



SharePoint Intranet Site
Professional Development Request Form
Content Administration Guide

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Professional Development Request Form Summary

This guide outlines the basic operational procedures for submission and processing a Professional Development Request (PDR). The Professional Development Request form was created to provide SD 144 personnel with an electronic form for submission and approval of Professional Development requests. Staff Members will be able to provide details as to the nature and amount of the request and submit the request for approvals.

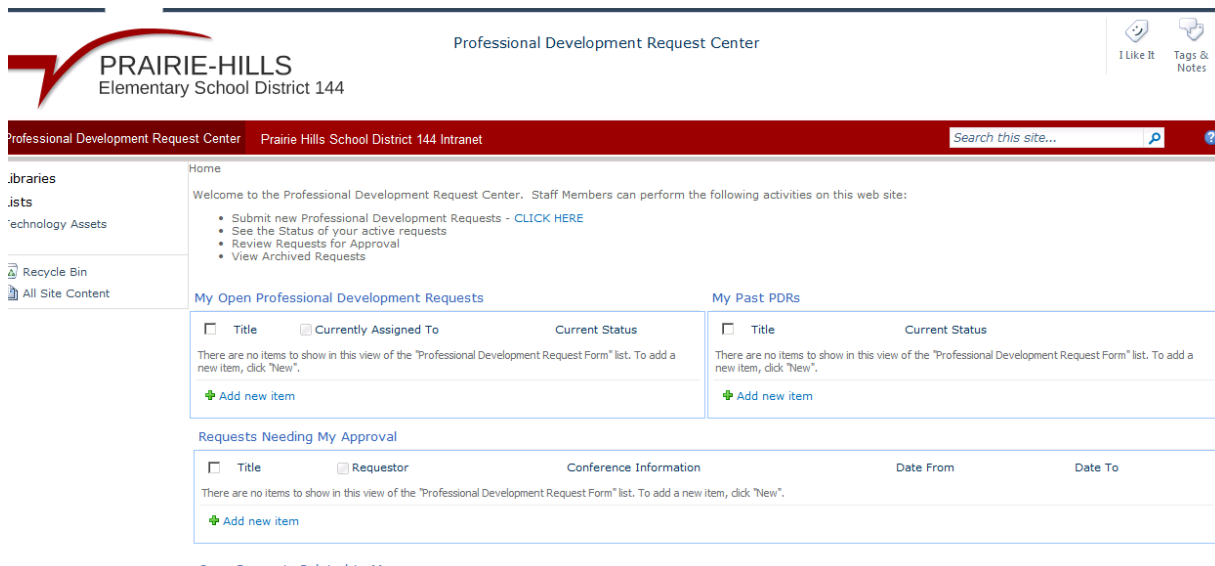
SharePoint Lists and workflows will route the Request for approval to the appropriate Management personnel. The application automatically provides email notifications to personnel associated with the request as the approval process proceeds.

The Professional Development Request Form is housed in a separate site in the SD144 Intranet. The On-line Forms site provides information about current and archival Requests, instructions for submitting new requests, and links for administration of the form.

Accessing the Professional Development Request Form (Pre-Production)

The PDR form can be accessed from the SD144 Intranet. You will need to be logged into the network.

1. Open an Internet Browser session (Intranet Explorer 7.0 or up)
2. In the URL address bar, type the following:
 - a. <http://phsd144.sd144.com/onlineforms/pd/default.aspx>
3. You should now see the Professional Development Site:



The screenshot shows the Professional Development Request Center website. The header includes the Prairie-Hills Elementary School District 144 logo and the title "Professional Development Request Center". Below the header is a navigation bar with "Professional Development Request Center" and "Prairie Hills School District 144 Intranet" links, and a search box. The main content area is divided into several sections:

- Home:** A welcome message and a list of activities: "Submit new Professional Development Requests - [CLICK HERE](#)", "See the Status of your active requests", "Review Requests for Approval", and "View Archived Requests".
- My Open Professional Development Requests:** A table with columns for Title, Currently Assigned To, and Current Status. It contains no items and an "Add new item" button.
- My Past PDRs:** A table with columns for Title and Current Status. It contains no items and an "Add new item" button.
- Requests Needing My Approval:** A table with columns for Title, Requestor, Conference Information, Date From, and Date To. It contains no items and an "Add new item" button.

4. If you receive an error page stating you do not have rights to the site or a window asking for a login and password, you may not have permissions to access the site(s). Contact your System Administrator to be added to the appropriate site(s).

Basic Navigation

The Professional Development Request Center site presents information about using the PDR site and a Dashboard area that presents details of Professional Development Requests associated with the user. Supervisory personnel can see Requests submitted by their personnel.

