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FAQs



The PRPP Template

The PRPP Template is a budget and planning tool developed to facilitate the PRPP report writing process. The template contains three tool bars and several predefined sections, which reflect the different sections of your PRPP report.

Login to the PRPP Template – Shortcut Procedure

- 1. If you would like to bypass the SharePoint site and log directly into the PRPP Template application, follow the steps below:
 - 1.1. Go to the Santa Rosa Junior College Home page: <u>http://www.santarosa.edu</u>.
 - 1.2. Click on Administration > Information Technology in the Main menu at the top of your screen. The Information Technology Home page should appear. (See Figure 1 below.)



Figure 1: SRJC Information Technology Home Page

- 1.3. Click on **Citrix** under **Technology Portals** in the left Navigation panel on the **Information Technology Home** page. (See **Figure 1** above.)
- 1.4 Then, follow **Steps 2.5 2.10** below (skip **Steps 2.1 2.4**).



Login to the PRPP application – Standard Procedure

- 2. If you need to access your SharePoint documents before logging into the PRPP Template application, use the **Standard Login** procedure below.
 - 2.1. Go to the **PRPP Home** page: <u>http://www.santarosa.edu/PRPP</u>.
 - 2.2. The **Windows Security** dialog box should appear. Sign in using your network User Name and Password. (See **Figure 2** below.)

Pas Dor	r name sword nain: ADMINSRJC Remember my credentia	ls

Figure 2: Windows Security Dialog Box

2.3 The **PRPP Home** page should appear. This page allows you to access your SharePoint documents and your PRPP Template via the **Link to Template** button located in the top left corner of the page. (See **Figure 3** below.)

🗧 🧿 🚺 https://binsh	irepoint santaro	saledu/prpp/delault.asp/			p.e
C Home - PRPP ×	Section 1	THE R. L. L. L. LEWIS CO., NO.	and the second of	and the second	A the -
File Edit View Favorites	Tools Help				
× [™] Convert ▼ [■] Select					
渊 🔯 online calculator - Go	ogle _ A Oni	ine Technical Writing Gr., 0 Suggested Sites •	Web Sice Gallery • U Lo	og in - Techipedia	· · · · · · · Page ▼ Salety ▼
She Actions + 😭 Browse	Page				GU.T
PRIPP	hadda a'		-		Search this site
Current Documents	PRPP				
	Link to PR	PP Template			
All Site Content	Current D	locuments			
	Туре	Name	Modified	Modified By	
		2014 Academic Affairs Docs	12/10/2013 10:45 AM	Mercer, John	
		2014 Business Services Docs	12/10/2013 10:47 AM	Mercer, John	
		2014 Human Resources Docs	12/10/2013 10:47 AM	Mercer, John	
	Ca	2014 Petaluma Campus Docs	12/10/2013 10:47 AM	Mercer, John	
		2014 Presidents Office Docs	12/10/2013 10:48 AM	Mercer, John	
	-	2014 Student Services Docs	12/10/2013 10:48 AM	Mercer, John	
	14	Warehouse (older documents)	2/6/2012 11:01 AM	Mercer, John	
	13)	Navigation and Instructions PRPP 2014	2/25/2014 3:55 PM	Mercer, John	
	2)	PRPP Writer's Guide - 2014 FINAL	1/10/2014 11:39 AM	Mercer, John	
	3	PRPP_2014_DistrictTotals_FV12-13_Acad	1/8/2014 4:04 PM	Mercer, John	
	1	PRPP_2014_DistrictTotals_FY12-13_Core	1/8/2014 4:04 PM	Mercer, John	

Figure 3: The Home – PRPP Page

- 2.4 After accessing your SharePoint document(s), click on the Link to PRPP Template button.
- 2.5 The **Internet Explorer Security Warning** dialog box should appear. Click on the **Allow** button to open the Citrix website. (See **Figure 4** below.)

