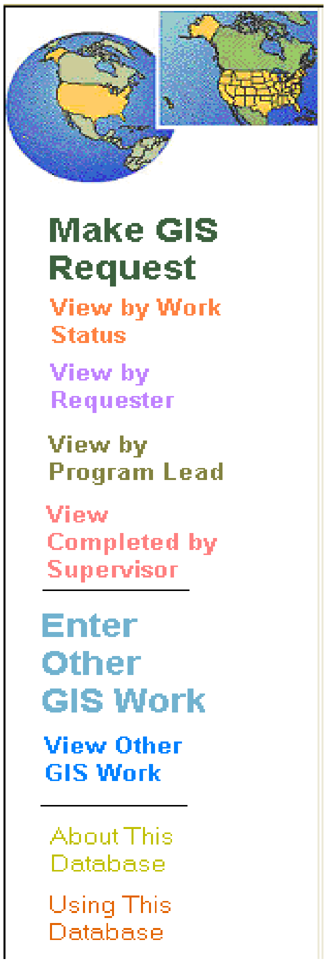
Starting the Database:

Click on the [Montana GIS Requests] Bookmark 

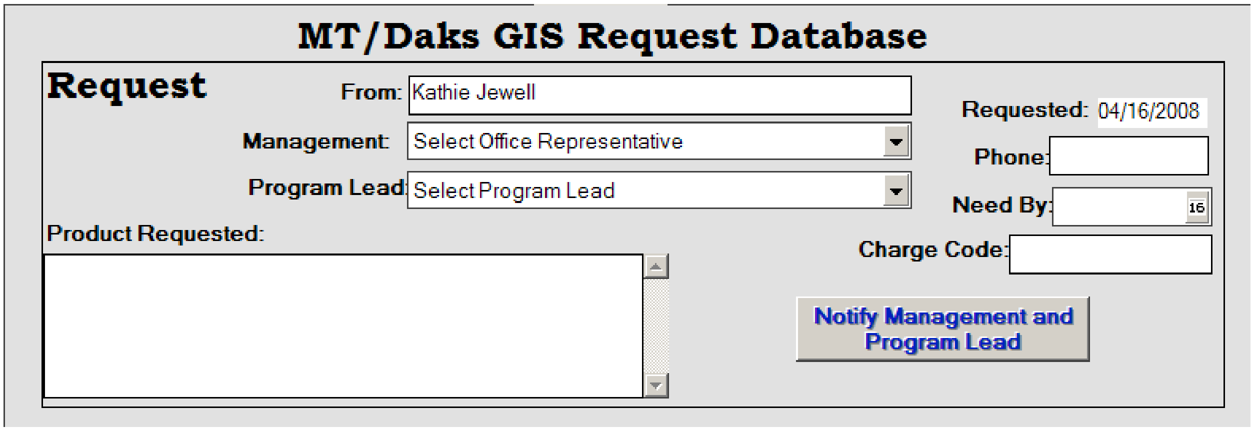
from the Bookmarks Bar (on the left side of the Notes window)

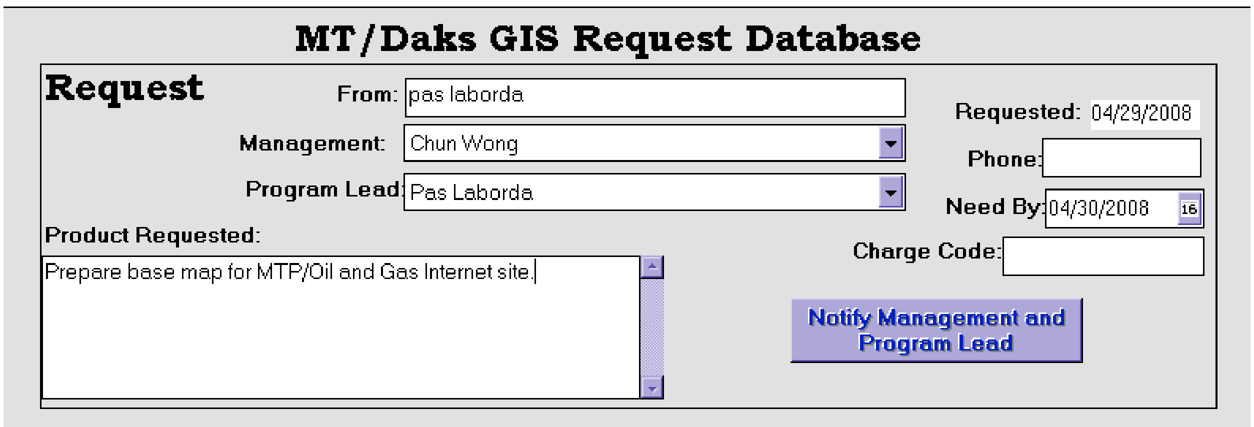
The following navigator appears:



Make GIS Request:

Making the Initial Request
To make a request for GIS work to be completed, click on the words "Make GIS Request" in the Navigation Pane. The following form appears.





