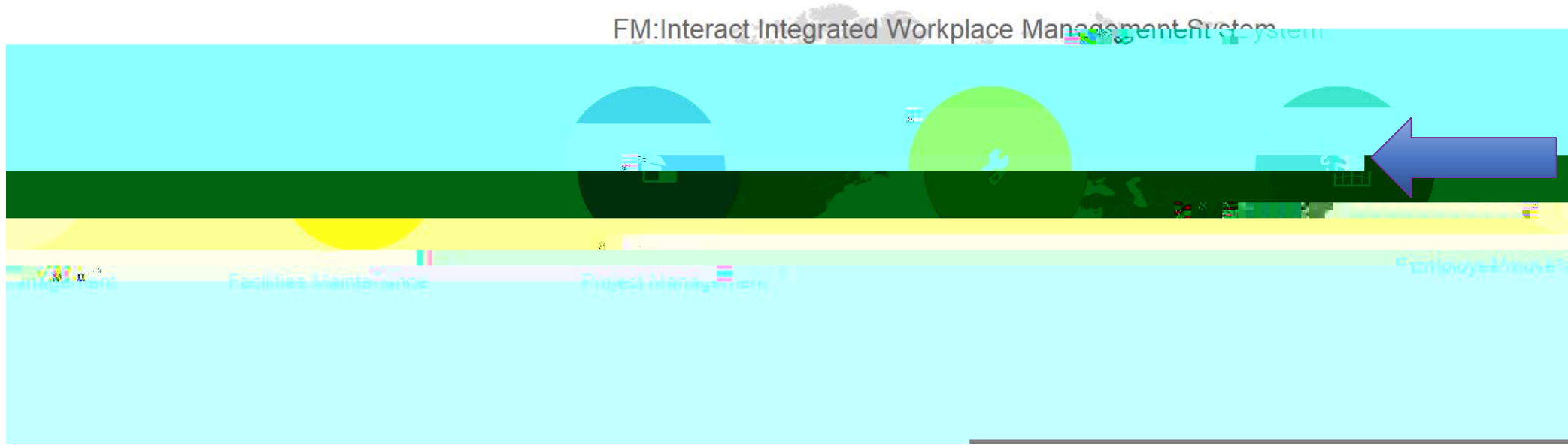


To submit a project request, please go to the 'Tools' tab in My SLU website, and Click on the 'Facilities Service Request' application



A screenshot of the My SLU website's 'Tools' page. The page has a blue header with the SLU logo and navigation links for 'Logout', 'Home', 'Student', 'Employee', 'Tools', and 'Campus Info'. Below the header is a 'Favorite Tools' section with an 'Edit' button. The main content area is titled 'All Tools' and contains a grid of application tiles. A large blue arrow points to the 'Facilities Service Request' tile, which is the application mentioned in the text above. Other visible tiles include 'AlcoholEdu', 'Banner Self-Service', 'Canvas LMS', 'Course Evaluations', 'EAP Navigator', and 'Faculty Request'.

