

workzone  
at TAMIU

# Reference Guide

Lorem ipsum



Office of Public Relations, Marketing  
and Information Services



# Please Remember...

**All projects require a minimum of 10 working days, once they have been accepted. More elaborate projects will require additional lead time.**

- Please note that work on your request will not begin until ALL approved materials are received.
- 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.

**All accounts will be disabled after 30 days of inactivity/no access. After 45 days of inactivity, your account will be deleted.**

- If you find that your account is disabled and you are under the 45-day deletion window, contact us.
- A good practice is to set a calendar reminder to log-in to these accounts before they expire. If you know you will be gone past the 30-day Inactive mark or the 45-day Account Deletion mark, please notify us.

**To do any of the following, contact [workzone@tamiu.edu](mailto:workzone@tamiu.edu):**

- Reset Passwords
- Add New Users
- Remove Users
- Cancel Project.



# Quick Tips!

**Filter** tasks, projects, and even certain reports, according to the criteria you specify.



**The Notifications Inbox** enables users to quickly review and reply to new notifications from a central location inside Workzone.



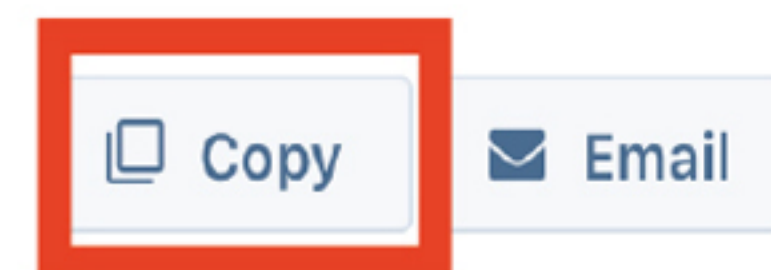
## Copy Past Project:

Click the box next to the past request then select copy. Find past request by applying filters on the main dashboard of Requests.

COAS - Center for the Fine and Performing Arts

Projects

Requests



Filters: Status: Active (Accepted + Pending)

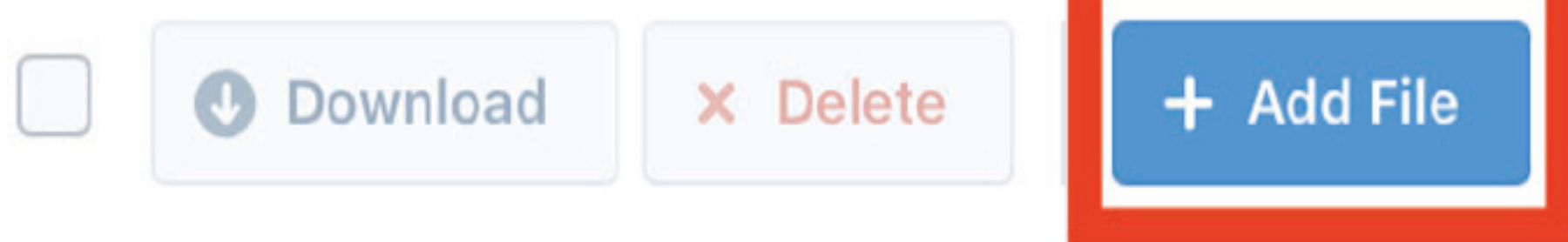
| <input type="checkbox"/>            |   | WORKSPACE                                      | PROJECT REQUEST TITLE       |
|-------------------------------------|---|--|-----------------------------|
| <input checked="" type="checkbox"/> | : | COAS - Center for the Fine and Performing Arts | Business Cards - [REDACTED] |
| <input type="checkbox"/>            | : | COAS - Center for the Fine and Performing Arts | Business Cards - [REDACTED] |

## Upload files:

You can attach files directly to project requests or link to a file. From the details tray for an existing request, click the Add File button. Then choose the preferred option and continue with the prompt(s) that appear.

Business Cards - [REDACTED]

Overview Files (0) Comments (0)



Test Request (...)

Overview Files (0) Requests (1)

Link to new project request

Test Request Workzone Training Oct 21, 2021

Request Details Files (0) Comments (0)

Status: ✔ ACCEPTED

Linked Projects: Test Request

Project Type: Business Cards

Requested By: Workzone Training

Date of Request: Oct 21, 2021

Requested Deadline: Nov 4, 2021

Full Legal Name as it should appear on your card N/A

Please provide your Job Title n/a

Please Provide Name of College/Department or Division/Office n/a

Please Provide Office Phone Number n/a

Go to request

Edit request

## Edit Requests:

To edit details of the request, click on the name of the project request from the main dashboard of Requests. Then click the pencil icon at the top of the request's details tray.