The name of the person making the request automatically appears in the "From:" box. This can be modified.

Step 1: Choose the correct Management representative by clicking on the arrow in the "Office Representative" box and clicking on the appropriate name.

Step 2: Choose the appropriate Program Lead by clicking on the arrow in the "Program Lead" box and clicking on the appropriate name

Step 3: Either type in a date (e.g. 03/27/01) or click on the date icon and choose one

Step 4: Enter your Phone Number (e.g. 701-225-9148)

Step 5: Enter the Need by Date

Step 6: Enter a Charge Code, when appropriate

Step 7: Enter a description of the product that you are requesting. Be as clear as you can.

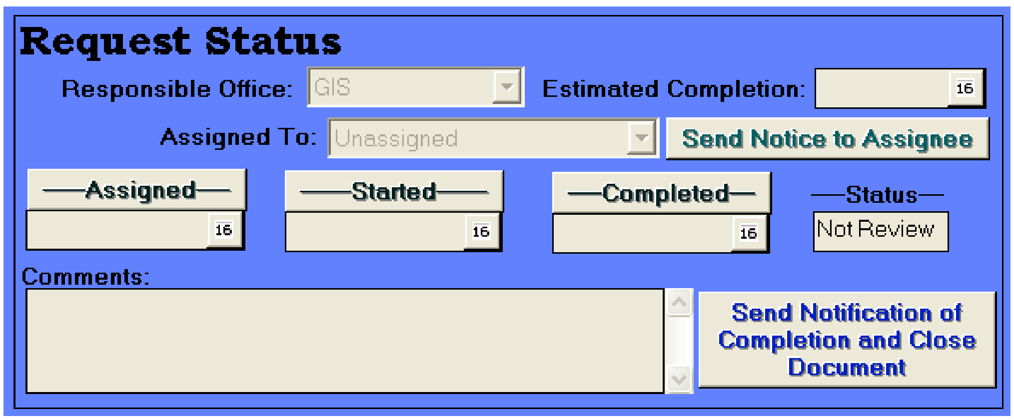
Step 8: Click on the [Notify Management and Program Lead] button.

This sends an email message to the management representative and the program lead. It also sends one to the GIS Coordinator and the GIS Work Group Lead. The email message will have "GIS Request from ...Click on Graphic to See" as the subject and a link to this record. Those receiving notification can read the document by clicking on the icon that is also sent.

NOTE: *Once this request is made, the requestor can no longer edit the request. Only designated people have editing rights for the request. This allows for status changes as the request is completed. The Requested date is not modifiable by anyone.*

Setting the Request Status *(Completion Record)*:

The request is now in the hands of GIS.



Displayed above is the last part of the request with the completion record information displayed. When the request is made, the Geographic Coordinator or the GIS Work Team Lead makes a date estimate for the completion of the request and assigns someone to the project.

Step 1: Change the Responsible Office to either GIS/IRM or GIS/Resources depending on who is going to complete the work.

Step 2: Click on the date in the "Estimated Completion" box and choose an appropriate date when the request can be completed.

Step 3: Click on the arrow in the "Assigned To" box and assign someone to the project.

Step 4: Click on [Send Notice to Assignee] to notify that person of the assignment.

Step 5: Click on the [Assigned] button to place "Assigned" into the "Status" box and today's date into the "Assigned" box. *Note this date can be manually changed if necessary.*

Step 6: Enter any comments about the progress of the project.

AT THE APPROPRIATE TIME:

Step 7: Click on the [Started] button to put "Started" in the "Status" box and today's date into the "Started" box. *Note this date can be manually changed to match reality.*

Step 8: Click on the [Completed] button to put "Completed" in the "Status" box and today's date into the "Completed" box *Note this date can be manually changed to match reality*

Step 9: When work is complete, click on the [Send Notification of Completion and Close Document] button. This sends an email to the Requestor, GIS Coordinator and the GIS Work Team Lead. (Note: This button can be used at any time during the process as it only sends emails to these people.)

