fund Name	Anticipated Fund Amount	Anticipated Fund Number
Miscellaneous Fund	\$10,000.00	123456789

Required Field

Next Close

If you are done adding Funding Sources, then please click on Next



This next step is optional.
If you have a document that you would like to add regarding your project request please do the following.



1 - New Project Request

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Add Delete

Please click on Add

Submit Close

The screenshot shows a web form titled "1 - New Project Request". The form contains several input fields and buttons. A blue arrow points from a text box that says "Please click on Add" to the "Add" button. At the bottom right of the form, there are "Submit" and "Close" buttons. The form is partially obscured by a grey bar at the top and a blue arrow pointing from the left.



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Project Documents

Documents

Project Code

Document Type

The search generated 0 results

Document

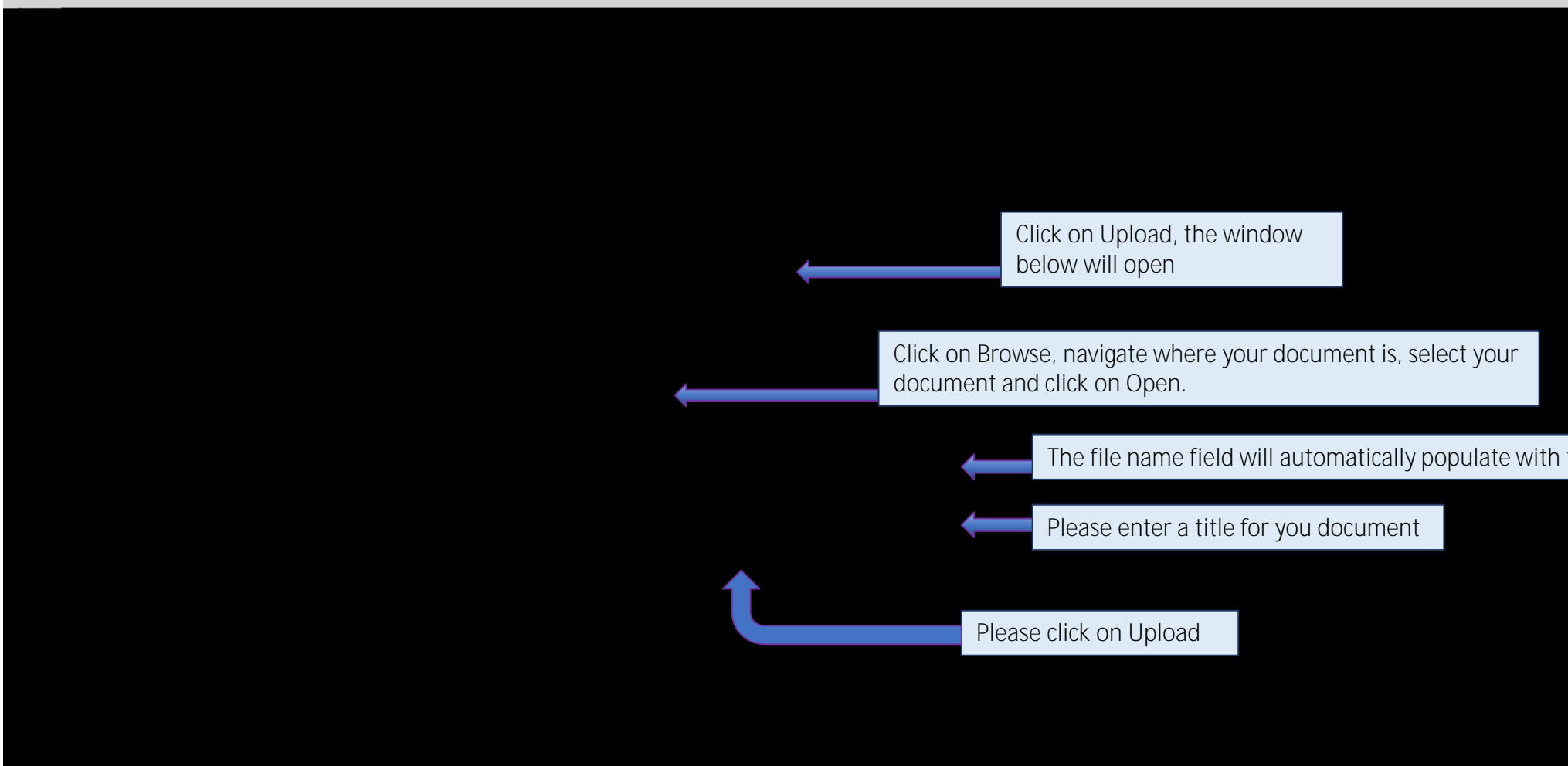
Select One

- General Document
- Estimate Approval
- Funding Approval
- Procurement

Required Field

Submit Cancel Submit Close Submit

From the drop down box, please select document type that best describes your document



Click on Upload, the window below will open



Click on Browse, navigate where your document is, select your document and click on Open.



