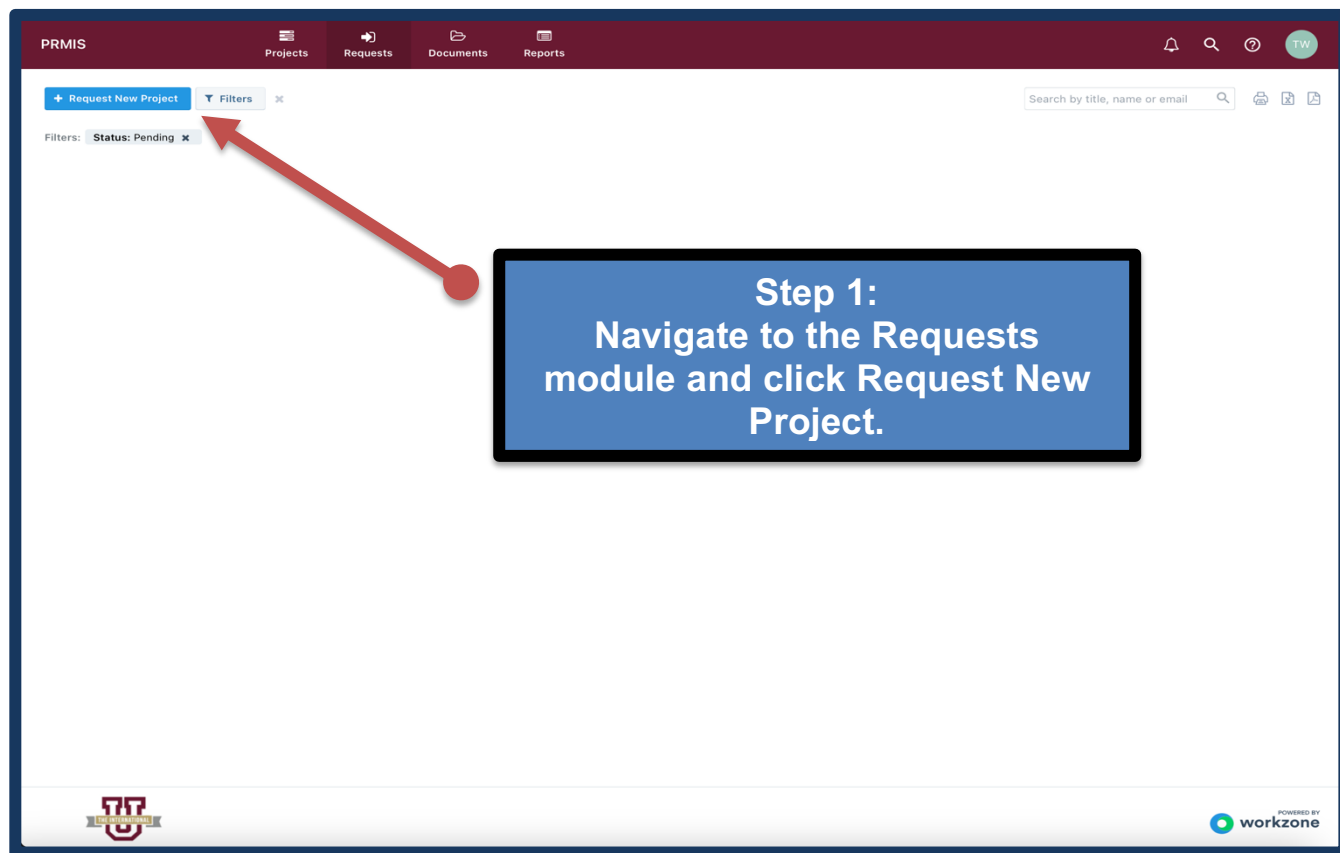