The Views:

There are four views available to all users. You can see a view by clicking on one of the following:

View by Work Status - Sorting the requests first by whether it is to be (was) completed by GIS/Resources or GIS/IRM, it then sorts by current work status. It lists who requested it, the date requested, the date needed, the supervisor, program lead and who the work is (was) assigned to.

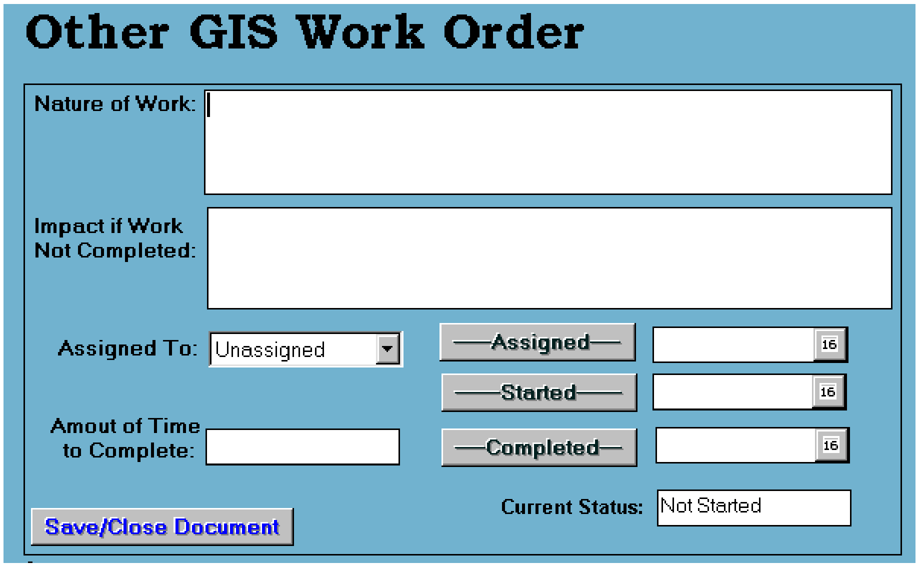
View by Requestor - Sorting the requests first by whether it is to be (was) completed by GIS/Resources or GIS/IRM, it then sorts by requestor name. The view lists the supervisor, the program lead, who the work is assigned to, the work status on the request, and a description of the request.

View by Program Lead - Sorting the requests first by whether it is to be (was) completed by GIS/Resources or GIS/IRM, it then sorts by Program Lead. It lists the supervisor, who requested it, the date it is needed, current status, and the request.

View Completed by Supervisor - Sorting the requests first by whether it is to be (was) completed by GIS/Resources or GIS/IRM, it then sorts by the supervisor name. It lists the completed projects only with the request date, requestor's name and the description of the request.

Enter Other GIS Work:

This part of the database lists the other GIS work that needs to be completed in order to complete requests. This enumerates the work necessary to have a viable GIS system. These items are entered by GIS itself.



Step 1: Enter the Nature of the Work, what needs to be completed and why

Step 2: Explain what happens if the work is unable to be completed

Step 3: Choose the person who will be responsible for completing this work

Step 4: Estimate the approximate amount of time needed to complete the work, when the work is completed, modify the amount to the actual time it took to complete

Step 5: The [Save/Close Document] button, saves the document and returns you to the Navigation window.

AT THE APPROPRIATE TIME:

Step 6: Click on the [Assigned] button. This will place a date in the box next to the button and change the "Current Status" to "Assigned"

Step 7: Click on the [Started] button. This will place a date in the box next to the button and change the "Current Status" to "Started"

Step 8: Click on the [Completed] button. This will place a date in the box next to the button and change the "Current Status" to "Completed" - Remember, to change the "Amount of Time to Complete" to the actual amount of time it took to compete the work.

The View:

There is one view available to all users. You can see the view by clicking on the following:

View Other GIS Work - Sorting the requests by current status, it lists assigned date, assigned to, time required to complete the work, and the nature of the work to be or already completed.

About This Database:

Clicking on this option is the same as choosing Help->About This Database
It gives you a brief overview of the purpose of this application.

Using This Database:

Clicking on this option is the same as choosing Help->Using This Database
It gives you the document you are reading now.

