## Contents

1.0 Introduction ........................................................................................................ 1  
2.0 Site Location and Login ..................................................................................... 1  
3.0 Role Definitions and Workflow Process .......................................................... 2  
4.0 Department CRP Allocations ............................................................................ 4  
5.0 Employee CRP Allocation .................................................................................. 6  
6.0 Department PRP Allocations ............................................................................ 8  
7.0 Submit PRP Allocations ..................................................................................... 9  
8.0 Div/Coll Allocations Summary ....................................................................... 10  
9.0 Department Allocations Summary .................................................................. 11  
10.0 PRP Actual Cost Summary .............................................................................. 12  
11.0 TSP Maintenance .......................................................................................... 12  
12.0 Questions ........................................................................................................ 13
1.0 Introduction

1.1 This user guide will help Division Managers navigate the Computer Replacement Program (CRP) / Printer Replacement Program (PRP) Web application.

2.0 Site Location and Login

2.1 CRP Information Site: www.tr.txstate.edu/hardware/crp

2.2 PRP Information site: www.tr.txstate.edu/hardware/prp

Note: The launch buttons on the info pages point to the same site (See Fig. 2-A).

2.3 CRP / PRP Allocation Website: https://tim.txstate.edu/crpallocation

2.3.1 Login with your NetID and Password (see Fig. 2-B).

![Figure 2-A](image)

![Figure 2-B](image)
3.0 Role Definitions and Workflow Process

<table>
<thead>
<tr>
<th>Division Allocation Manager</th>
<th>Department Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Home</td>
</tr>
<tr>
<td>Department CRP Allocations</td>
<td></td>
</tr>
<tr>
<td>Employee CRP Allocation</td>
<td></td>
</tr>
<tr>
<td>Department PRP Allocation</td>
<td></td>
</tr>
<tr>
<td>Submit PRP Allocations</td>
<td></td>
</tr>
<tr>
<td>Div/College Allocations Summary</td>
<td></td>
</tr>
<tr>
<td>Department Alloc Summary</td>
<td></td>
</tr>
<tr>
<td>PRP Actual Cost Summary</td>
<td></td>
</tr>
<tr>
<td>TSP Maintenance</td>
<td></td>
</tr>
<tr>
<td>Div Mgr Instructions</td>
<td></td>
</tr>
<tr>
<td>Dept Contact Instructions</td>
<td></td>
</tr>
</tbody>
</table>

Figure 3-A. Quick launch views by role

3.1 **CRP Division Allocation Manager**
- CRP Division Managers have access to these areas of the Web application for their Division/Colleges only:
  - Department CRP Allocations
  - Employee CRP Allocation
  - Department PRP Allocation
  - Submit PRP Allocations
  - Div/College Allocations Summary
  - Department Alloc Summary
  - PRP Actual Cost Summary
  - TSP Maintenance
  - Div Mgr Instructions

3.2 **CRP Department Contact**
- CRP Department Contacts have access to these areas of the Web application for their Department only:
  - Employee CRP Allocation
  - Submit PRP Allocations
  - Department Alloc Summary
  - PRP Actual Cost Summary
  - TSP Maintenance
  - Dept Contact Instructions

One CRP Unit = One CRP Computer
3.3 The CRP Allocation workflow process is as follows (Figure 3-B):

1. **Division Allocation Manager** – Allocates CRP units to their colleges or departments.
2. **Department Contact** – (1) selects HEAF eligible employees to receive CRP computers; (2) selects that employee’s computer; (3) enters cost and fund numbers for selections that require additional department funds; and (4) decides whether to include the employee and/or Technical Support Person (TSP) in order update e-mails.
3. **IT Assistance Center (ITAC)** – Receives the order and begins a five-steps-to-delivery process (See Fig. 3-C).

![Diagram of CRP Allocation Workflow](image)

**Figure 3-B. CRP allocation roles and process**

**Figure 3-C. ITAC’s five steps to delivery process**
### 4.0 Department CRP Allocations

4.1 The Department CRP Allocations screen is used by Division Managers to allocate units for the Division/College across the Departments within that Division/College. Employee lists for the Departments may be viewed. The CRP Division Allocation Manager will only be able to view and enter information for Departments within their Division/College (see Fig. 4-A).

