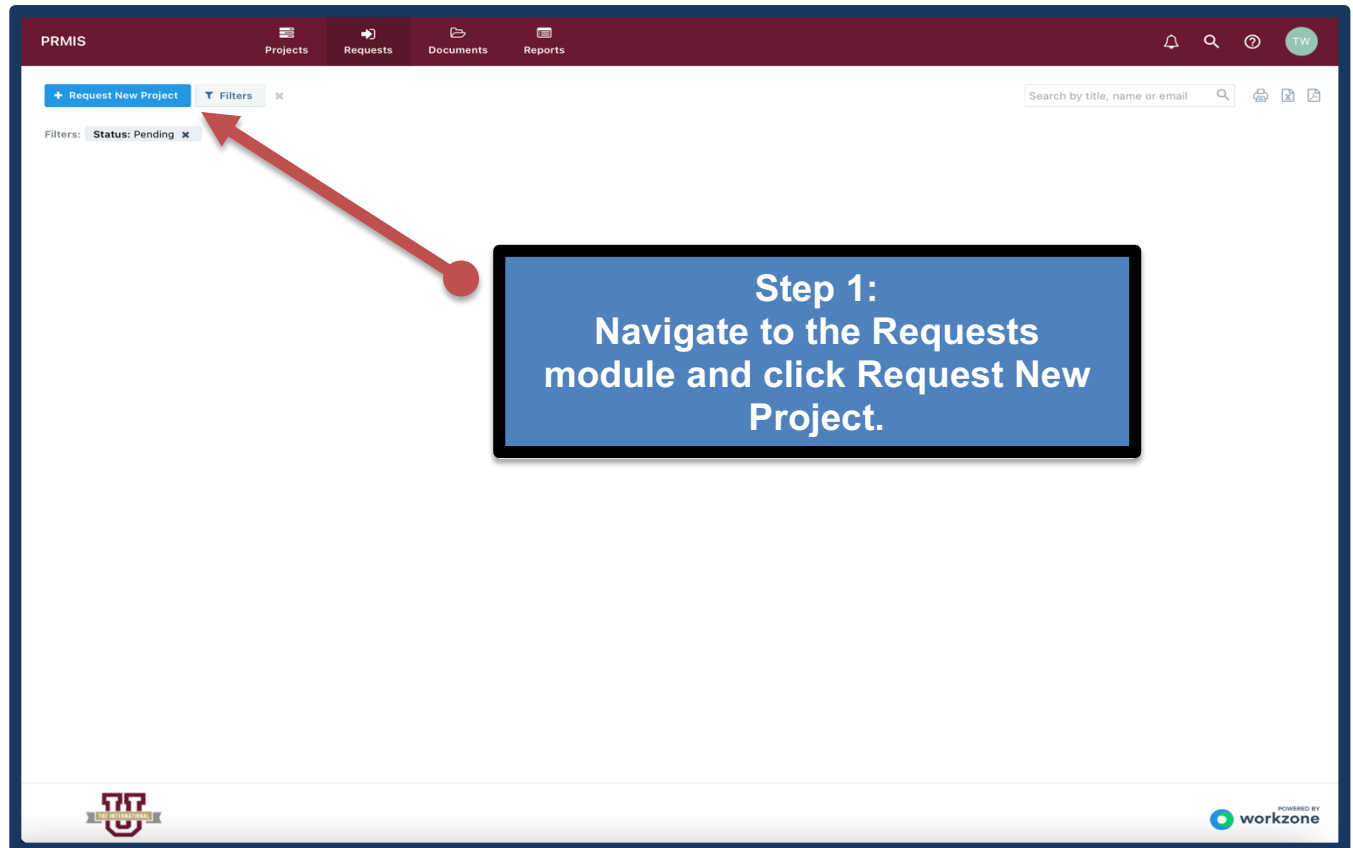


University Office Door Signage Request



The screenshot shows the PRMIS interface with a dark red header. The navigation menu includes 'Projects', 'Requests', 'Documents', and 'Reports'. A search bar is located in the top right corner. The main content area features a '+ Request New Project' button and a 'Filters' dropdown menu. A red arrow points from a blue instruction box to the 'Request New Project' button. The filter bar shows 'Status: Pending' with a close icon. The footer contains the TAMU logo and the 'workzone' logo.