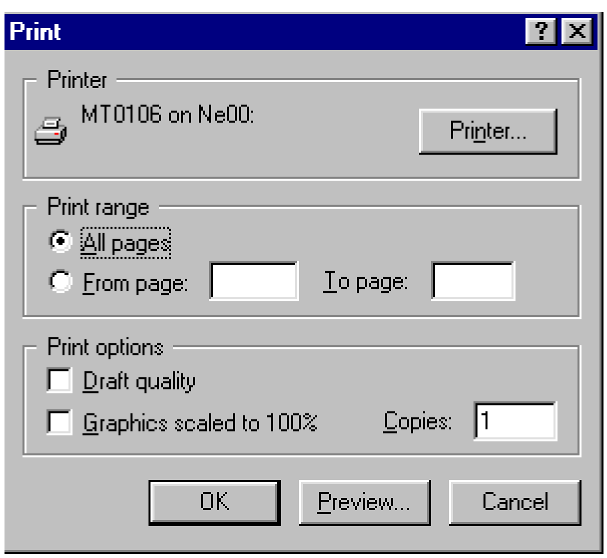
Closing the Database:

When you are through with the database, look on the task bar.
Click on the [x] next to the item with the GIS Request icon and the database will close.

Note: The words will match the particular view you are in.

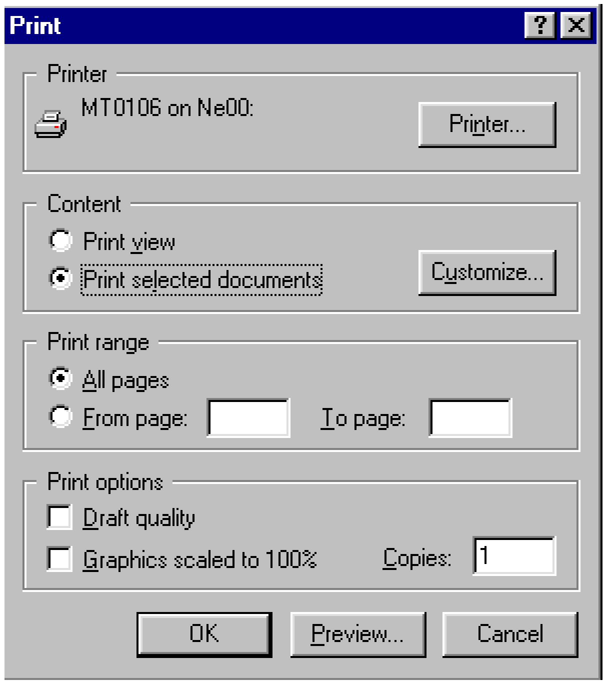
Printing this Document:

You can print this document by choosing **File->Print-> [OK]**



Printing a Request:

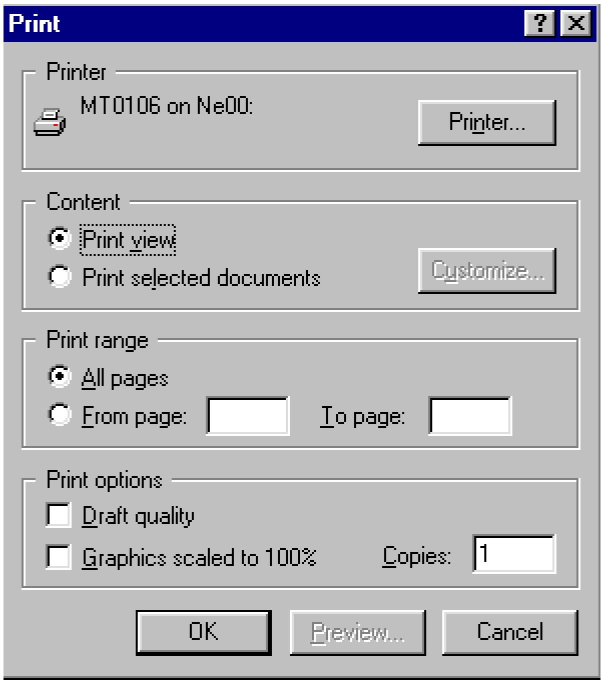
To print a request, display it on the screen. Then choose **File->Print-> [OK]**



Printing a View:

Have the view on the screen. Choose
File->Print->under "Content", Print View-> [OK]

If only a portion of the view is needed, put checkmarks next to the ones you wish printed, AND on the category title you wish printed then
File->Print->under "Content", Print View-> [OK]


Print
Printer
MT0106 on Ne00:
Printer...
Content
Print view
Print selected documents
Customize...
Print range
All pages
From page:
To page:
Print options
Draft quality
Graphics scaled to 100%
Copies:
1
OK
Preview...
Cancel