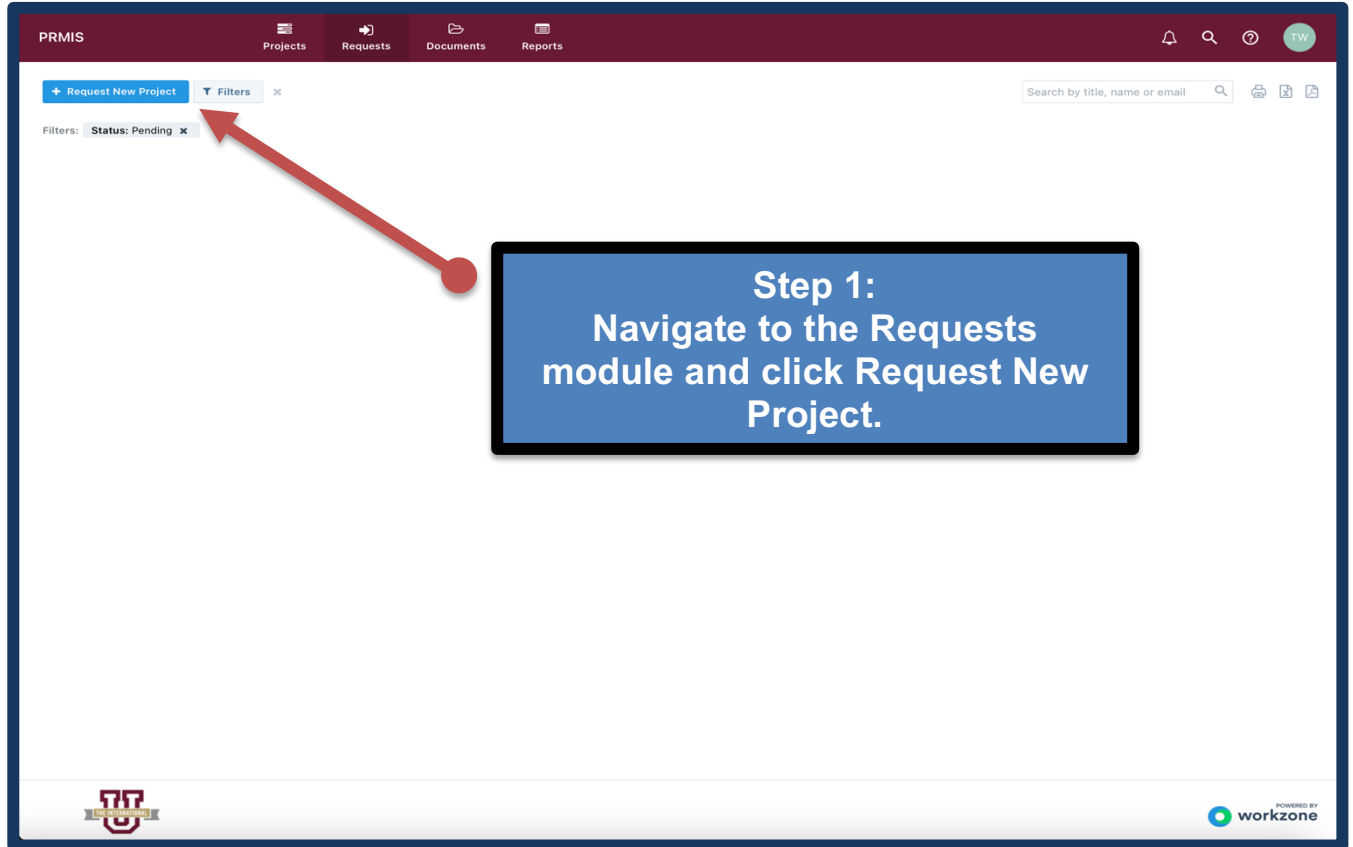


Business Card Request



PRMIS

Projects Requests Documents Reports

+ Request New Project Filters

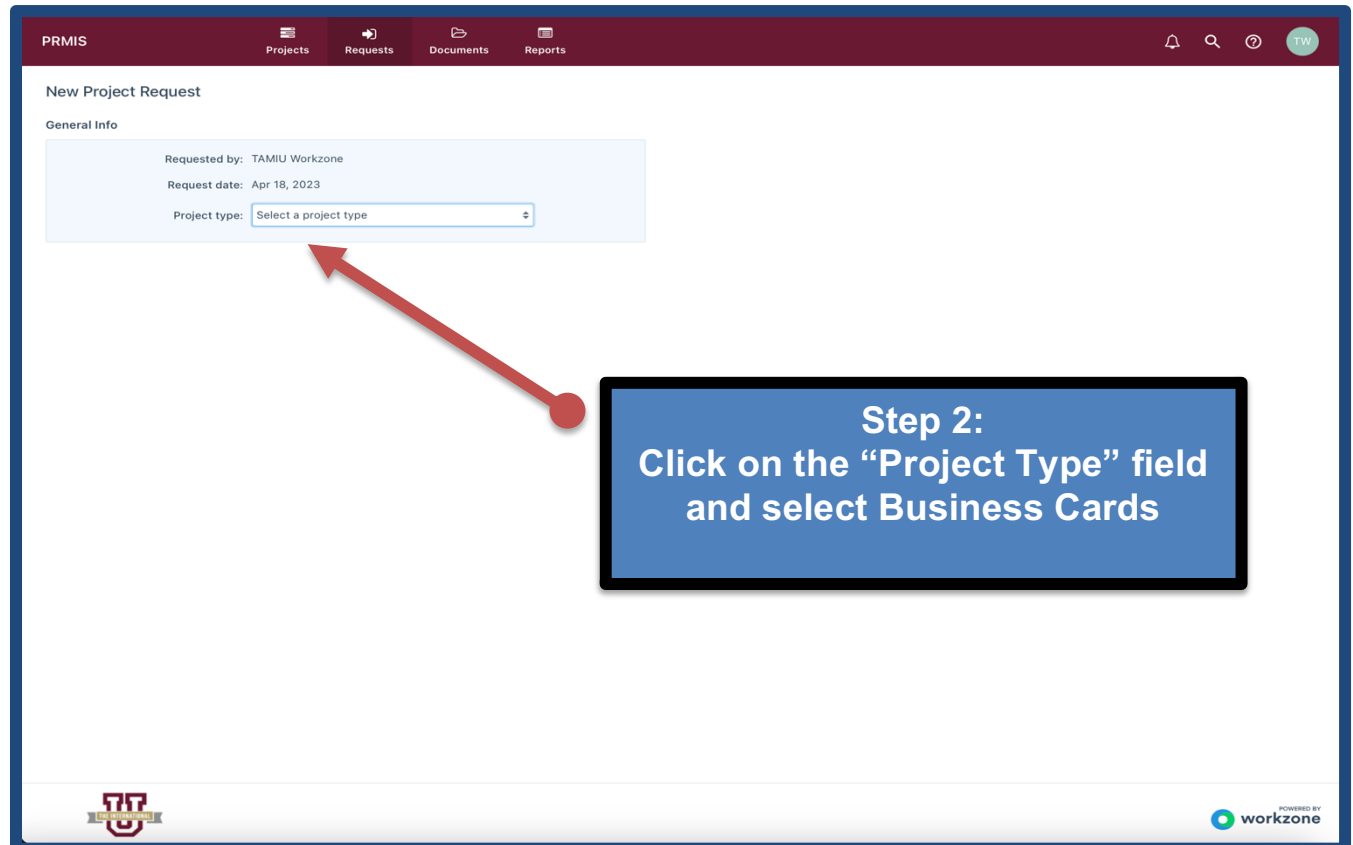
Filters: Status: Pending

Search by title, name or email

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

TAMU UNIVERSITY

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 Business
Cards

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Step 3: Completer the Project Form & Submit

New Project Request

General Info

Requested by: TAMIU Workzone

Request date: Apr 18, 2023

Project type:

Project Info

Note:

Requestors are required to provide us with UpToDate information, as listed by TAMIU Human Resources. All sections must be completed. Incomplete requests will be rejected.

Please use this form to guide our creation of your official University business card. The card that will be created complies with the University's standard and all applicable identity guidelines and customization is not possible. Complete all required fields below. A draft will be provided for your review and approval prior to printing. 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) *

When do you need this? *

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

Full Legal Name as it should appear on your card *

Please provide name as listed by TAMIU Human Resources Directory.