0	A website wants to open web content using this program on your computer									
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.									
	Name: Citrix Systems, Inc Publisher: Citrix Systems, Inc.									
	Do not show me the warning for this program again									

Figure 4: Internet Explorer Security Dialog Box

2.6 The **Citrix XenApp** login dialog box should appear. Sign in using your network User name and Password. (See **Figure 5** below.)

NOTE	If you have trouble connecting to Citrix, please contact the Help Desk for
NOTE	assistance.

Citr	TIX XenApp
Santa Ros	sa Junior College
User name:	
User name: Password:	

Figure 5: Citrix XenApp Login Dialog Box



2.7 The Citrix **Main** menu should appear. Click on the **PRPP** icon in the menu. (See **Figures 6** and **7** below.)

Main						Select view: •
tscope Escape	Home Directory	Internet Explorer 11	Microsoft Access 2013	Microsoft Excel 2013	Microsoft Outlook 2013	Microsoft PowerPoint 2013
Microsoft Publisher 2013	Microsoft Visio 2013	Microsoft Word 2013	PRPP	Student Information System		
fint: Click Reconnect to	resume any paused reso	urces. 🛞				

Figure 6: Citrix Main Menu



Figure 7: PRPP Icon

2.8 The **Citrix Receiver - Security Warning** dialog box should appear. Click on the **Permit use** button to allow the Citrix website to access information. (See **Figure 8** below.)



Figure 8: Citrix Receiver – Security Warning

2.9 The **Authenticate PRPP User Logon** dialog box should appear. Log onto the PRPP application using your network User Name and Password. (See **Figure 9** below.)





Figure 9: Authenticate PRPP User Logon Dialog Box

2.10 The **Select PRPP Template** dialog box should appear. (See **Figure 10** below.) This dialog box allows you to select your template using two options. Click on the following link for instructions on how to <u>select your PRPP Template</u>.



In order to open a PRPP template which has an "In-Progress" status, you must be either an Administrator, Editor, or an Approver of that template.

Compor	ALL Comp	ponents] [0	×
Program/I	Jnit Academic	Senate			•] l	OK	Cancel
cademic (Senate Templa	tes	Crashed Date	M-JC-JD.	M-Red Day		Annual Data	
rear	Approved	charapoint	Lifeated Date	Modified By	Modified Date	Approved By	Approval Date	
2008	Approved	imercer	01/14/2009			ragrella	09/30/2009	
2010	Approved	imercer	02/10/2010			ragrella	08/17/2010	
2 2011	Approved	imercer	01/04/2011			ragrella	08/15/2011	
2012	Approved	jmercer	10/13/2011			mrudolph	08/21/2012	
2013	Approved	imercer	11/26/2012			mrudolph	08/02/2013	
2014	In-Progress	jmercer	11/20/2013					

Figure 10: Select PRPP Template Dialog Box



Select your PRPP Template

- 3. Follow either procedure below to search for and select your PRPP Template:
 - 3.1 You can narrow down the list of templates before making your selection by following the steps below:
 - 3.1.1. Click on the **Component** scrollbar arrow. Then, select your component from the displayed list. (See **Figure 11** below.)
 - 3.1.2. Select a radio button (either Show ALL Programs/Units or Show Programs/Units I can EDIT).
 - 3.1.3. Click on the **Program/Unit** scrollbar arrow. Then, select your program from the displayed list.
 - 3.2 Or you can select directly from the complete list of templates.
 - 3.2.1 Search for and then select your PRPP template from the list displayed at the bottom of the **Select PRPP** dialog box. (See **Figure 11** below.)

compon	ent ALL Comp	ponents					0	×
Program/L	Jnit Academic	: Senate]	OK	Cancel
.cademic 9	Senate Templa	tes	Created Date	Marker and	Madicad Dava	America Du	Assessed Data	
	Approved	charapoint	12/12/2007	моцшец Бу	Woullied Date	Аррючецьу	Approvaribate	
2000	Approved	imercer	01/14/2009			ragrella	09/30/2009	
2010	Approved	imercer	02/10/2010			ragrella	08/17/2010	
2011	Approved	imercer	01/04/2011			ragrella	08/15/2011	
2012	Approved	imercer	10/13/2011			mrudolph	08/21/2012	
0 2012	Approved	imercer	11/26/2012			mrudolph	08/02/2013	
2013			11/20/2012					

Figure 11: Select PRPP Template Dialog Box



3.3 After selecting your PRPP template, click on the **OK** button. Your PRPP Template should appear. (See **Figure 12** below.)

