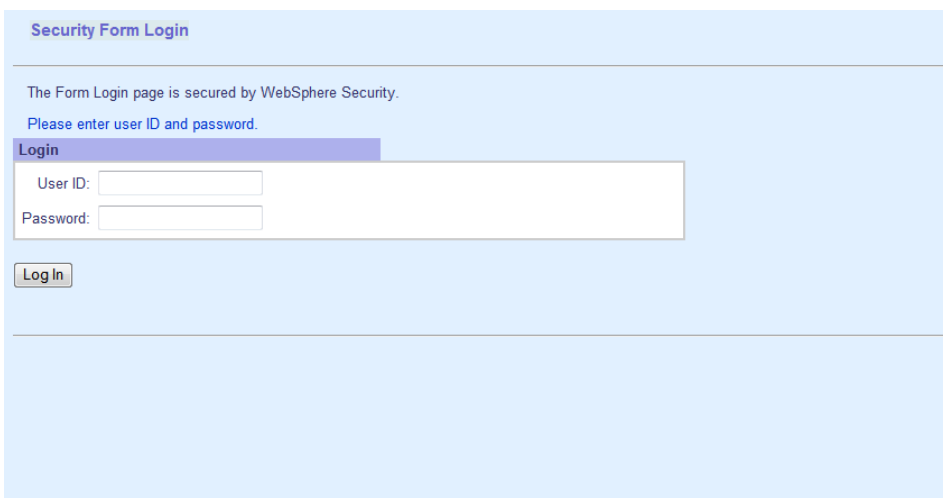


## Professional Development Admin Guide

This guide is intended to aid in administering professional development approval requests. Please follow along with this guide to administer a request.

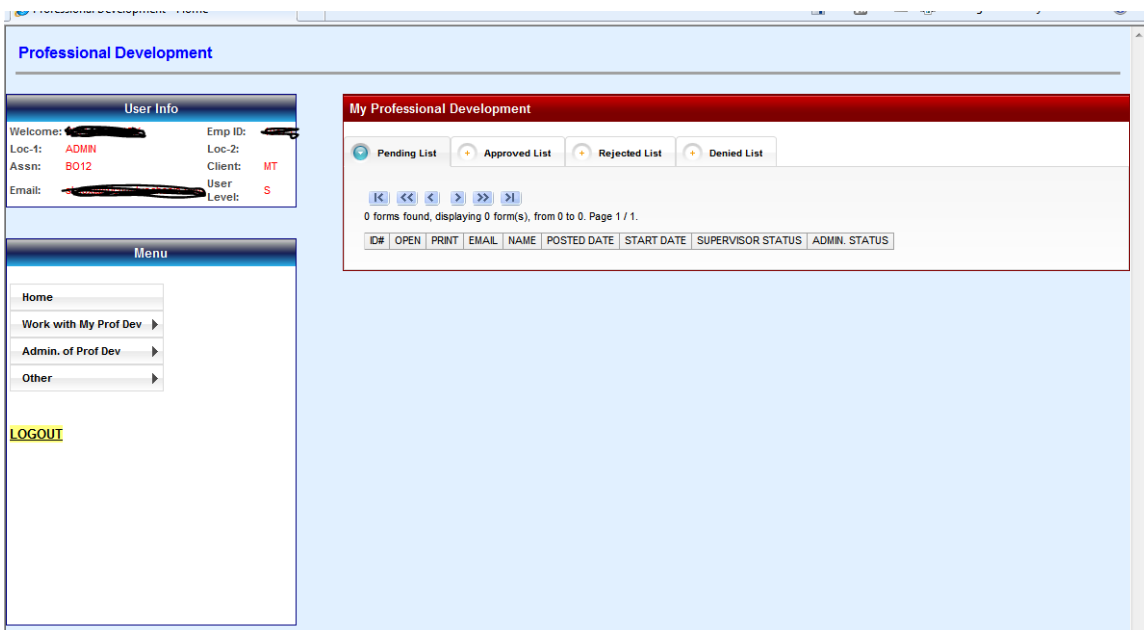
You should receive a notice via email whenever an employee has submitted a request for professional development for your review and approval. A link will be provided in the email to take you to the professional development website.

Logon to the Professional Development Website from the link provided on your portal or from the link provided in the email notification. Your credentials should be the same as what is used for all your 'CIMS' application logons.



The screenshot shows a 'Security Form Login' page. At the top, it says 'The Form Login page is secured by WebSphere Security.' Below that, it asks the user to 'Please enter user ID and password.' There is a 'Login' header above a form containing two input fields: 'User ID:' and 'Password:'. A 'Log In' button is located below the form.