4.2 Choose the Division/College from the drop down list.

4.3 The Division Allocations, total Department Allocations Assigned, and Division Allocations Remaining is displayed.

4.5 Enter Department Allocations (See Fig. 4-A):

1. A table will display containing all the Departments for the College/Division.
   - Enter an Allocations Assigned number to indicate the number of units assigned for a Department.
   - At any time during the entry, click **Save Allocations**. The Allocation amounts will be saved and the totals at the top of the screen will be updated.

2. Entry validation is not performed until the **Save Allocations** button is clicked. At that time, errors, if any, will be displayed.

3. Once all Allocations have been entered, click **Save Allocations**.
4.6 **View Employee Lists:**

- Click **View Employees** in the Department row.
- The list of the employees will be displayed (see Fig. 4-B).
- The employee list is color coded:
  - White background (E) – CRP Eligible
  - Blue background (N) – NOT CRP Eligible
  - Yellow background (P) – Part Time Employee
- Click **Export** to save the employee list to an Excel spreadsheet.
- Go back to the main screen and click **Display All Division/College Employees** (see Fig. 4-A) to display a list of all employees in the Division.
  - This list can also be Exported and saved to an Excel spreadsheet.

![Employee List](image)

Figure 4-B. Department Employee List.
5.0 Employee CRP Allocation

5.1 The Employee CRP Allocation screen is used by Department Contacts to select employees to receive CRP computers. (See Fig. 5-A)

5.2 Choose the Division/College from the drop down list.

5.3 Choose the Department from the drop down list.

5.4 Select Employee to Receive Allocation

1. Click the Grant Allocation checkbox next to the employee name.
2. Enter the 10 digit Responsible Cost Center.
3. Select a computer for each employee from Select Computer drop down list.
   If the Computer is an Advanced Workstation, enter the Cost Center and Fund for the extra costs.
4. Click the Notify Recipient check box if the employee who is receiving the CRP Allocation is to receive order status e-mail updates. Note: The person submitting the order will receive status e-mail updates by default.
5. Click the Notify TSP check box if the department TSP is to get order status e-mail updates. You must enter the TSP’s NetID for the TSP to receive the e-mail updates or use the TSP Maintenance section (see Section 11 below) to identify your department’s TSP.
6. Click Submit. ITAC will receive an e-mail regarding the CRP Order. This will begin a five steps to delivery process.

5.5 Click Export to export the table to an Excel database.

5.6 Click the arrow to the left of the Employee Name to expand the screen to view the employee and funding detail information.

5.7 Click Display All Department Employees to view all employees in that department and their CRP eligibility status.
   - The list of the employees will be displayed (see Fig. 5-B).
• The employee list is color coded:
  o White background (E) – CRP Eligible
  o Blue background (N) – NOT CRP Eligible
  o Yellow background (P) – Part Time Employee

• Click **Export** to save the employee list to an Excel spreadsheet.

---

**Employee List**

- **E - Eligible**
- **N - Not Eligible (shown in blue)**
- **P - Part-time Not Eligible (shown in yellow)**

<table>
<thead>
<tr>
<th>Details View</th>
<th>Department</th>
<th>Last Name</th>
<th>First Name</th>
<th>CRP Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Corn</td>
<td>Branne</td>
<td>E</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Dean</td>
<td>Christopher</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Ellis-Lai</td>
<td>Edward</td>
<td>E</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Harrison</td>
<td>Michael</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Henderson</td>
<td>Daniel</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Hoyle</td>
<td>Nicholas</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Huffaker</td>
<td>Kevin</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Licon</td>
<td>Ramon</td>
<td>E</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Mazuca</td>
<td>Veronica</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Ness</td>
<td>Lisa</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Ness</td>
<td>Steven</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Peacock</td>
<td>Stephen</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Schultz</td>
<td>Wesley</td>
<td>E</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Smith</td>
<td>Kenneth</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Solo</td>
<td>Debra</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Swimney</td>
<td>Thomas</td>
<td>N</td>
</tr>
<tr>
<td>Detail View</td>
<td>Classroom Technology Support</td>
<td>Tolosa-Zegarra</td>
<td>Santiago</td>
<td>N</td>
</tr>
</tbody>
</table>

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Figure 5-B. Department Employee List.
6.0 Department PRP Allocations

6.1 The Department PRP Allocation screen is used by Division Managers to distribute the Printer Allocation dollars for the Division/College across the Departments within that Division/College. The Division Manager will only be able to view and enter information for Departments within their Division/College (see Fig. 6-A).