EDIT Template: PRPP Training Template 2014	
	M
PRPP Sections	<u>©</u>
2. Resources	● 2, 14 億 ∽ ○ 44 ¶ 100% ▼
Algement Conege Wide doas and . .	Normal 🔽 Arial 🔽 12 💌 B Z U 🗐 🖉 🖉 🗐 🖂 🛱 🛱
J. Performance Measures S. Planning	

Figure 12: The PRPP Template

Accessing your PRPP Template

- 4. Follow the steps below to access your PRPP Template:
 - 4.1 Click on the right border of the left pane and drag to the right until you can view the complete names of all the PRPP sections. (See **Figure 13** below.)



Figure 13: Left Navigation Pane

4.2 To expand a folder and access all of the PRPP sections contained within it, click on the expand indicator to the left of the folder icon.



- 4.3 Click on the name of the section that you want to open. The selected section should appear in the right pane of the PRPP Template.
- 4.4 Click in the **Text Editor** or **Edit Window** section in the right pane to begin developing/editing your report.
- 4.5 Follow the Writer's Guide to complete all sections of the PRPP Template for your program. (The current Writer's Guide can be accessed via the SharePoint PRPP site: http://www.santarosa.edu/PRPP).



The PRPP Main Tool Bar

The **PRPP Main Tool Bar** contains several buttons, which are used to access a variety of features for creating your PRPP report. (See **Figure 14** below.)



Figure 14: PRPP Main Tool Bar



Your user access level and Home directory status will determine which buttons are active on your **PRPP Main Tool Bar**.

For instructions on how to determine which buttons should be active on your **PRPP Main Menu Tool Bar**, click on the following link: <u>Check your Access Level</u>.

PRPP Main Tool Bar Buttons

PRPP Administrator Tasks Button



The PRPP Administrator uses the features accessed by this button to perform administrative tasks. This button will be deactivated (grayed out) for all other users.

Logon as Another User Button



Displays the **Authenticate PRPP User Logon** dialog box, which allows another user to log on. To reopen the PRPP Template application, the new user must first log on. (See **Figure 15** below.)



Clicking on the **Logon as another user** button closes your current PRPP template without saving your changes. Before clicking on this button, click on the **Save Changes** button in the **PRPP Main Tool Bar** to save any changes that you have made to the **Text Editor** section.





Figure 15: Authenticate PRPP User Logon

Select PRPP Template Button



Displays the **Select PRPP Template** dialog box, which allows you to select another template without having to log out and back into the PRPP application. Click on the following link for instructions on how to <u>select your PRPP Template</u>. (See **Figure 16** below.)

NOTE

In order to open a PRPP template which has an "In-Progress" status, you must be either an Administrator, Editor, or an Approver of that template.

Lompon	ent ALL Comp	ponents] [0	×
Program/l	Jnit Academic	Senate				ן ר	OK	Cancel
cademic S	Senate Templa	tes						
Year	Status	Created By	Created Date	Modified By	Modified Date	Approved By	Approval Date	
2008	Approved	sharepoint	12/12/2007					
2009 🖉	Approved	jmercer	01/14/2009			ragrella	09/30/2009	
2010	Approved	jmercer	02/10/2010			ragrella	08/17/2010	
2011	Approved	imercer	01/04/2011			ragrella	08/15/2011	
2012	Approved	imercer	10/13/2011			mrudolph	08/21/2012	
🕗 2013	Approved	jmercer	11/26/2012			mrudolph	08/02/2013	
_	In Prograss	imercer	11/20/2013					

Figure 16: Select PRPP Template Dialog Box





Selecting another template closes your current PRPP template without saving your changes. Before clicking on this button, click on the **Save Changes** button in the **PRPP Main Tool Bar** to save any changes that you have made to the current **Text Editor** section.

