

# Project Request

## Overview

Data entry persons may submit requests for changes to be made to the IMS application. Depending on the nature of the request, the request will be billed back to the AEA or to a statewide account.

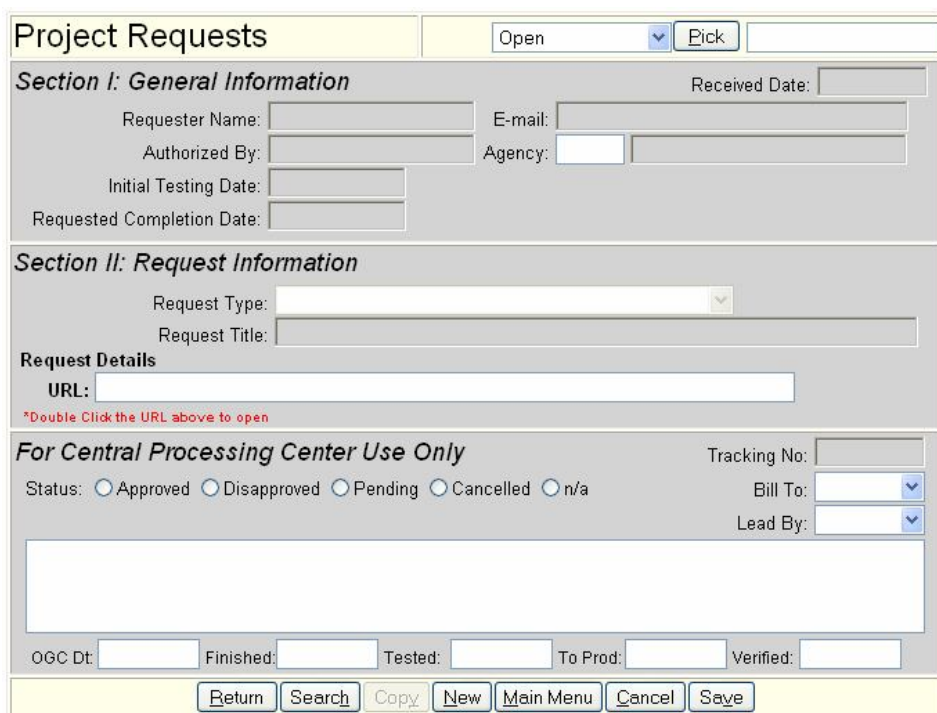
Project request allows a data entry person to view the status of a request or to submit a new one.

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Project Requests.

## Access to Screen

From the Main Menu, select Project Request under the Utilities section.



## Make a Request

1. From the Project Request screen, click on the New button.
2. Complete sections I and II.
3. If necessary, attach a document to provide further details about the request.
4. Click Send Request button.

## View a Request

1. From the Project Request screen, type in the number of the request in the Pick field and change the pull down to ID.

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2. Click the Pick button.

Note:

- Data entry persons may also search for a request by Agency or Name. If either of those options are chosen in the pull down, type the appropriate data in the Pick field and then click the Pick button.
  - Data entry persons may also search on any request that is opened or that needs to be verified. If either of those options is chosen, data do not need to be entered into the Pick field. Again, click on the Pick button to begin the search.
  - This screen is a read-only screen for data entry persons.
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