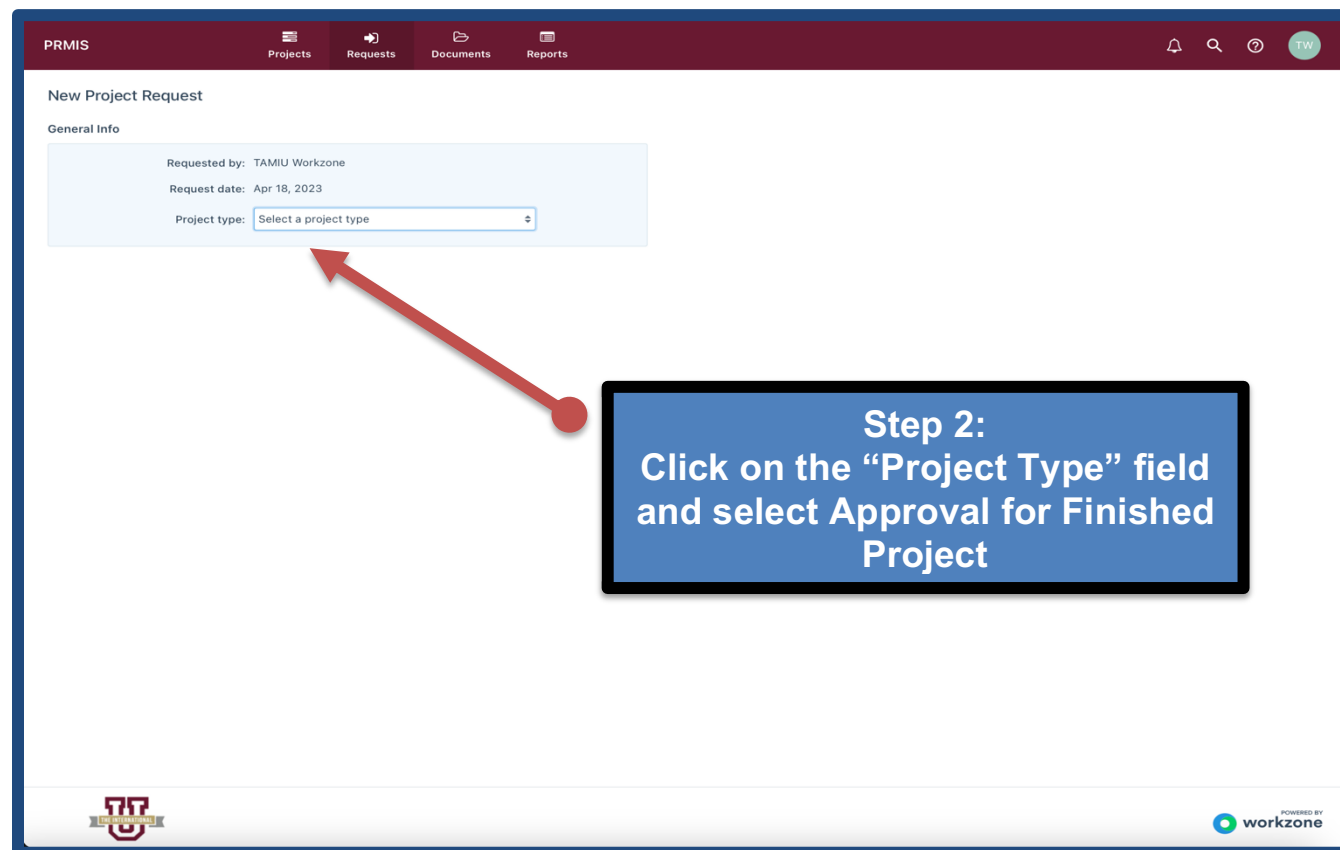


