

GIS/CAD REQUESTS

The purpose of the application is to capture GIS/CAD requests across all offices, and distribute and allocate the best GIS/CAD resource for the job.

The form requires the requestor to [LOGIN](#) to be able to create and edit requests. The form has required fields (necessary for submission) and validates certain ones for proper formatting.

All requests are available for viewing (read-only) by all registered users in the system. Only the requestor (owner of the request) can make modifications. GIS/CAD members have no editing restrictions.

A request has 4 states: open (1), assigned (2), in progress (3) and complete (4). Once a request is submitted (created), it will be available in the web application, until it is completed.

States:

(1) When a request is **submitted**, the requestor (Requested by), will receive email, confirming this action.

Update Request ID: 1421 (submitted)

Date/Time In:	<input type="text" value="06/06/2018"/> <input type="text" value="04:55 pm"/>	Return Date:	<input type="text" value="08/03/2018"/> <input type="text" value="5:00 pm"/>
Project Number:	<input type="text" value="999999"/> - <input type="text" value="9999"/> - <input type="text" value="1800"/>	New:	<input type="checkbox"/>
Project Name:	<input type="text" value="Testing - 1 more time"/>		
Requested by:	<input type="text" value="mcruz"/>	Max. allotted time:	<input type="text" value="2"/> hr(s) <input type="radio"/> CAD <input checked="" type="radio"/> GIS
Description of Request (1000 Max.)	<input type="text" value="Documenting the Request Form."/>		
Output Format size:	<input checked="" type="radio"/> 8.5x11 <input type="radio"/> 17x11 <input type="radio"/> Other : _____		

NOTE: For GPS Data submittals, provide Coordinate System in the Description of Request field above.

For revisions of existings drawings/maps, please provide marked-copy of document. If the drawing/map is to be used to create a new drawing, please make note on the mark-up.

Upload new file (pdf, png, jpg, kml, kmz):

For file types not allowed above, email to assigned person. Max. File size allowed = 20 Mb.

GIS/CAD staff assigned:

- (2) A submitted request changes to **assigned**, when a GIS/CAD member is 'assigned' to work on the request. The assigned staff will receive email, as well as the requestor (cc), confirming action. Once a request has been assigned, the requestor cannot update any further the request.

Update Request ID: 1421 (assigned)

Date/Time In: 06/06/2018 04:55 pm Return Date: 08/03/2018 5:00 pm

Project Number: 999999 - 9999 - 1800 New: Location: 1800

Project Name: Testing - 1 more time

Requested by: mcruz Max. allotted time: 2 hr(s) CAD GIS

Description of Request (1000 Max.)
Documenting the Request Form.

Output Format size: 8.5x11 17x11 Other : _____

NOTE: For GPS Data submittals, provide Coordinate System in the Description of Request field above.

For revisions of existings drawings/maps, please provide marked-copy of document. If the drawing/map is to be used to create a new drawing, please make note on the mark-up.

Upload new file (pdf, png, jpg, kml, kmz): _____ Browse... Upload File
For file types not allowed above, email to assigned person. Max. File size allowed = 20 Mb.

GIS/CAD staff assigned: mcruz Assign Staff Start Request

Save Request Exit without Saving COMPLETE the Request Delete Request

- (3) When the assigned staff 'starts the job', the state of the request changes to '**In progress**'. Only the assigned staff can start the request.

Update Request ID: 1421 (in progress)

Date/Time In: 06/06/2018 04:55 pm Return Date: 08/03/2018 5:00 pm

Project Number: 999999 - 9999 - 1800 New: Location: 1800

Project Name: Testing - 1 more time

Requested by: mcruz Max. allotted time: 2 hr(s) CAD GIS

Description of Request (1000 Max.)
Documenting the Request Form.

Output Format size: 8.5x11 17x11 Other : _____

NOTE: For GPS Data submittals, provide Coordinate System in the Description of Request field above.

For revisions of existings drawings/maps, please provide marked-copy of document. If the drawing/map is to be used to create a new drawing, please make note on the mark-up.

Upload new file (pdf, png, jpg, kml, kmz): _____ Browse... Upload File
For file types not allowed above, email to assigned person. Max. File size allowed = 20 Mb.

GIS/CAD staff assigned: mcruz Assign Staff (Work is in progress)

Save Request Exit without Saving COMPLETE the Request Delete Request

- (4) When the request is turned in, the assigned staff '**completes**' the request. Completed requests will be available, after 7 days of completion. A completed request, can change to 'in progress' state if needed (due to additional requirements, etc.) by saving new changes to the form.

Update Request ID: 1421 (complete)

Date/Time In: 06/06/2018 04:55 pm Return Date: 08/03/2018 5:00 pm

Project Number: 999999 - 9999 - 1800 v New: Location: 1800 v

Project Name: Testing - 1 more time

Requested by: mcruz v Max. allotted time: 2 hr(s) CAD GIS

Description of Request (1000 Max.)
Documenting the Request Form.

Output Format size: 8.5x11 17x11 Other : _____

NOTE: For GPS Data submittals, provide Coordinate System in the Description of Request field above.

For revisions of existings drawings/maps, please provide marked-copy of document. If the drawing/map is to be used to create a new drawing, please make note on the mark-up.

Upload new file (pdf, png, jpg, kml, kmz): _____ Browse... Upload File

For file types not allowed above, email to assigned person. Max. File size allowed = 20 Mb.

GIS/CAD staff assigned: mcruz v Assign Staff Work Completed

Save Request Exit without Saving Delete Request