# AVAILABLE WORKZONE REQUESTS

## ARTWORK AND PRINT

Please note that work on your request will not begin until ALL approved materials and information are received. No production will occur without written approval.

### Approval for Finished Projects

You can provide drafts of your ideas for review for accuracy and brand alliance.

- Posters
- Print Advertising
- News Release
- Social Media Posts
- Announcements

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.

### Business Cards Request

Our business cards represents the University's brand, and the card design complies with the University's standard and all applicable identity guidelines. The information provided must be the same as what is listed in the TAMU Human Resources Directory; customization is not possible.

### Envelopes Request

Envelopes are customizable to your individual office, division and/or College/School.

### Letterhead Request

Letterheads are customizable to your individual office, division and/or College/School. The University's standard and all applicable identity guidelines are followed.

### Request for Artwork

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
- Promotional Items
- Posters
- Event Programs.
- Print Advertising
- T-shirts
- Postcards

## Request for Brochure (TriFold)

Please attach approved text for your brochure draft and feel free to include any sample art, concept or model brochure that you would like considered. If others will need to review your proposed content, please submit your final approved text after all reviews are complete and approved.

## Request for Flyer/Poster

PRMIS provides camera-ready artwork for Flyers/Posters free of charge with advance notice. Attach a concept, sample or art/style suggestion, with any Artwork request.

## Request for Office Door Signage

The door signage complies with the University's standard and all applicable identity guidelines. Customization is not available. Please submit your requests a minimum of two weeks prior to the date needed.

## University Invitation

PRMIS provides camera-ready artwork for approved University print or digital invitations consistent with University identity and style guidelines free of charge. Attach a concept, sample or art/style suggestion, with any Artwork request.

# COMMUNICATION REQUEST

## Media Request

**Media Appearance:** Request for a member of your department to appear on TV, Radio, or be interviewed for print or alternative media.

**Media Invitation:** Request media to attend a University function, event, or initiative with the possibility of news coverage.

## News Release Request

Our team can assist with news release creation about a matter of public interest within or outside the University.

Please attach related notes or information that can assist us in developing your story, such as an agenda, schedule or abstract.



## Small Project Translations (Eng/Spanish)

Please note that this is a request form for translation services dedicated to small marketing efforts and promotion projects only:

- Brochures
- Flyers
- Posters.

Large and long-term projects are not accepted.

## Social Media Request

Request official TAMIU social media to promote a University function, event, or initiative!

- [facebook.com/txamiu](https://facebook.com/txamiu)
- [instagram.com/txamiu](https://instagram.com/txamiu)
- [twitter.com/txamiu](https://twitter.com/txamiu)

Please attach related notes or information that can assist us in developing your story, such as an agenda, schedule or abstract.

## DIGITAL/WEB REQUEST

### Digital Website Request

Cascade access is required for a digital website request. Contact your department/office Cascade Content Manager before submitting your request.

#### *Updating an Existing Website*

Only submit if you are looking to:

- update/modify text, pictures, or approved artwork.
- integrate finished and approved promotional media such as videos, social media posts, etc.
- make straightforward cosmetic/design changes.

#### *Creating/Redesigning a Website*

Things to consider when planning a website design (or re-design):

- timelines will vary based on the size and scope of your project.
- all content (written and artistic) requires prior approval by PRMIS.
- website must meet TAMIU's accessibility standards.



## Digital Flipbook/Signage Request

**Digital Flipbook** - Submit completed PDF to begin converting to digital flipbook.

**Digital Signage** - Your artwork will be published on various wall monitors throughout campus.

## WuFoo Web Form Request

WuFoo is a great way to collect data online from students or staff.

Information we cannot collect:

- Social Security numbers
- Credit card numbers
- Passwords
- TAMIU student ID number
- Confidential/sensitive information

Contact us for additional guidance.

## PHOTO/VIDEO SERVICES

### Request for Photo/Video Services

We provide limited photo and videographic services to the University community with advance notice and review. Requestors are obligated to provide applicable release forms for subjects.

#### *Photography Request*

Some photo services include:

- Faculty/Staff Portraits
- University Function, Event, or Initiative Photo Services

Model release forms can be downloaded from our website at <https://go.tamiau.edu/workzone>.

#### *Videography Request*

Video Services focus on highlights of University functions and events. Please note that full-event duration recordings are not possible.

**If you are planning to print your project in house, kindly plan ahead and communicate with TAMIU PrintServices to ensure that your needs are anticipated and they can include your project on their production/printing schedule.**



# Have Questions?

Contact Us!

**Workzone Team**

956.326.2180

[workzone@tamiau.edu](mailto:workzone@tamiau.edu)

Visit Our Website



[go.tamiau.edu/workzone](https://go.tamiau.edu/workzone)



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