The file name field will automatically populate with the name of your document



Please enter a title for you document



Please click on Upload



1 - New Project Request

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Project Documents

Add Delete

Project Documents

Documents

Document Type

General Document

Project Code

The search generated 0 results.

Change Clear

*Required Field

Document

Submit

Close

Submit

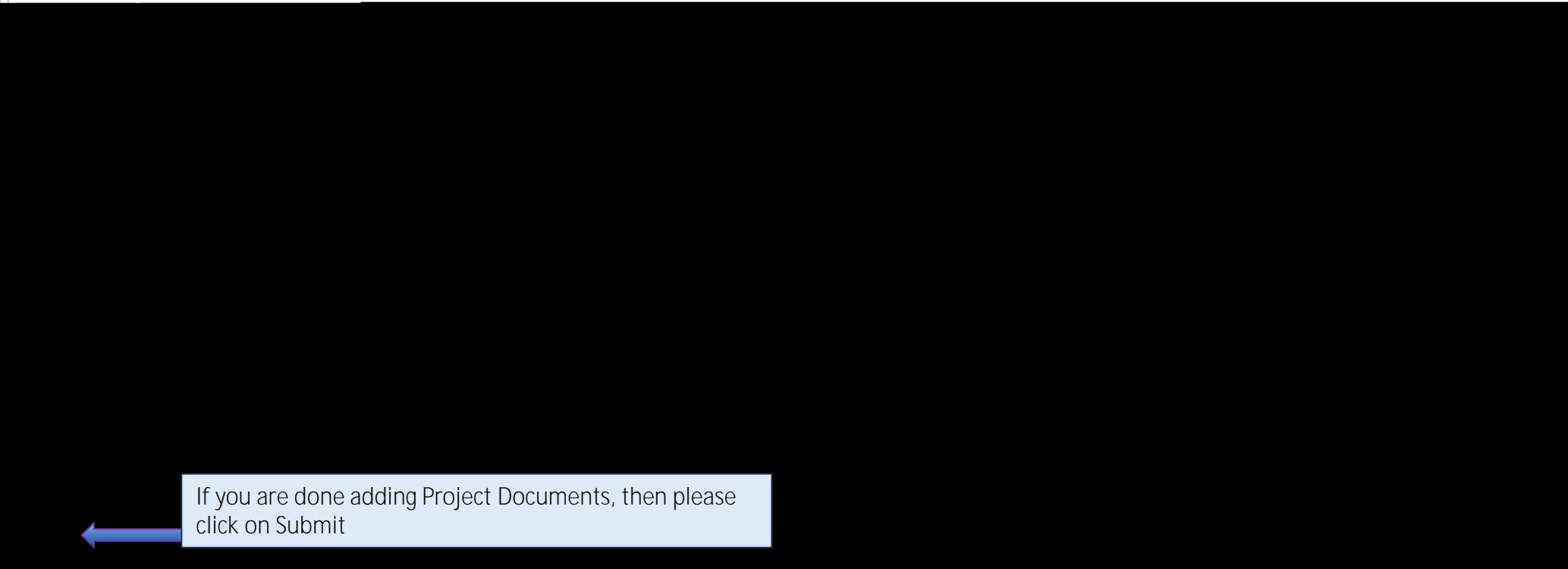
Cancel



If you need to add more than one Project Document, please click on Add again and repeat previous steps

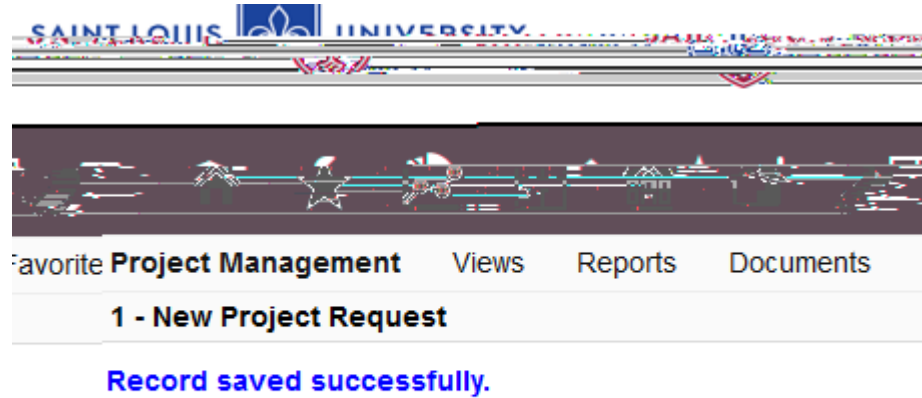
1 - New Project Request

FM:Interact 2018.4.25



If you are done adding Project Documents, then please click on Submit





At this point your project request has been submitted. Construction Services will review your request, contact you if more information is

tcBTf j on7BTf 8 f 10240 m g Q mor) 6 in on 76 (y) (bur) 5) 4 (ic) 5es) S4y Q You if