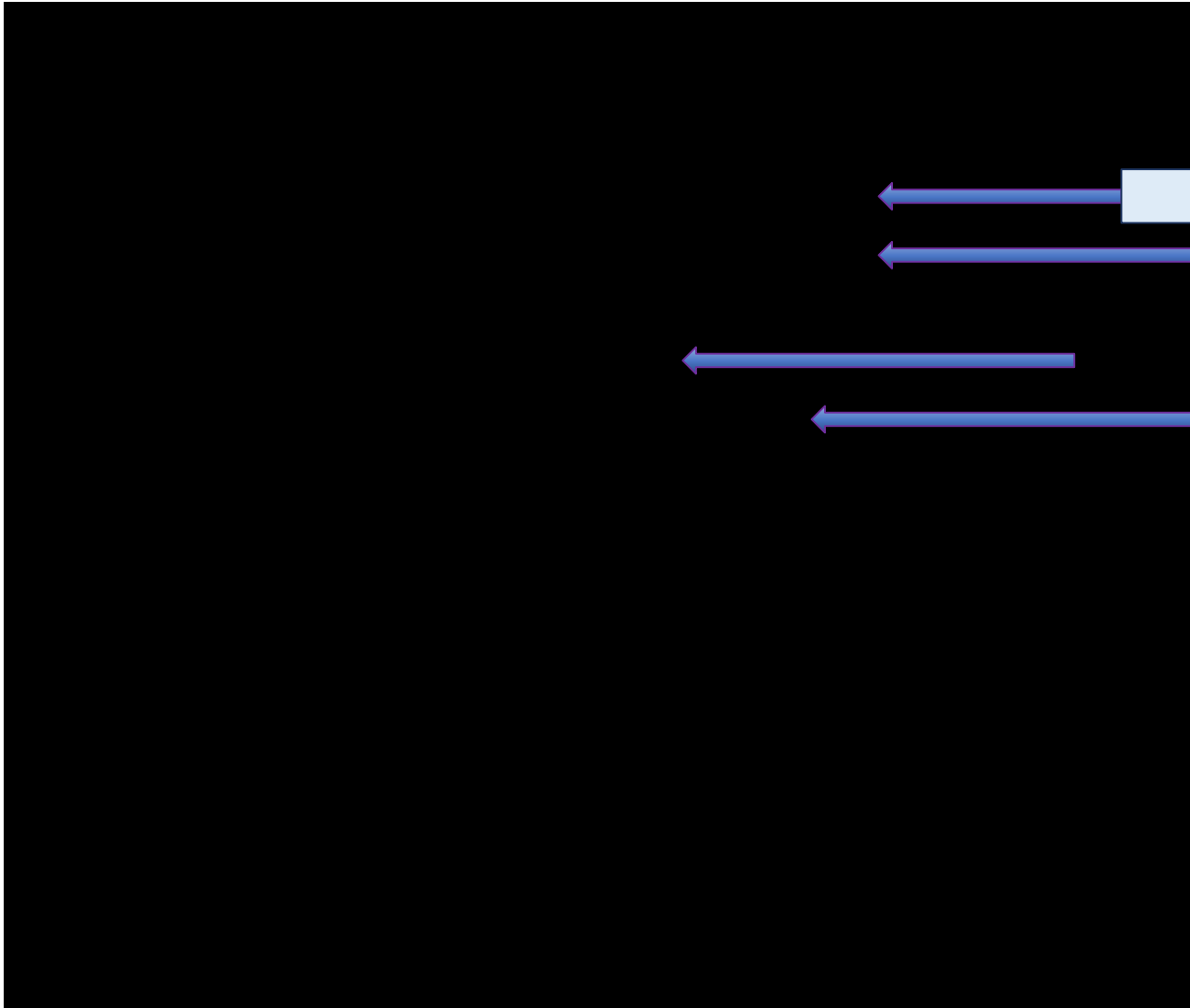
From home page of the Facilities application, hover your mouse over the 'Project Management' bubble.





Once you arrived to the 'New Project Request' view you can complete the project request form.

Note: The fields with an (\*) in red, these are required fields.



Please select the approvers needed to authorize the Project to be estimated.



Provost or Vice President, click on Select to search

Dean, click on Select to search

Chairman or Department Head, click on Select to search

Once you click 'Select' on each field, a search box will appear. Please search by last name first, if there are too many results; then please use last name first name. (for example, Pestello Fred)

Click on the appropriate name

Click on 'Select'



Project Request Funding Sources Documents

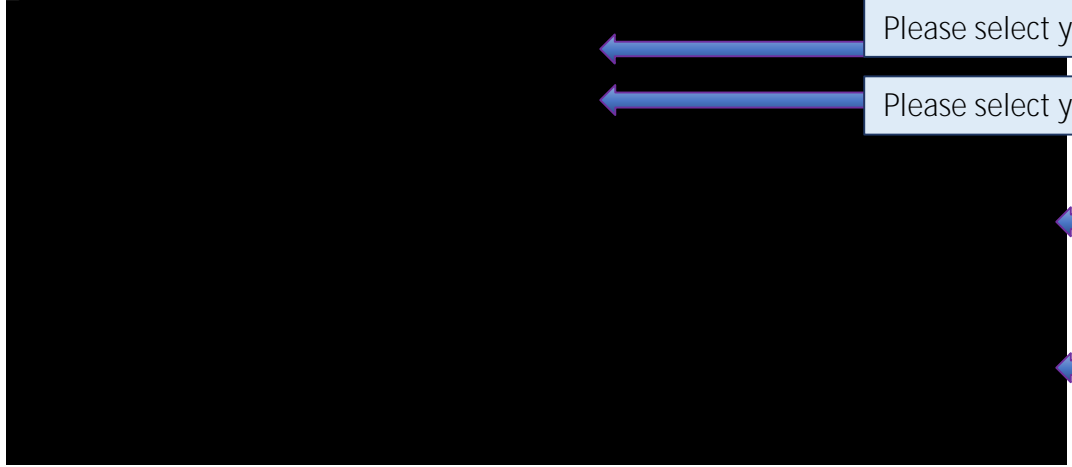
Project Submitted Date: 10/2/2019

Project Name: Office Renovation

Project Type: Renovation

Dean Project: [Select] [Clear]

Chairman or Dept Head: [Select] [Clear]



Please select your preferred project start date

Please select your preferred project completion date

Please enter your project description

Please enter the justification for your project request

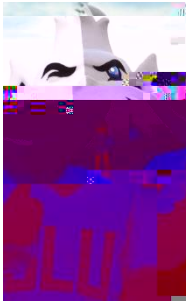


Please enter the amount of the available budget for this project

From the drop down box, please select the Site where the project will take place



From the dropdown box, please select the Building where the project will take place



\* Available Project Budget

\* Site

Building

Floor

\* Is your department...