Please provide your Job Title *

If Academic, please provide terminal degree: Ph.D., M.F.A., M.A., etc. If Administration/Staff, please provide your Job Title as listed by TAMIU Human Resources.

Terminal Degree: Ph.D., M.F.A., M.A.,
Official TAMIU Job Title

Please Provide Name of College/Department or Division/Office

Office of Public Relations, Marketing, and Information Services

Please Provide Office Phone Number *

Clearly indicate phone. If you desire to include cell number, please include.

956.326.2180

Please provide your TAMIU Email Address *

Workzone@tamiu.edu

Please provide your TAMIU URL *

The University's web address, tamiu.edu, will be used as default. Should you want to use the existing URL for your College/School/Department, Office/Division, please provide.

<https://www.tamiu.edu/newsinfo/workzone/index.shtml>

Office Location, including building name and room number *
Business Cards Customizable Fields (Back Side)

Sue and Radcliffe Killam Library 268

Additional Information *
Business Cards Customizable Fields (Back Side)

Optional: QR code, Fax number, Appointment page, etc.

Account Number to be charged *

000000

Please indicate quantity of business cards for this order. *
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.

- 50 - Your cost will be \$8.00 250 - Your cost will be \$15.00
 500 - Your cost will be \$25.00

Is this a reprint or reorder of an existing business card with no updates?

- Yes No

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 request's 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 sidebar on the left shows a '+ Request New Project' button and a 'Filters' section with 'Status: Pending' selected. The main content area shows a table of requests with columns for 'PROJECT REQUEST TITLE', 'PROJECT TYPE', 'REQUESTED BY', 'REQUEST DATE', and 'REQ DEADLINE'. The selected request is 'TAMIU Workzone Team - Business Card (TEST)'. The detailed view on the right shows the request's status as 'PENDING' and includes a 'Hide unanswered questions' checkbox. A red box highlights the pencil icon in the top right corner of the request details tray, with an arrow pointing to it and a text box that reads 'Editing your request by clicking on the pencil tool'. The request details include fields for 'Linked Projects', 'Project Type', 'Requested By', 'Date of Request', 'Requested', 'Deadline', 'Full Legal Name', 'Job Title', 'Office of Public Relations, Marketing, and Information Services', 'Office Phone Number', 'TAMIU Email Address', 'TAMIU URL', 'Office Location', 'Additional Information', 'Account Number', and 'Is this a reprint or reorder of an existing business card with no updates? No'.

PROJECT REQUEST TITLE	PROJECT TYPE	REQUESTED BY	REQUEST DATE	REQ DEADLINE
TAMIU Workzone Team - Business Card (TEST)	Business Cards	TAMIU Workzone	Apr 18, 2023	May 2, 2023

TOTAL: 1 project requests

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 the 'Projects' module selected. The main content area displays a table of project tasks. The table has columns for 'NAME', '% COMPLETE', 'CATEGORY', 'RESPONSIBLE', 'START', 'END', 'DURATION', and 'NOTES'. The first task is 'TAMIU Workzone Team - Business Card (TEST) (00000000)' with a 0% completion status. Below the table, there are navigation options like 'Rows: 1-5 of 5' and 'Page: 1 of 1'.

Five callout boxes with arrows point to specific parts of the table:

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

At the bottom of the page, there is a TAMU logo on the left and a 'workzone' logo on the right.

Review and Approve Business Cards

The screenshot shows the PRMIS interface with the 'review & approve by requestor' modal open. The modal displays a list of files for review, including 'Official University Business Card - DRAFT...'. The modal has a 'Files (1)' tab and buttons for '+ Add File', 'Create Folder', 'Download', and 'Approvals'. A 'Your approval needed' notification is visible next to the file.

Three callout boxes with arrows point to specific parts of the modal:

- Requestors Task** (Points to the 'review & approve by requestor' task in the background table)
- Click Review Business Card** (Points to the 'Official University Business Card - DRAFT...' file in the modal)
- Click to Approve or Not Approve** (Points to the 'Your approval needed' notification in the modal)

A fourth callout box at the bottom right states: **Workzone will send an automatic email notification when an approval response is made or when an approval becomes late.**

At the bottom of the page, there is a TAMU logo on the left and a 'workzone' logo on the right.