

Request Intake Form – Quick Reference Guide

The screenshot shows the 'NEW REQUEST INITIATION' form. At the top, there is a title field (1) with a red error message: 'Field Title cannot be empty.' Below the title field, the form is divided into several sections:

- Requester Information - Tell us a little about ...**: This section contains fields for Full Name (4), Email (5), Phone Ext, Supervisor (6), and College/Center (7). Each of these fields has a red exclamation mark icon next to it, indicating they are required.
- INFORMATION AND DESCRIPTION OF REQUEST**: This section includes a Request Type dropdown (2), Application Name dropdown, and a Description text area (3) with a rich text editor toolbar.
- GENERAL INFORMATION**: This section includes an OIIT Department dropdown and a Director dropdown.
- Related Work**: A section for linking related work items, currently showing 'There are no links in this group.'
- Checklist**: A checklist item that reads: 'You need to save the workitem before working with checklist.'

Key:

***Please note that any field that contains an exclamation symbols is required.



- (1) Title. Enter in a title to describe the request. The title should be described as a short phrase listing out the overall request.
- (2) Request type. Select the area of the request. The request type should focus on the specific area such as Application Support, Ariba, Banner, etc.
- (3) Description. Enter in a clear description describing the details on what you are requesting. The more information provided the clearer direction the team will have to address the request.
- (4) Full Name. Select the name of the requestor. Please make sure to enter in the name of the person who is making the request.
- (5) Email. Enter in the email of the requestor.
- (6) Supervisor. Select the supervisor of the person who is making the request.
- (7) College/Center. Select the College/Center.
- (8) You will receive an email confirmation with the request number. You will receive an additional notification when the project has been accepted.
Once all information has been filled out, click on save and close to complete the request.