Information Button



Displays the **Information** window, which contains a list of **Current User/Template Information**, such as your User Name, User Access Level, Home Directory status, Template Name, etc.... (See **Figure 17** below.)

Current User/Template Informatio	n	
Property	Value	
Current User	guser276	100
User Name	Generic User276	
User Email	guser276@santarosa.edu	
User is PRPP Administrator	No	
User is Component Admin	No	
User is SubComponent (Cluster) Admin	No	
User is Approver	No	
User is Editor	Yes	
User can Approve Template	No	
User can Edit Template	Yes	
User has Home Directory	Yes	
Template Name	PRPP Training Template	
Template Year	2013	
Template Status	In-Progress	
Template is Read-Only	No	
Template is Academic-Format	Yes	
Template is Component-Level	No	
Template Component	Academic Affairs	
Template SubComponent (Cluster)	Academic Affairs	
Template Version	v4.1	
Template Editors	Kristeen Abrahamson	
	Megan Lowry Reed	
	Generic User276	

Figure 17: Information Window

Check your User Access Level

5. To check your user access level, follow the procedure below:

5.1

Click on the **Information** button on the **PRPP Main Tool Bar**. The **Information Window** should appear. (See **Figure 18** below.)

5.2 Confirm your user access level by checking the **Value** and **Property** columns in the **Information Window**. (See **Figure 18** below.)



urrent User/Template Information	on	
Property	Value	9
Current User	guser276	1
User Name	Generic User276	
User Email	guser276@santarosa.edu	
User is PRPP Administrator	No	
User is Component Admin	No	
User is SubComponent (Cluster) Admir	n No	
User is Approver	No	
User is Editor	Yes	
User can Approve Template	No	
User can Edit Template	Yes	
User has Home Directory	Yes	
Template Name	PRPP Training Template	
Template Year	2013	
Template Status	In-Progress	
Template is Read-Only	No	
l'emplate is Academic-Format	Yes	
Template is Component-Level	No	
Template Component	Academic Affairs	
Template SubComponent (Cluster)	Academic Affairs	
Template Version	v4.1	
l'emplate Editors	Kristeen Abrahamson	
	Megan Lowry Reed	1

Figure 18: User Access Levels and Home Directory Setup

5.3 Confirm your **Home Directory** status by checking the value for the **User has Home Directory** property in the **Information Window**. (See **Figure 18** above.)



- 5.4 If your **User has Home Directory** property is "No", and the **Create Word Documents** and the **Create Spreadsheets** buttons are deactivated, please contact your supervising administrator for advice.
- 5.5 If the value of your User has Home Directory property is "Yes", then the

Create Word Documents 🕮 and the Create Spreadsheets 볼 buttons on your PRP	P
Main Tool Bar should be active.	

5.6 Go to **Table 1** below. Locate the **PRPP Main Tool Bar** screen shot in the **Active Buttons** column that corresponds to your user access level/Home directory status.



5.7 Compare the screen shot corresponding to your user access level/Home directory status in **Table 1** with the active buttons on your **PRPP Main Tool Bar**.



The **Save Changes** button remains deactivated (grayed out) until you have clicked inside the **Text Editor** section of the PRPP Template to make changes.

Active PRPP Main Tool Bar Buttons						
Property	Value	Home Directory	Active Buttons			
User is PRPP Administrator	Yes	Yes	All buttons			
User is PRPP Administrator	Yes	No	All buttons except for the Create Word Documents and Create Spreadsheets buttons			
User is Approver	Yes	Yes	2 I I I I I I I I I I I I I I I I I I I			
User is Approver	Yes	No				
User is Editor	Yes	Yes	2 I I I I I I I I I I I I I I I I I I I			
User is Editor	Yes	No				

Table 1: User Access Levels for PRPP Main Tool Bar Buttons

5.8 If you find any buttons on your **PRPP Main Tool Bar** that should be active and are not, please contact your supervising administrator for advice.