You should now be presented with the home page. If you are unable to logon, please contact your support services. Check the your user information in the upper left corner of the home page. If anything is incorrect, contact your support services. The navigation menu is at the left:



The screenshot shows the 'Professional Development' home page. On the left, there is a 'User Info' section with fields for Welcome, Loc-1, Assn, Email, Emp ID, Loc-2, Client, User, and Level. Below this is a 'Menu' section with links for Home, Work with My Prof Dev, Admin. of Prof Dev, and Other, along with a 'LOGOUT' link. The main content area is titled 'My Professional Development' and features tabs for 'Pending List', 'Approved List', 'Rejected List', and 'Denied List'. Below the tabs, there are navigation arrows and a message: '0 forms found, displaying 0 form(s), from 0 to 0. Page 1 / 1.' At the bottom, there is a table header with columns: ID#, OPEN, PRINT, EMAIL, NAME, POSTED DATE, START DATE, SUPERVISOR STATUS, and ADMIN. STATUS.

Under the 'Admin of Prof Dev' menu, choose the 'Work with Submittals' menu item. This will take you to your administration work page. You can click the appropriate tab to view your submittals. Your pending request(s) should be listed under the 'Pending List' tab. Click the open link in the item's row to open the form.

The screenshot shows the 'Professional Development Administration' interface. On the left, there is a 'User Info' section with fields for Welcome, Loc-1, Asn, Email, Emp ID, Loc-2, Client, and User Level. Below it is a 'Menu' section with options like 'Home', 'Work with My Prof Dev', 'Admin. of Prof Dev', and 'Other'. A 'LOGOUT' link is also present. The main area is titled 'Professional Development Administration' and features a filter input for 'Last name starts with' and an 'apply filter' button. Below the filter are tabs for 'Pending List', 'Approved List', 'Rejected List', and 'Denial List'. The 'Pending List' tab is active, showing a table with 1 form found. The table has columns for ID#, OPEN, PRINT, EMAIL, NAME, POSTED DATE, START DATE, EMP NAME, POSTED BY, SUPERVISOR STATUS, and ADMIN. STATUS. The first row shows ID# 154, NAME 'Name of PD', POSTED DATE 'Nov 29, 2010', and ADMIN. STATUS 'pending'.

You should be presented with the pd form administration options at the top, and all the form details below.

The screenshot shows the 'Professional Development Form - Administration' form. At the top, it says 'Edit Id: 154'. There are two main sections: '-Building Use Only-' and '-Central Administration Use Only-'. Each section has a 'Status' dropdown menu set to 'Pending', a '\*Sub. Code' input field, a '\*Conf. Code' input field, and two text areas for 'If rejected, reason:' and 'If denied, reason:'. Below each section are 'Save', 'Done', and 'Delete' buttons. At the bottom, there are fields for 'Name for PD: Name of PD', 'Forum for PD: Off-Campus', 'Date from: 11/29/2010', 'Date to: 12/10/2010', 'Held at (building): Building Location', and 'Location(city): City Location'.

If you are a building administrator level, you can administer the request under the 'Building Use Only' options, if a central administrator, under the 'Central Administration Options'.

Choose the appropriate status of the action you will be taking on the request from the status item's list.

If you are approving the request, enter a substitute account code and also the conference account code for payment information. If either is not required, or central administration will be coding the request, enter a '0' for the account code(s).

Choose save when done. You should be presented with a successful save notification pop-up, if not, make the corrections noted in the pop-up message and save again until successful.

If you will be rejecting a request pending corrections to the request, choose the rejected status and enter a reason. Save when done.

If you will be denying the request, choose the denied status and enter a reason. Save when done.

You can also delete the form entirely - BE CAREFUL HERE. If it was an approved form, it will delete it completely and also remove the pd histories.

Choose done when completed.

Professional Development Form - Administration

Edit Id: 154

**-Building Use Only-**

Status:

\*Sub. Code:  \*Conf. Code:

If rejected, reason:  If denied, reason:

**-Central Administration Use Only-**

Status:

\*Sub. Code:  \*Conf. Code:

If rejected, reason:  If denied, reason:

-Professional Development Form-

Name for PD:  Forum for PD:

Date from:  Date to:

That's it! You have completed your approval process. The employee that posted the request will receive a notification via email that the request status has changed. If the request requires additional approval, the other administrator(s) will receive notification via email as to the pending request.

After pressing done, it will redirect you back to your administrative page and the request should now be under the appropriate tab.

**Professional Development Administration**

(Filter) Last name starts with:

1 forms found, displaying 0 form(s), from 1 to 0. Page 1 / 1.

ID#	OPEN	PRINT	EMAIL	NAME	POSTED DATE	START DATE	EMP NAME	POSTED BY	SUPERVISOR STATUS	ADMIN. STATUS
154				Name of PD	Nov 29, 2010	Nov 29, 2010			approved	pending

**Additional notes -**

If you are an administrator and submitted your own request, you may need to approve your own request depending on how you filled out the form.

You can print or email the pd form(s) from your administrative home page using the item row links provided.

You can filter your administrative tab lists using the filter box provided. A blank filter will display all forms ordered by date.

Other administrative options are available under the administrative menus, but this guide is intended only to aid in the managing of the professional development approval requests.

This concludes the basic administrative help guide for managing professional development requests.

cgg