\* Is your department...

\* Is your department...

REV 2: Review/Recommendati...

Project Status

From the dropdown box, please select the Floor where the project will take place

\* Available Project Budget

\* Site

Building

Floor

Room

Please enter the room or rooms that will be affected by the project

Note: Only the Site is required, but if the project takes place in a known space please be sure to fill out the building, floor, and room(s) sections







# Room Utilization

\* Is your department utilizing space today

\* Is your depart. sole occupant of space?

REV 2. Review/Recommendati

Project Status

From the drop down menu please select the answer regarding the current room Utilization

If your department is utilizing this space, please enter the current use

\* Is your department utilizing space today

No

If your department is not utilizing this space, please enter the propose use

# Room Occupancy

A screenshot of a web form. The question "What is the current use?" is displayed with a dropdown menu showing "Office". A blue arrow points from a text box to the dropdown menu. Below the question, there is a "Yes" button and a "No" button.

From the drop down menu please select the answer regarding the current room Occupancy

A screenshot of a web form. The question "\* Is your department utilizing space today" is displayed with a dropdown menu showing "Yes". Below this, the question "What is the current use?" is displayed with a dropdown menu showing "Office". A blue arrow points from a text box to a text input field below the "What is the current use?" question. At the bottom of the form, there are "Next" and "Cancel" buttons.

If your department is not the sole occupant of the affected space, please enter the name of the other department(s) occupying the space

4. New Project Request

Authorization: [i]

Montgomery, Justin L.

Chairman of Dept of Parking and Card Services

**\* Project Justification** [i] The current state of the office is not suitable for the needs of the Assistant Director of Parking and Card Services

100.00 \* Available Project Budget [i] 10,000.00

Building: 189 Wool Center

Floor: 02 Second Floor

Room(s) [i] 221

\* Is your department utilizing space to its best advantage? [i] Yes

What is the current use? Office

\* Is your depart. sole occupant of space? Yes

Project Status: REV 2 Review/Recommendation

Required Field

Cancel

Once the request information has been

At this moment in the process, you will get an email stating that your project request has been received. Although this is true, the next step (Adding Funding Source(s)) is very important for the review process of your project request.



FM:Interact 2018.4.25

Project Request Funding Source

Funding Source

Add Delete

Anticipated Fund Name Anticipated Fund Amount Anticipated Fund Number

The search generated 0 results.

Required Field

Next Close

To add a Funding Source please click on 'Add'



Record saved successfully.

FM:Interact 2018.4.25

Project Request Funding Source Documents

Funding Source

Details

Fund Number Estimated Fund Number 100156700

Please enter the Fund Number

Please enter the Fund Name

Please enter the Fund Amount

Please click on Submit

If you need to add more than one Funding Source, please click on Add again and repeat the previous steps

Record saved successfully.

Project Request | Funding Source | Documents

Delete | Add

Anticipated Fund Number	Anticipated Fund Name	Anticipated Fund Amount
\$10,000.00	Miscellaneous Fund	

Required Field

Next Close

If you are done adding Funding Sources, then please click on Next



This next step is optional.  
If you have a document that you would like to add regarding your project request please do the following.



1 - New Project Request

FM:Interact 2018.4.25

Add Delete

Please click on Add

Submit Close

The screenshot shows a web form titled "1 - New Project Request" with a sub-header "FM:Interact 2018.4.25". The form contains several input fields and a table with columns for "Project Name", "Project Budget", and "Project Status". A blue arrow points to the "Add" button in the table's header row. A text box with the instruction "Please click on Add" is positioned next to the arrow. At the bottom right of the form, there are "Submit" and "Close" buttons.



