

Workfront Request Instructions for Campus Users

Go to: www.viterbo.edu/communications/workfront-request and select a request type (skip to step 2 below) or to Workfront directly: <https://viterbo.my.workfront.com> and select a request type as outlined in step 1 below.

Login with your Viterbo credentials

MAKE A REQUEST OF COMMUNICATIONS OR MARKETING

1. Select the request type:

- **Design Work Request Form**
Request new or revised print and design projects from Communications.
- **Print Reorder Request Form**
Request printing of any project that Communications previously created.
- **Web Issues/Projects Request Form**
Submit any issues concerning the university website, including editing in Drupal.
- **Video Request Form**
Suggest a topic for a new university video.
- **Email Request Form**
Request an email to be developed by marketing on behalf of admissions or advising. (Enrollment Management use only)
- **Business Card, Name Badge, Desk Plate Request Form**
Order business cards, name badges, or desk plates through Communications.

The screenshot shows the Viterbo University Workfront interface. At the top, there is a header with the Viterbo University logo and the word 'Requests'. Below the header, there are three buttons: '+ New Request', 'Requests I've Submitted', and 'All Requests'. A dropdown menu is open, titled 'Select a Request Type', with a search bar and a list of request types: 'Website Issues/Projects Request', 'Design Work Request', 'Business Card, Name Badge, Desk Plate Request', 'Print Reorder Request', and 'Video Request'.

2. Name the request in the **Subject** field. This is what everyone will see in Workfront, so make it clear and concise.
3. Drag and drop any related documents into the gray box to **upload** them with the request.
4. Select the **department** that will be charged if any costs are incurred or the department that you belong to.
5. **Continue** filling out the fields required for your specific request.
6. Click the **Submit** button.

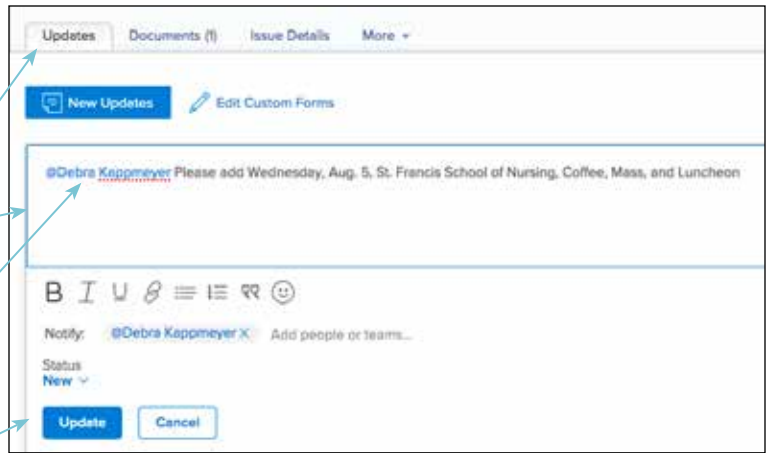
The screenshot shows the Viterbo University Workfront interface for creating a request. At the top, there is a header with the Viterbo University logo and the word 'Requests'. Below the header, there are three buttons: '+ New Request', 'Requests I've Submitted', and 'All Requests'. A dropdown menu is open, titled 'Select a Request Type', with 'Work Request - Communications' selected. Below the dropdown, there is a description: 'Request work that involves communications creating a new project or updating a project previously created by the department.' Below this, there is a 'Subject' field. Below the 'Subject' field, there is a 'Documents' section with a gray box for uploading documents. The box contains an 'Add Documents' button and the text 'Or drag and drop here to attach...'. Below the 'Documents' section, there is a 'Department' dropdown menu with 'Select --' selected. At the bottom, there is a 'Project Information' section.