Approval for Finished Project Request



The screenshot shows the PRMIS interface with a dark red header. The navigation menu includes 'Projects', 'Requests', 'Documents', and 'Reports'. A blue button labeled '+ Request New Project' is highlighted. A red arrow points from this button to a blue callout box. Below the button, there is a 'Filters' section with 'Status: Pending' selected. A search bar is visible in the top right corner. The footer contains the TAMU logo and 'POWERED BY workzone'.

Step 1:
Navigate to the Requests module and click Request New Project.



The screenshot shows the 'New Project Request' form in the PRMIS interface. The 'General Info' section contains the following fields: 'Requested by: TAMU Workzone', 'Request date: Apr 18, 2023', and 'Project type: Select a project type'. A red arrow points from the 'Project type' dropdown menu to a blue callout box. The header and footer are consistent with the previous screenshot.

Step 2:
Click on the "Project Type" field and select Approval for Finished Project

**Step 3:
Completer the Project Form & Submit**

New Project Request

General Info

Requested by: TAMIU Workzone

Request date: Apr 18, 2023

Project Info

**Note:
Only Submit Finished Designs
Please allow 4 business days for your project to be approved.**

You are welcome to provide a finished design to be reviewed for accuracy, but the final design layout must reflect the branding standards and guidelines determined by the award-winning Office of Public Relations, Marketing and Information Services as directed by the Office of the President.

Projects not designed by PRMIS and not in adherence to these same branding standards and guidelines will be rejected and will not move to production.

You can request approval for the following: Flyer/Poster, Banners, Print Advertising, Promotional Items, T-Shirts, Posters, Postcards and Event Programs, among others. Please note that approval on your request will not begin until ALL materials and information are received. Your project must be sized correctly to fit the paper/media of your choosing. No production or print can occur without written approval.

Please complete all fields below, so that we may better address your request.

Requestor is responsible for securing and paying for printing services, in accordance with applicable.

[TAMIU Purchasing Office](#) procedures and standards.

Project title (for referencing project) *

Logo (TEST)

When do you need this? *

04/24/2023

Minimum lead time for this type of project is 4 working days.

Requestor's Name *

Workzone Team

Requestor's Phone *

2180

Requestor's Email *

Please use TAMIU email addresses only. Other email addresses will not be processed by WorkZone.

workzone@tamiu.edu

Please indicate what this Artwork will be used for. *

- Publication Web or social media Temporary Digital or Display Signage
 Banners Promotional Items (Lanyards, Mugs, Pens, etc.) T-Shirts
 Event Publications (Posters, Postcards, Programs) Artwork Resize

Please specify your project's size to the best of your ability *

Letter (8.5 x 11), Tabloid (11 x 17), Sandwich board (24 x 36) or Custom Size

300*300

Please indicate your target audience *

- Students Potential Students University Community Internal Audience
 Specific Audience Community at Large Local Out-of-town
 External Audience

Is this to be produced internally or with an external vendor? *

If your project will be printed in-house, kindly plan ahead and communicate with TAMIU Print Services to ensure that your project's needs are anticipated, and their production schedule can accommodate your project in a timely manner.