Professional Development Request Submission Process

- a. In the top of the page is a link to open a new PDR form – “CLICK HERE”



2. A new Professional Development Request form opens



Prairie-Hills School District 144
Professional Development Request

Please complete the following:

Requestor: <input type="text"/>	Position: <input type="text"/>
Building/Location: <input type="text" value="Central Office"/>	Activity: <input type="text"/>
Date(s) From: <input type="text" value="8/8/2011"/> <input type="text" value="11 AM"/> <input type="text" value="00"/>	To: <input type="text" value="8/9/2011"/> <input type="text" value="12 AM"/> <input type="text" value="00"/>
Substitute Needed: <input type="checkbox"/>	Overnight Travel Required: <input type="checkbox"/>
Address: <input type="text"/>	State: <input type="text"/>
City: <input type="text"/>	
Zip Code: <input type="text"/>	
Reason for Attending: <input type="text"/>	

Estimated Expenses:

Estimated Mileage: <input type="text"/>	Conference Information: <input type="checkbox"/> District Program <input type="checkbox"/> ISC #4 Catalog Program <input type="checkbox"/> CSR Design Model <input type="checkbox"/> Conference Website <input type="checkbox"/> Advanced Check Required <p>I request an advance in the form of a check not to exceed 75% of the Sub-total estimated expenditures, (registration fees are excluded, as they are usually paid by check or PO). The amount of the check must be at least \$50.00. Prior approval of the Superintendent or a designee is required before the advance check can be issued. Please submit an itemized expense sheet, including receipts, within ten (10) working days of the activity. No reimbursement of assignment expenditures will be made unless included on this form and approved.</p>
Mileage Amt: \$0	
Other Mileage Costs: <input type="text" value="0.00"/>	
Lodging: <input type="text" value="0.00"/>	
Meals: <input type="text" value="0.00"/>	
Other Cost: <input type="text" value="0.00"/>	
Describe Other: <input type="text"/>	
Subtotal: \$0	Check Amount: <input type="text" value="0.00"/>
Registration: <input type="text" value="0.00"/> <small>(do not include membership fee)</small>	Date Required: <input type="text" value="8/8/2011"/>
Total: \$0	

3. Form Fields

- Requestor** – This is the person who is responsible for the request. Enter your name or the name of the person you are filling out the form for. This is a “People Picker” field, so the person in the field must be a member of the SD144 network.
- Building/Location** – Choose the location for the person who is responsible for the request (typically your location)
- Position** – Choose the appropriate Position associated with the Request (typically your Position)
- Activity** – Enter the name of the Seminar, Event or Professional Development Activity you wish to attend
- Dates From: /To:** – Enter the Dates you will be attending the Activity (it is not necessary to update the time information)
- Substitute Needed** – Check this box if a Substitute needs to be scheduled
- Overnight Travel Required** – Check this box if you know you will need to travel overnight

-
- h. **Amount Requested** – Enter the Dollar (\$) amount requested
 - i. **Address** – Enter the Address of where you will be attending the Activity
 - j. **City** – Enter the City of where you will be attending the Activity
 - k. **State** – Enter the State of where you will be attending the Activity
 - l. **Zip code** – Enter the Zip Code of the State where you will be attending the Activity
 - m. **Reason for Attending** – Provide details about why you are attending the Activity or Event.
 - n. **Estimated Mileage** – Enter the expected mileage to and from the location of the event if you are driving. The form will automatically calculate the per-mile compensation
 - o. **Other Mileage Costs** – Enter in estimated additional costs you may incur while driving
 - p. **Lodging** – Enter in your expected costs for lodging, if necessary
 - q. **Meals** – Enter in your expected costs for meals, if necessary
 - r. **Other Costs** – Enter in additional costs you may incur, not related directly to lodging, meals or mileage
 - s. **Describe Other** – Enter in a brief explanation of Other Costs you may incur.
 - t. **Registration** – Enter the cost for attending the Activity or Event
 - u. **Conference Information** – select the checkbox that best describes the Activity or Event you wish to attend. Note that selecting the “Conference Website” check box will present an additional field to enter the URL of the Website of the Conference
 - v. **Advanced Check Required** – Check this box if you need a check prepared prior to the event. Please note the policy information below the checkbox
 - w. **Date Required** – Enter the Date you need the request processed by

st Center Prairie Hills School District 144 Intranet Search th

Professional Development Request Center > Professional Development Request Form > New Item

Prairie-Hills School District 144 Professional Development Request

Please complete the following:

Requestor: Position:

Building/Location: Activity:

Date(s) From: To:

Substitute Needed: Overnight Travel Required:

Address: City: State:

Zip Code:

Reason for Attending:

Estimated Expenses:

Estimated Mileage:

Mileage Amt: \$55.5

Other Mileage Costs:

Lodging:

Meals:

Other Cost:

Describe Other:

Subtotal: \$180.5

Registration:
(do not include membership fee)

Total: \$1380.5

Conference Information:

- District Program
- ISC #4 Catalog Program
- CSR Design Model
- Conference Website

Enter Website Url:

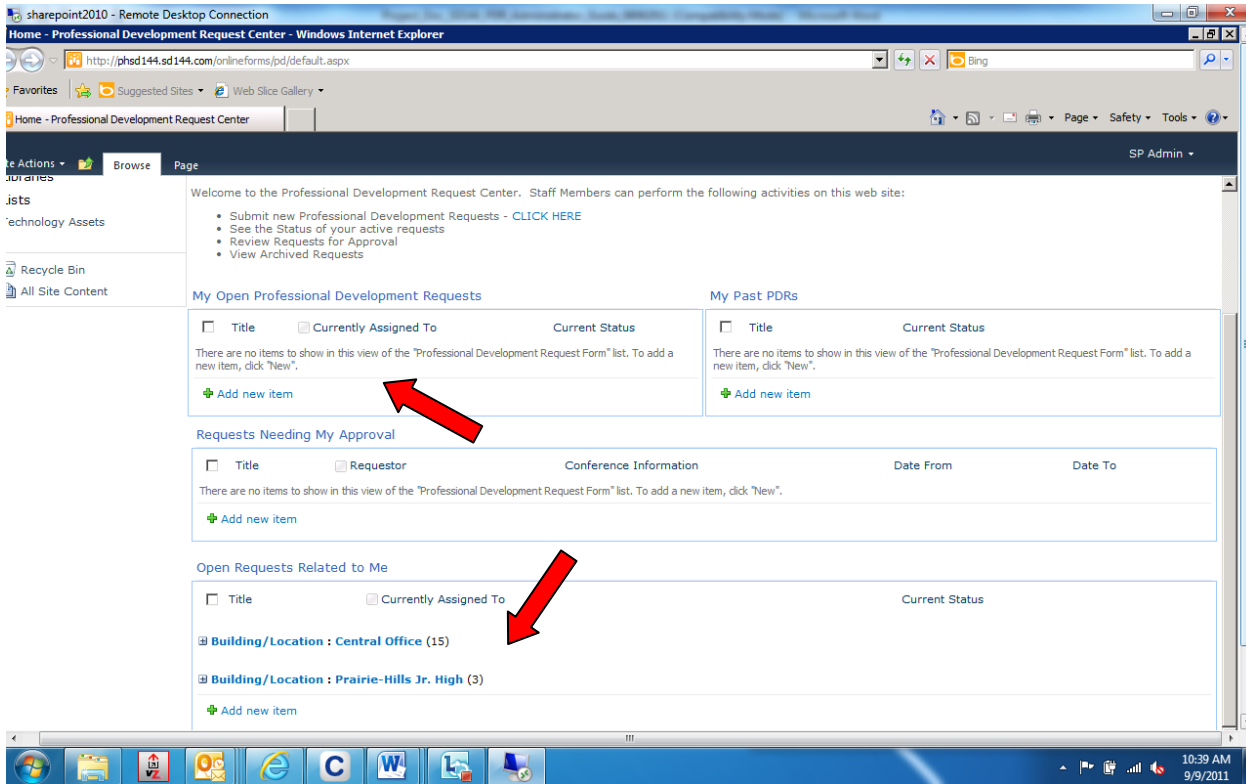
Advanced Check Required

I request an advance in the form of a check not to exceed 75% of the Sub-total estimated expenditures, (registration fees are excluded, as they are usually paid by check or PO). The amount of the check must be at least \$50.00. Prior approval of the Superintendent or a designee is required before the advance check can be issued. Please submit an itemized expense sheet, including receipts, within ten (10) working days of the activity. No reimbursement of assignment expenditures will be made unless included on this form and approved.

Check Amount:

Date Required:

- Click the **Submit Request** button to submit the request. The user is returned to the Professional Development Request Center Home Page



5. Note the Dashboard now shows two entries in the Monitoring lists. This allows a user to quickly see what expenditure request activities are associated with their account.
6. The user can click the “+” sign to see additional details of the Professional Development Request.
7. **The Title of the PDR form includes a unique ID number (example below is “PDR – Submission #: 47”).** This can be used to identify the specific request at a later date.



8. Mouse-over the desired PDR and click the Dropdown arrow to access the available options.

My Open Professional Development Requests

Title	Created	Supervisor I Approval
PDR - Submission #: 29	8/5/2011 12:23 AM	
PDR - Submission #: 47	8/5/2011 7:28 PM	Pending

View Item
Edit Item
Version History
Compliance Details
Workflows
Alert Me
Manage Permissions
Delete Item

Open Menu