FM:Interact 2018.4.25

Project Documents

Documents

Project Code

Document Type

The search generated 0 results

Document

Select One

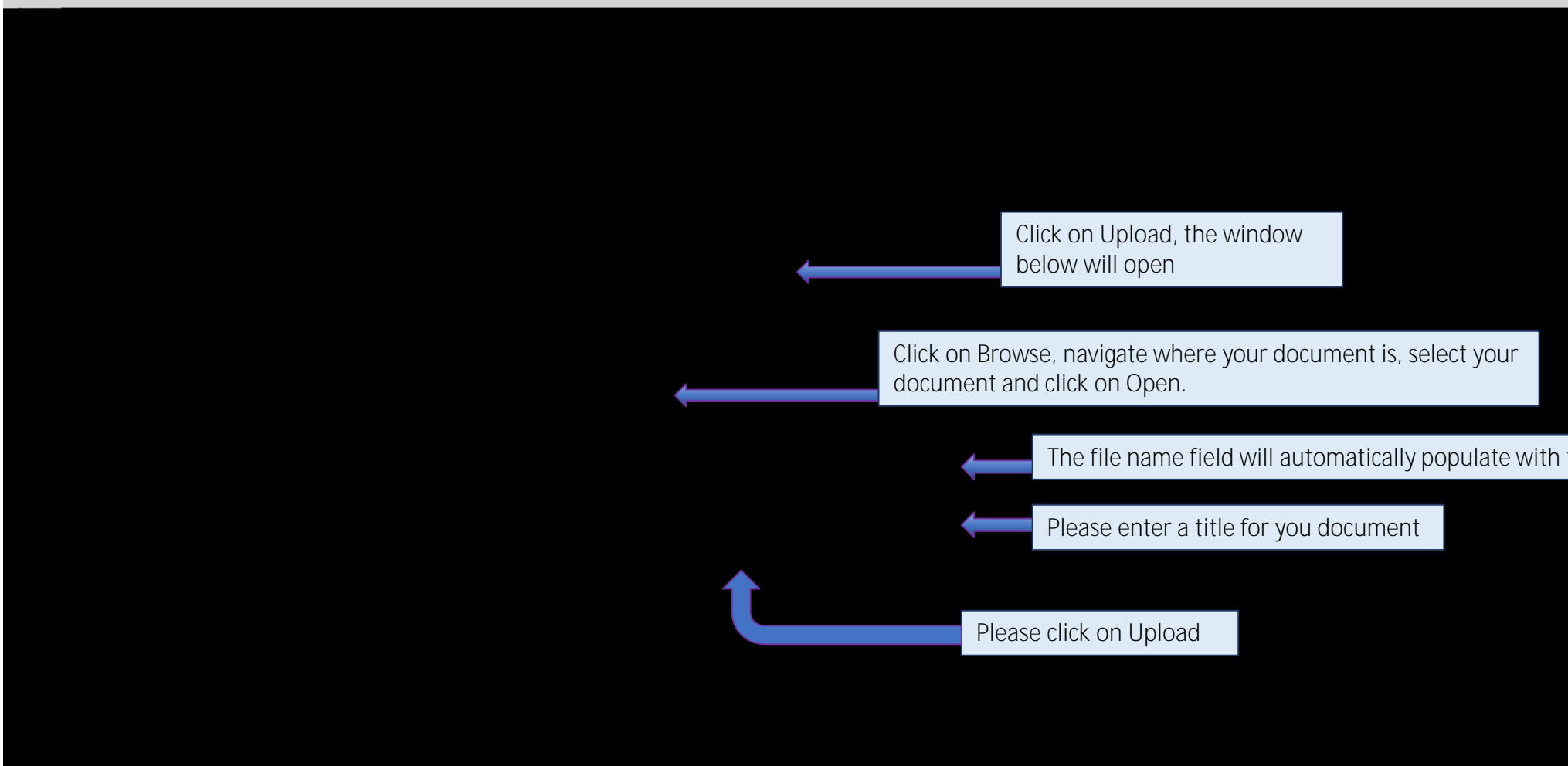
- General Document
- Estimate Approval
- Funding Approval
- Procurement

Required Field

Submit Cancel Submit Close Submit

From the drop down box, please select document type that best describes your document





Click on Upload, the window below will open



Click on Browse, navigate where your document is, select your document and click on Open.



The file name field will automatically populate with the name of your document



Please enter a title for you document



Please click on Upload



1 - New Project Request

FM:Interact 2018.4.25

Project Documents

Add Delete

Project Documents

Documents

Document Type

General Document

Project Code

The search generated 0 results.

Change Clear

\*Required Field

Document

Submit

Close

Submit

Cancel



If you need to add more than one Project Document, please click on Add again and repeat previous steps

1 - New Project Request

FM:Interact 2018.4.25

If you are done adding Project Documents, then please click on Submit





Views Reports Documents Favorite **Project Management**  
st **1 - New Project Request**  
fully. **Record saved successfully.**

At this point your project request has been submitted. Construction Services will review your request, contact you if more information is needed.

You will receive an email notification if your request is approved or denied.