6.2 Choose the Division/College from the drop down list.

6.3 The Division PRP Allocations, total Department PRP Allocations Assigned, and Division PRP Allocations Remaining will display.

6.4 Enter Department PRP Allocations
(See Fig. 6-A):

1. A table will display containing all the Departments for the College/Division.

2. Enter a PRP Allocations Assigned amount to indicate the allocations of dollars for printers assigned for a Department.

3. At any time during the entry, click Save Allocations. The Allocation amounts will be saved and the Allocation Totals at the top of the screen will be updated.

4. Entry validation is not performed until the Save Allocations button is clicked.

5. Once all Allocations have been entered, click Save Allocations.
7.0 Submit PRP Allocations

7.1 The Submit PRP Allocations screen is used by Department Contacts to order department printers (See Fig. 7-A).

7.2 Select the Division from the drop down list.

7.3 Select the Department from the drop down list.

7.4 The available printers will be displayed on the screen.

7.5 The printer amount allocated, printer amount used, and printer amount remaining is displayed along with an order form to order a printer(s).

7.6 Order a Printer

1. Enter the Requestor Contact Information.
2. Select a printer and enter a quantity.
3. Enter the Fund Number and Cost Center to be used if the cost of the printer(s) exceed the PRP Allocation Amount for the Department.
4. Click Submit. ITAC will receive an e-mail regarding the PRP Order.

This will begin a three steps to delivery process (see Fig. 7-B).
8.0 Div/Coll Allocations Summary

8.1 The Division/College Allocations Summary screen is used by Division Managers. It is a read only screen that displays the Allocation summary information for a Division by Department (see Fig. 8-A).

8.2 Choose the Fiscal Year from the drop down list.

8.3 Choose the Division/College from the drop down list.

8.4 The Allocation information for the Division by Department is displayed in the same format as the Department Allocations screen.

8.5 Employee information may be displayed for the Department by clicking the View Employees link or by clicking the Display all Division/College Employees button.
9.0 Department Allocations Summary

9.1 The Department Allocations Summary screen is used by Department Contacts. It is a read only screen displaying the Allocation information by employee for a Department (see Fig. 9-A).

9.2 Choose the Fiscal Year from the drop down list.

9.3 Choose the Division/College from the drop down list.

9.4 Choose the Department from the drop down list.

9.5 The Allocation information for the Department is displayed in the same format as the Employee Allocations screen.

9.6 Information for an employee may be displayed by clicking the arrow (>) in the column to the left of the employee’s name.

Figure 9-A. Department Allocations Summary screen.
10.0 PRP Actual Cost Summary

10.1 The PRP Actual Cost Summary screen is used by Division Managers and Department Contacts. It is a read only screen displaying the PRP allocation information by Department (see Fig. 10-A).

10.2 Choose the Division/College from the drop down list.

10.3 Choose the Department from the drop down list.

10.4 The Allocation information for the Department is displayed on the screen.

![Figure 10-A. PRP Actual Cost Summary.]

11.0 TSP Maintenance

11.1 The TSP Maintenance screen is used by Division Managers and Department Contacts to designate a Technical Support Person for each department. This TSP can be included (or excluded) from the ordering process (see Fig. 11-A).

11.2 Choose the Division from the drop down list.

11.3 Choose the Department from the drop down list.

11.4 Enter the NetID of your TSP.

11.5 Click Submit TSP.

![Figure 11-A. TSP Maintenance.]

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12  DIVISION MANAGER INSTRUCTIONS

10.0 PRP Actual Cost Summary

10.1 The PRP Actual Cost Summary screen is used by Division Managers and Department Contacts. It is a read only screen displaying the PRP allocation information by Department (see Fig. 10-A).

10.2 Choose the Division/College from the drop down list.

10.3 Choose the Department from the drop down list.

10.4 The Allocation information for the Department is displayed on the screen.

![Figure 10-A. PRP Actual Cost Summary.]

11.0 TSP Maintenance

11.1 The TSP Maintenance screen is used by Division Managers and Department Contacts to designate a Technical Support Person for each department. This TSP can be included (or excluded) from the ordering process (see Fig. 11-A).

11.2 Choose the Division from the drop down list.

11.3 Choose the Department from the drop down list.

11.4 Enter the NetID of your TSP.

11.5 Click Submit TSP.

![Figure 11-A. TSP Maintenance.]

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12.0 Questions

12.1 For questions regarding this documentation or the *CRP / PRP Allocation* Web application, contact the IT Assistance Center.