PRMIS

Projects Requests Documents Reports

+ Request New Project Filters

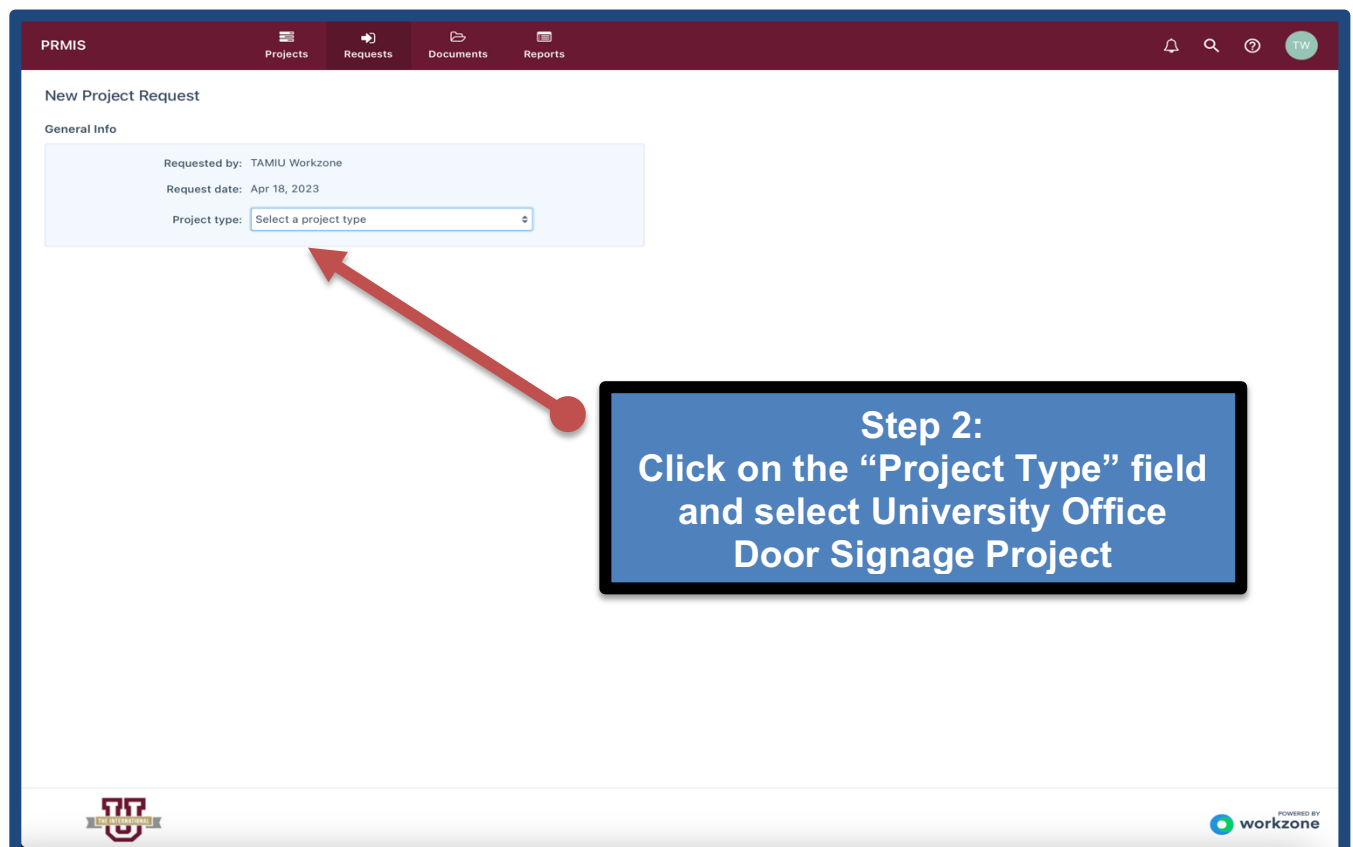
Search by title, name or email

Filters: Status: Pending

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

TAMU

POWERED BY workzone



The screenshot displays the 'New Project Request' form in the PRMIS system. The header is identical to the previous screenshot. The form is titled 'New Project Request' and has a 'General Info' section. This section contains three fields: 'Requested by: TAMIU Workzone', 'Request date: Apr 18, 2023', and 'Project type: Select a project type'. A red arrow points from a blue instruction box to the 'Project type' dropdown menu. The footer features the TAMU logo and the 'workzone' logo.

PRMIS

Projects Requests Documents Reports

New Project Request

General Info

Requested by: TAMIU Workzone

Request date: Apr 18, 2023

Project type: Select a project type

Step 2:
Click on the "Project Type" field and select University Office Door Signage Project

TAMU

POWERED BY workzone

New Project Request

General Info

Requested by: TAMIU Workzone

Request date: Apr 21, 2023

Project type:

Project Info

Note:
Please submit your requests a minimum of two weeks prior to the date needed

Please use this form to guide our creation of your official University Office Door Signage. The door signage 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 installation. 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

Requestor's Phone *

Requestor's Email *

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

workzone@tamiu.edu

Full Legal Name as it should appear on Office Door Signage *

Please provide name as listed by TAMIU Human Resources Directory.

Workzone Team

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.

TAMIU Job Title

Is this Door Signage a Reinstall or Update of an Existing Door Signage? *

Yes No

Does existing Door Signage need to be removed? *

Yes No

Office Location, including building name and room number *

KLM

Account Number to be charged *

00000

Has this Door Signage text been approved/shared with, if Academic: Dean, Department Chair. If Administration: Vice President/Director. *

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 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. At the top, there are navigation tabs for Projects, Requests, Documents, and Reports. Below this, a 'Request New Project' button and a 'Filters' dropdown are visible. The main area shows a table of project requests with columns for Project Request Title, Project Type, Requested By, Request Date, Req Deadline, and Linked Project. One request, 'Workzone Door Signage (TEST)', is highlighted. To the right, a detailed view of this request is shown, including its status (PENDING), project type, requested by, date, and deadline. 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 says 'Editing your request by clicking on the pencil tool'.

PROJECT REQUEST TITLE	PROJECT TYPE	REQUESTED BY	REQUEST DATE	REQ DEADLINE	LINKED PROJECT
Workzone Door Signage (TEST)	Request for Office Door Signage	TAMU Workzone	Apr 21, 2023	May 5, 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.

Task Name	% COMPLETE	CATEGORY	RESPONSIBLE	START	END	DURATION	NOTES
Workzone Door Signage (TEST) (00000)	77%	Office Door Signage	Vanessa Vallarta	Apr 21, 2023	May 9, 2023	13d	
create or modify layout	100%		Vanessa Vallarta	Apr 21, 2023	May 2, 2023	8d	
seek internal approval	100%		Ana Clamont Georgina Zamudio	May 3, 2023	May 4, 2023	2d	
seek clients approval	0%		Vanessa Vallarta	May 5, 2023	May 8, 2023	2d	
go to production	0%		Print Services	May 9, 2023	May 9, 2023	1d	

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 and Approve Office Door Signage

Requestors Task

Click to Review Office Door Signage

Click to Approve or Not Approve

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