- Internal External

Have you contacted Purchasing regarding a Purchase Order for this? *

- Yes No

Are you submitting a finished and correctly sized design? *

Yes No

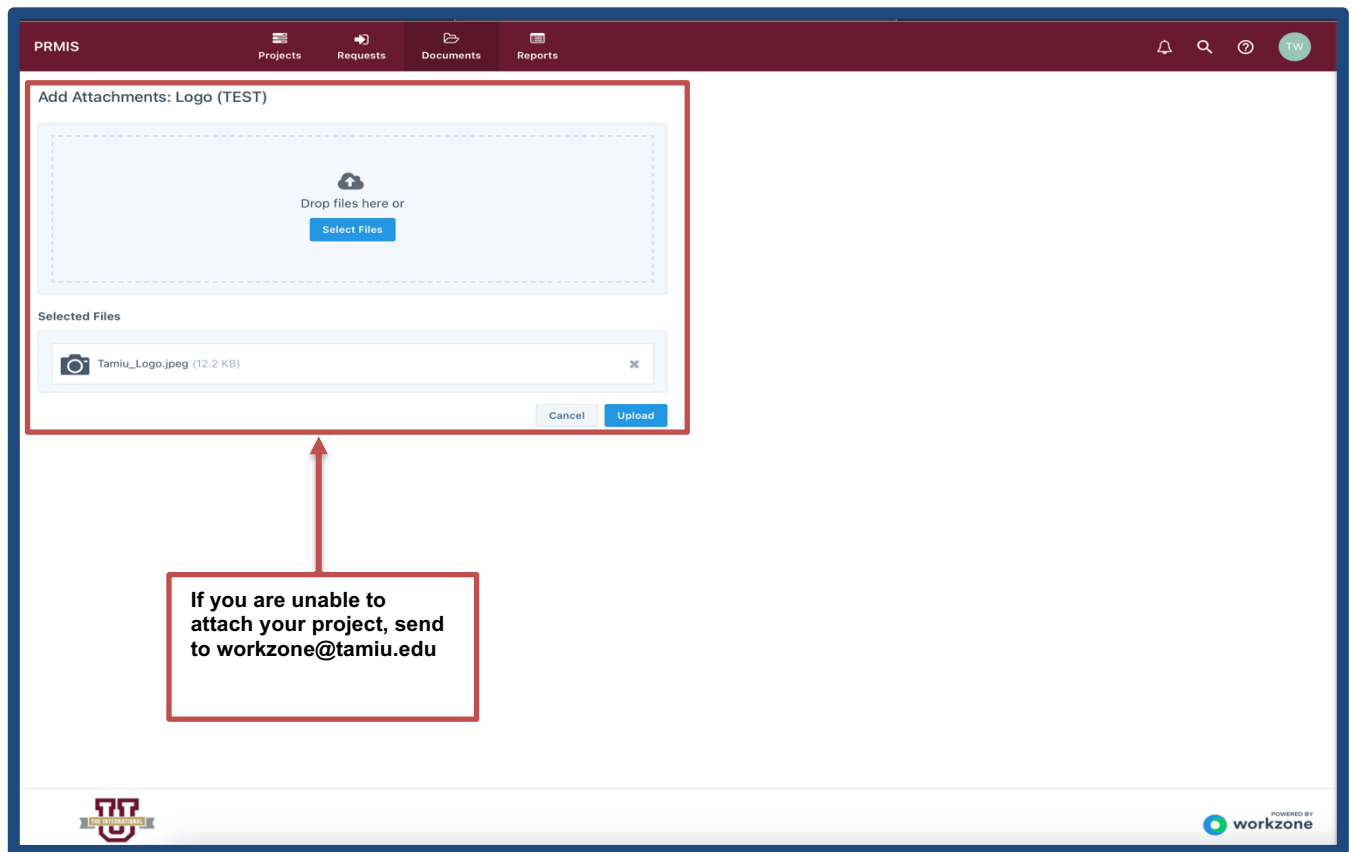
Please provide us with any additional information for this project.

File Attachments

I have files to upload with this project request
(you'll upload your files on the next screen after clicking "Submit Project Request")

Cancel

Submit Project Request



The screenshot displays the PRMIS interface for adding attachments. The top navigation bar includes 'Projects', 'Requests', 'Documents', and 'Reports'. The main content area is titled 'Add Attachments: Logo (TEST)'. It features a large dashed box for dropping files, with a 'Select Files' button below it. Below the drop area, a 'Selected Files' section shows a file named 'Tamiu_Logo.jpeg (12.2 KB)' with a camera icon and a close button. At the bottom of this section are 'Cancel' and 'Upload' buttons. A red box highlights the 'Selected Files' section, and a red arrow points from a text box below to this section.

If you are unable to attach your project, send to workzone@tamiu.edu

PRMIS

Projects Requests Documents Reports

Add Attachments: Logo (TEST)

Drop files here or
Select Files

Selected Files

Tamiu_Logo.jpeg (12.2 KB)

Cancel Upload

POWERED BY workzone

(Optional) Step 4: Review & Editing your Request.