Submit Request

Cancel

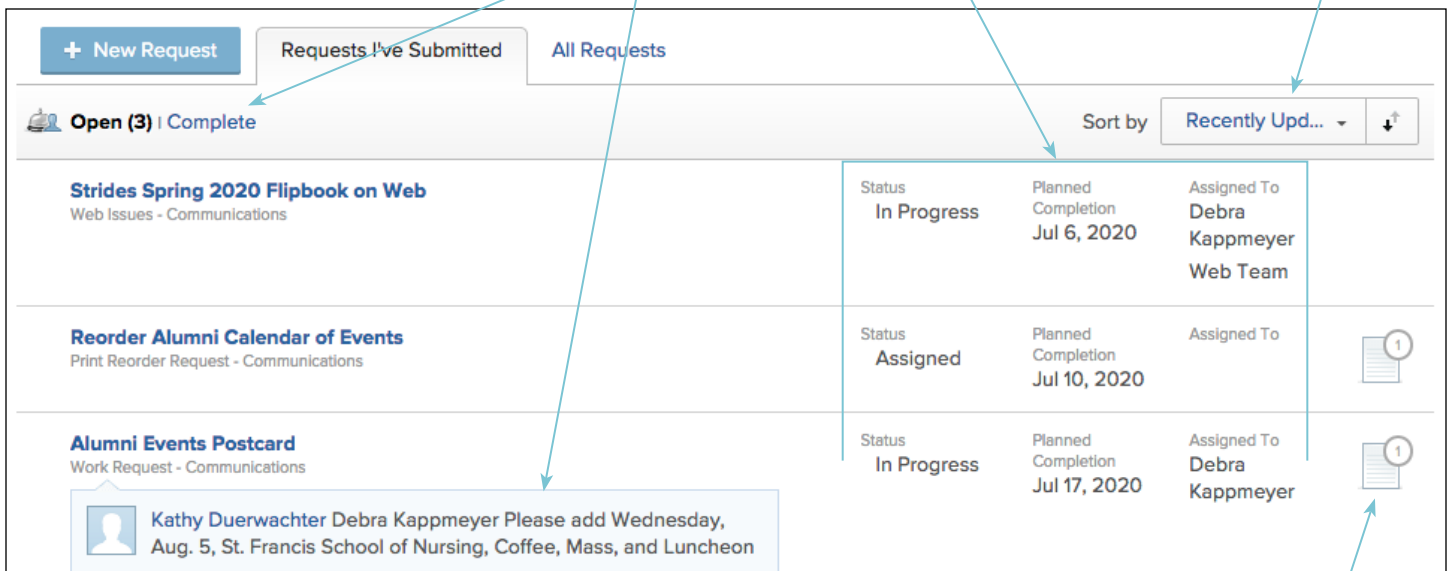
UPDATE A REQUEST

1. Find your requests in the **Requests I've Submitted** section by clicking the tab.
2. **Click the name** of the request to open it.
3. Enter your update by going to the **Updates tab**.
4. Type your update in the box.
4. **Tag other workfront users**, so they receive a notification about the update you make. (Type @ and begin typing the person's name, options will appear, select the correct person(s) to tag.)
5. Be sure to click **Update** to post the comment.



TRACK A REQUEST

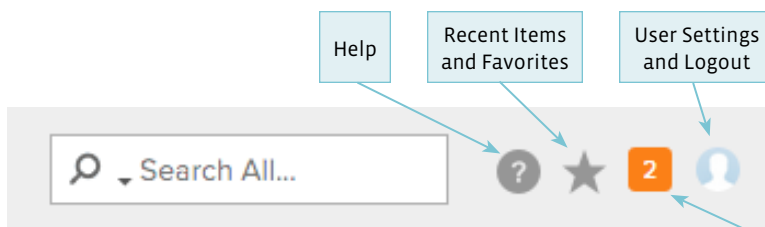
1. Find your requests in the **Requests I've Submitted** section by clicking the tab.
2. **View and/or reply** to recent updates on the request.
3. Track the requests's **status**, planned **completion date**, and **who it's assigned to**.
4. Look for information on **completed requests** here.



Sort your list of requests here.

This icon indicates documents are attached to the request.

NOTE:



When someone tags you in an update, Workfront sends an in-app notification. Access these from your colored and numbered notification icon