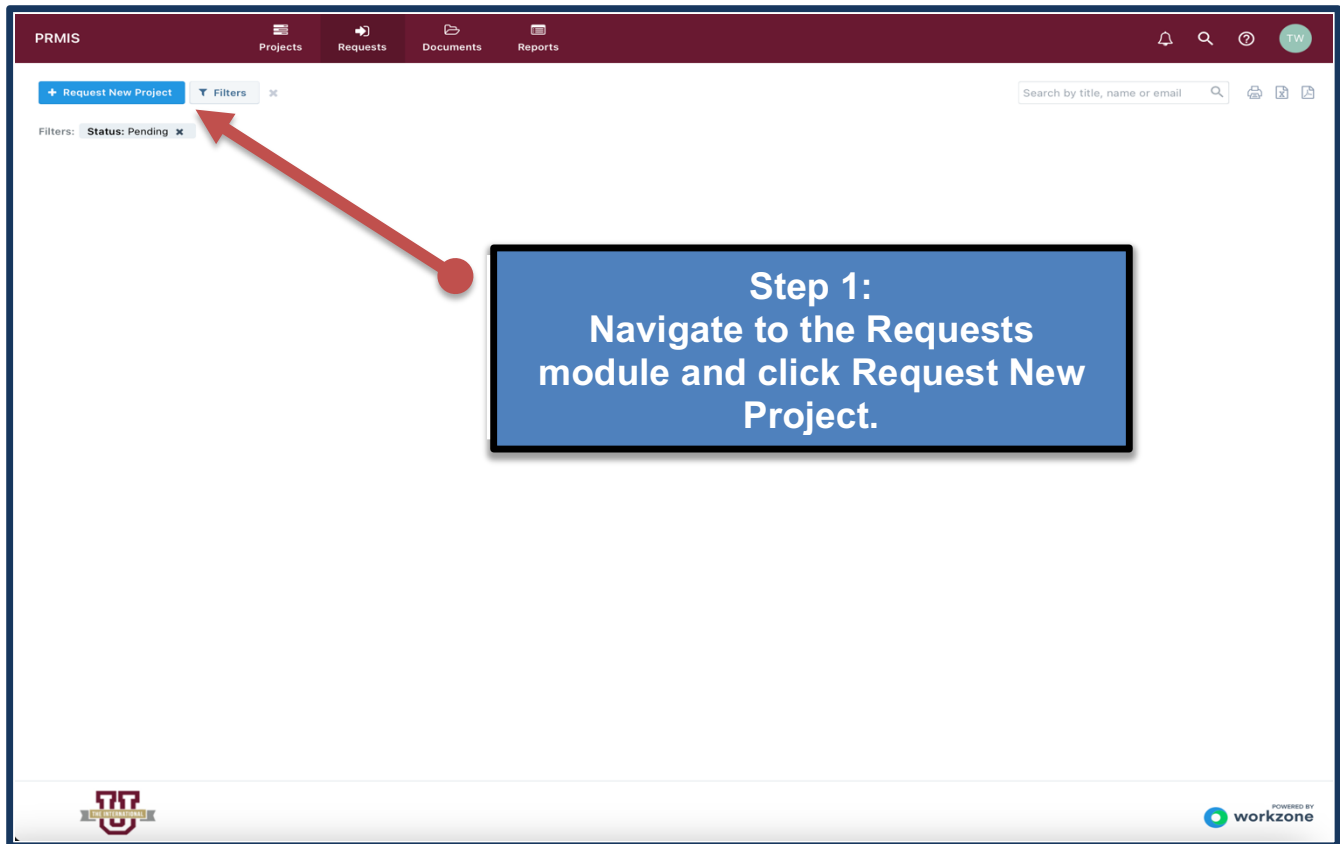


Artwork Request



PRMIS

Projects Requests Documents Reports

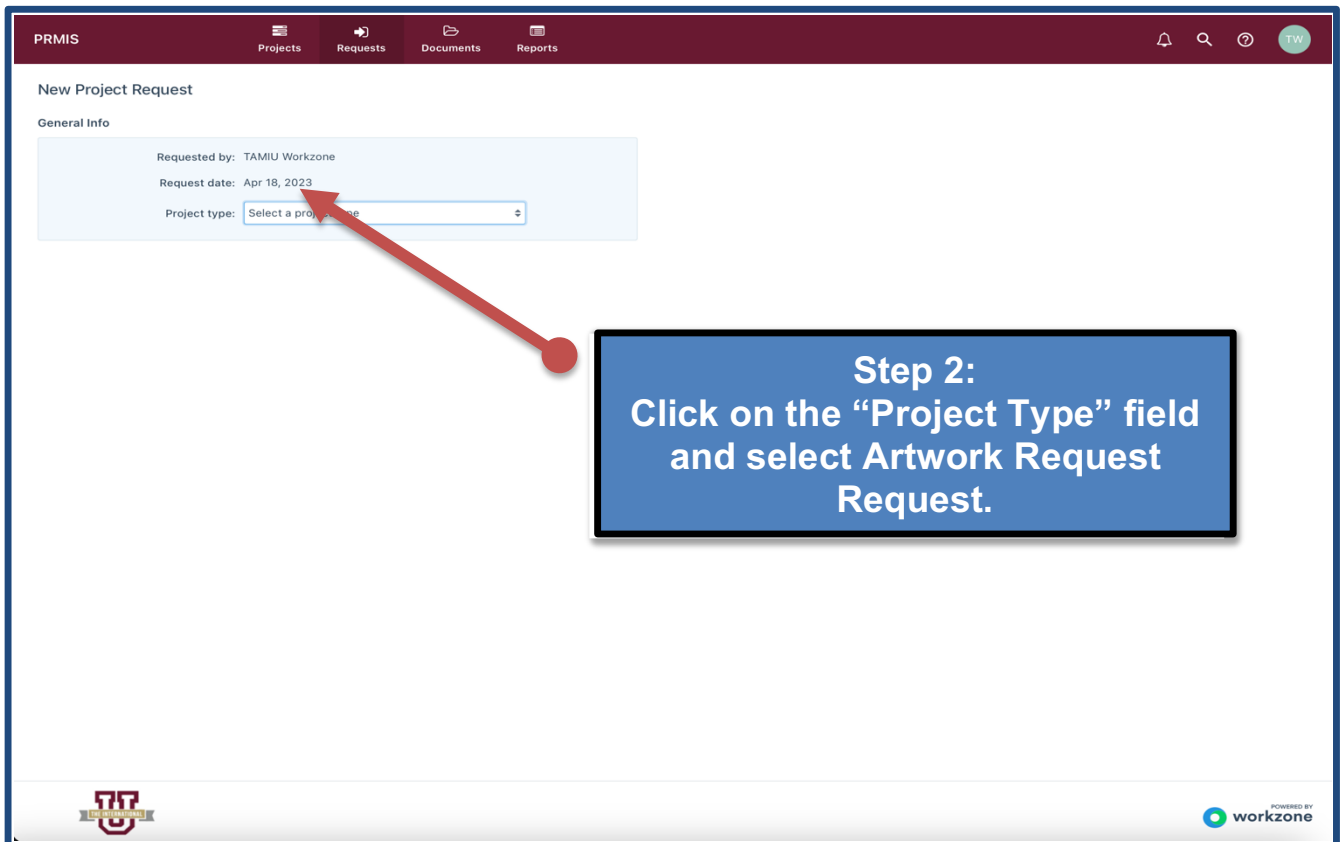
+ Request New Project Filters x

Filters: Status: Pending x

Search by title, name or email

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

POWERED BY workzone



PRMIS

Projects Requests Documents Reports

New Project Request

General Info

Requested by: TAMU Workzone

Request date: Apr 18, 2023

Project type: Select a project type

Step 2:
Click on the "Project Type" field and select Artwork Request Request.

POWERED BY workzone

New Project Request

General Info

Requested by: TAMIU Workzone

Request date: Apr 20, 2023

Project type:

Note:

If you are submitting more than 3 requests in a week then lead time will be extended to prevent backlog. Please make sure to submit requests based on priority.

The Office of Public Relations, Marketing and Information Services (PRMIS) provides camera-ready Artwork for electronic and conventional uses free of charge with advance notice. This artwork can be used for the following: Banners, Print Advertising, Promotional Items, T-Shirts, Posters, Postcards and Event Programs, among others.

Please submit your requests a minimum of 10 business days prior to the date needed.

More elaborate projects will require additional lead time.

Please complete all fields below, so that we may better address your request. Should you have a concept, sample or art/style suggestion, you'll be able to attach such resources at the completion of this form.

Requestor is responsible for securing and paying for printing services, in accordance with applicable [TAMIU Purchasing Office](#) procedures and standards.

Please note that work on your request will not begin until ALL approved materials and information are received. A draft will be provided to you for your review prior to printing, publication or use.

No production can occur without written approval.

You are welcome to provide design inspiration (samples and/or drafts of your ideas) and review for accuracy, but the final design layout will reflect the design expertise, 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.