The request will now appear in the Request Dashboard. All the requests information can be viewed by clicking on its name.

- In the overview tab of the request details tray, you'll see all details provided by the requestor.
 - Over in the files tab, you'll find any attached documents.
 - The comments tab contains a thread where team members and requesters can discuss the request prior to taking next steps.

The screenshot displays the PRMIS interface. On the left, the 'Request Dashboard' shows a table of project requests. The table has columns for 'PROJECT REQUEST TITLE', 'PROJECT TYPE', 'REQUESTED BY', and 'REQUEST DATE'. One request is listed: 'Logo (TEST)' with a status of 'Approval for Finished Project', requested by 'TAMIU Workzone', and dated 'Apr 18, 2023'. Below the table, it says 'TOTAL: 1 project requests'. On the right, the 'Request Details' view for 'Logo (TEST)' is open. It shows tabs for 'Overview', 'Files (1)', and 'Comments (0)'. The 'Files' tab is active, showing a list of attached files. One file is listed: 'Tamiu_Logo.jpeg', uploaded on 'Apr 18, 2023' by 'TAMIU Workzone' and is '12 KB' in size. A red box highlights this file entry. A red arrow points from a text box below to this file entry. Another red arrow points from a text box to the right to a pencil icon in the top right corner of the request details tray, which is used for editing the request.

PROJECT REQUEST TITLE	PROJECT TYPE	REQUESTED BY	REQUEST DATE
Logo (TEST)	Approval for Finished Project	TAMIU Workzone	Apr 18, 2023

TOTAL: 1 project requests

Request Details: Logo (TEST)

Files (1):

- Tamiu_Logo.jpeg (Apr 18, 2023, TAMIU Workzone, JPEG, 12 KB)

Annotations:

- Make sure your file has been attached.
- Editing your request by clicking on the pencil tool

Keeping Track of your Project

Navigate to the Projects module to view a summary of your project's timeline.

The screenshot shows the PRMIS interface with a table of tasks. The table has columns for: Name, % COMPLETE, CATEGORY, RESPONSIBLE, START, END, DURATION, and NOTES. Red boxes highlight these columns, and red arrows point to callout boxes below the table.

Name	% COMPLETE	CATEGORY	RESPONSIBLE	START	END	DURATION	NOTES
Logo (TEST) (00000000) Target: Apr 24, 2023	0%	Request Approval	Vanessa Vallarta	Apr 18, 2023	Apr 24, 2023	4d	
review & approve by design team	0%		Ana Clamont Georgina Zamudio	Apr 18, 2023	Apr 19, 2023	2d	
review & approve by Steve or Mika	0%		Steve Harmon	Apr 18, 2023	Apr 19, 2023	2d	
corrections	0%		Vanessa Vallarta	Apr 20, 2023	Apr 21, 2023	2d	
final approval by PRMIS	0%		Print Services Vanessa Vallarta	Apr 24, 2023	Apr 24, 2023		

Callout boxes below the table:

- The name column shows what the project or task is called.**
- Every task has a check box that displays a task as complete, or late.**
- Responsible parties can be identified at both the project and task level.**
- Columns for durations, start, and end dates give users an idea of the project's 10 day timeline.**
- The notes field is a great place for real-time, high-level status updates.**

Corrections

The screenshot shows the PRMIS interface with the 'corrections' task selected. A file upload window is open, showing a file named 'Tamiu_Logo.jpeg'. Red boxes highlight the task row, the file upload window, and the 'Request for approval' button. Red arrows point to callout boxes.

Callout boxes:

- Requestors Task** (points to the 'corrections' task row)
- Add corrected file.** (points to the file upload window)
- Request for approval** (points to the 'Request for approval' button)

Additional callout box at the bottom:

- Sending approval to the PRMIS team will send an automatic email notification.**