TEXAS STATE UNIVERSITY

Computer Replacement Program (CRP)
Printer Replacement Program (PRP)
Web Application Documentation

Department Contact Instructions
## Contents

1.0 Introduction ........................................................................................................ 1  
2.0 Site Location and Login .............................................................................. 1  
3.0 Role Definitions and Workflow Process ............................................. 2  
4.0 Employee CRP Allocation ................................................................. 4  
5.0 Submit PRP Allocations ............................................................. 6  
6.0 Department Allocations Summary ................................................ 7  
7.0 PRP Actual Cost Summary .............................................................. 8  
8.0 TSP Maintenance ................................................................................ 8  
9.0 Questions ......................................................................................... 9
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).
3.0 Role Definitions and Workflow Process

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).

![Figure 3-B. CRP allocation roles and process](image)

![Figure 3-C. ITAC's five steps to delivery process](image)
4.0 Employee CRP Allocation

4.1 The Employee CRP Allocation screen is used by Department Contacts to select employees to receive CRP computers. (See Fig. 4-A)

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

4.3 Choose the Department from the drop down list.

4.4 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.

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

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

4.7 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. 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.

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**Employee List**

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

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Figure 4-B. Department Employee List.
5.0 Submit PRP Allocations

5.1 The Submit PRP Allocations screen is used by Department Contacts to order department printers (see Fig. 5-A).

5.2 Select the Division from the drop down list.

5.3 Select the Department from the drop down list.

5.4 The available printers will be displayed on the screen.

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

5.6 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. 5-B).
6.0 Department Allocations Summary

6.1 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. 6-A).

6.2 Choose the Fiscal Year from the drop down list.

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

6.4 Choose the Department from the drop down list.

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

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

Figure 6-A. Department Allocations Summary screen.
7.0 PRP Actual Cost Summary

7.1 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. 7-A).

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

7.3 Choose the Department from the drop down list.

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

```
PRP Actual Cost Summary

Fiscal Year: 2014
Division/College: Information Technology
Departments: Client Services

Department Printer Amount Allocated: $1,000.00
Department Printer Amount Used: $982.73
Department Printer Amount Remaining: $17.27
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Figure 7-A. PRP Actual Cost Summary.

8.0 TSP Maintenance

8.1 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. 8-A).

8.2 Choose the Division from the drop down list.

8.3 Choose the Department from the drop down list.

8.4 Enter the NetID of your TSP.

8.5 Click Submit TSP.

```
TSP Maintenance

Fiscal Year: 2014
Division: Information Technology
Department: Enterprise Systems

Submit TSP
```

Figure 8-A. TSP Maintenance.
9.0 Questions

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