Project title (for referencing project) *

Workzone Promotional Items (TEST)

When do you need this? *

05/04/2023

Minimum lead time for this type of project is 10 working days

Are you submitting a finished design for review/ approval? *

Please note, this form is to request artwork from our design team. This form is NOT to request approval or review for a finished project/ design. You are welcome to provide a finished design for review/ approval by submitting the request 'Approval for Finished Project'. Any finished projects submitted for review/approval will be rejected.

No

Requestor's Name

Workzone Team

Requestor's Phone *

956.326.2180

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 provide a brief description regarding what this Artwork will be used for. Please indicate if inks to be used will be one-color or full-color. *

For example, T-shirts, a digital banner, a pen, a hat, a report cover.

Custom Drawstring Backpacks Set of 100 (Black)

Link: <https://www.amazon.com/DISCOUNT-PROMOS-Drawstring-Backpack->

Please indicate your target audience *

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

Please provide the imprint area, if applicable. *

The imprint area is the specific space is available to you for printing your Artwork. For example, a 3" X 3" imprint area is available on the T-shirt you will print this Artwork on; a 2"-wide, half-inch strip is available on the marker you want imprinted. This imprint area is generally available from the supplier of the product you are having imprinted. This information is crucial for us to accurately create and size Artwork responsive to your request.

14" W x 16.5" H

Is this a pre-existing project or reprint/reorder? *

If a reprint, please be able to provide the last instance that this Artwork was utilized.

Yes (Lasted printed _____) No

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 PrintServices 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

Please provide account number that will be used to purchase item(s) *

00000

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

(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 (Project Request Management Information System) interface. The top navigation bar includes 'Projects', 'Requests', 'Documents', and 'Reports'. A search bar is located at the top right. The main content area shows a list of requests with columns for 'PROJECT REQUEST TITLE', 'PROJECT TYPE', 'REQUESTED BY', 'REQUEST DATE', 'REQ DEADLINE', 'LINKED PROJECTS', and 'NOTES'. A request titled 'Workzone Promotional Items (TEST)' is highlighted. To the right, a detailed view of this request is shown, including fields for 'Status: PENDING', 'Project Type: Request for Artwork', 'Requested By: TAMIU Workzone', 'Date of Request: Apr 20, 2023', 'Requested: May 4, 2023', and 'Deadline:'. Below these fields are sections for 'Linked Projects', 'Requestor's Name', 'Requestor's Phone', and 'Requestor's Email'. A 'Files (1)' tab is visible, and a pencil icon in the top right corner of the details tray indicates an edit function. Two red callout boxes with arrows point to these elements: one pointing to the 'Files (1)' tab with the text 'Make sure your file has been attached.', and another pointing to the pencil icon with the text 'Editing your request by clicking on the pencil tool'.

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.

Expand	% COMPLETE	CATEGORY	RESPONSIBLE	START	END	DURATION	NOTES
Workzone Promotional Items (TEST) Target: May 8, 2023	0%	Publication Request	Vanessa Vallarta	Apr 20, 2023	May 8, 2023	13d	
create or modify layout	0%		Vanessa Vallarta	Apr 20, 2023	May 1, 2023	8d	
seek internal approval	0%		Georgina Zamudio Steve Harmon Vanessa Vallarta	May 2, 2023	May 3, 2023	2d	
seek clients approval	0%		Vanessa Vallarta	May 4, 2023	May 5, 2023	2d	
go to production	0%		Vanessa Vallarta	May 8, 2023	May 8, 2023	1d	

Rows: 1-5 of 5 | Page: 1 of 1 | Show: 50 rows per page

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.

Review & Approve Artwork

Expand	% COMPLETE	CATEGORY	RESPONSIBLE	START	END	DUR
Workzone Promotional Items (TEST) Target: May 8, 2023	77%	Publication Request	Vanessa Vallarta	Apr 20, 2023	May 8, 2023	
create or modify layout	100%		Vanessa Vallarta	Apr 20, 2023	May 1, 2023	
seek internal approval	100%		Georgina Zamudio Steve Harmon	May 2, 2023	May 3, 2023	
seek clients approval	0%		Vanessa Vallarta	May 4, 2023	May 5, 2023	
go to production	0%		Vanessa Vallarta	May 8, 2023	May 8, 2023	

Rows: 1-5 of 5 | Page: 1 of 1 | Show: 50 rows per page

Requestors Task

Click to view your artwork.

Click to approve or not approve artwork.

Workzone will send an automatic email notification when an approval response is made or when an approval becomes late.