Return to PRPP Main Tool Bar

Clear Textbox Button



Displays the **Clear Section** dialog box, which allows you to clear ALL text from the current section of your PRPP report. (See **Figure 19** below.) Clicking on the **No** button cancels the **Clear Text** function and closes the dialog box.

NOTE

Clicking on the **Yes** button in the **Clear Section** dialog box clears ALL text from the current section, returning it to its default state. Only click on the **Clear Textbox** button when other methods of deleting text will not work.





Figure 19: Clear Section Dialog Box

Save Changes Button



Saves changes that you have made to the current **Text Editor** section you are working on in the PRPP Template application. (See **Figure 20** below.) This button remains deactivated until you click in the **Text Editor** section.

NOTE

Each time you click on the **Save Changes** button, your original text will be overwritten.



Figure 20: Current Section Displayed in the Text Editor

6. After working in the **Text Editor** section, click on the **Save Changes** button in the **PRPP Main Tool Bar** to save your changes.



If you navigate away from the **Text Editor** section and try to open another section without saving your changes, a dialog box will appear prompting you to "Save any changes to current section?" You can select **Yes** or **No**.



Create Word Documents Button

NOTE



Displays the **Create Microsoft Word Documents** dialog box where you can select from three options for creating your PRPP report. (See **Figure 21** below.)

If your **Create Word Documents** button is not active (grayed out), please contact your supervising administrator for advice. This typically means that you do not have a Home directory set up on your computer system.



Figure 21: Create Microsoft Word Documents Dialog Box

Create MS Word Documents

- 7. To create an MS Word Document, follow the procedure below:
 - 7.1 Click on the button for the type of PRPP document that you would like to create. (See **Figure 22** below.)



Figure 22: Create Microsoft Word Document Buttons



7.2 The **Document Saved** dialog box should appear with the file name and directory location of your document displayed across the top of the dialog box. (See **Figure 23** below.)

X:\PRPP_2014_PRPPTrainingTempla	te.doc X
Document Saved	
	ОК

Figure 23: Document Saved Dialog Box

Print Out your PRPP Report

- 8. To print out your PRPP report, follow the procedure below:
 - 8.1 Go to your Home directory where you saved your PRPP report and open the document.
 - 8.2 Confirm that your printer and MS Word print options are set correctly for printing out your report.
 - 8.3 Then, click on the **Print** button in the MS Word application to print out your report.

Request Approval of PRPP Template Button



Displays the **Email to Approvers: Request FINAL Approval of PRPP Template** dialog box, which allows you to send a message to request FINAL approval of your PRPP report. (See **Figure 24** below.)



Developing the PRPP report should be a collaborative process. Before clicking on the **Request Approval of PRPP Template** button, all editors in the group should reach a concensus that the report is complete and ready for FINAL approval.



ubject:		
PRPP 2014 PRPP Training Te	emplate	
lessage Text:		
he Template is ready for	your approval.	*
		<u>~</u>
d		

Figure 24: EMail to Approvers: Request FINAL Approval Dialog Box

Procedure for Requesting Approval of PRPP Template

- 9. To request final approval of your PRPP report, we recommend that you follow the procedure below:
 - 9.1 Assign a lead editor who will be responsible for ensuring that all members of the group have reached the following consensus: their PRPP report is ready for FINAL approval.
 - 9.2 When the PRPP report is ready for FINAL approval, the Lead Editor should click on the **Request Approval of PRPP Template** button. The **Email to Approvers: Request FINAL Approval of PRPP Template** dialog box should appear.
 - 9.3 Use the default text or create your own message for the approvers in the **Message Text** section of the dialog box.
 - 9.4 Then, click on the **Send EMail** button to send your message to the approvers of your PRPP report.
 - 9.5 Or click on the **Cancel** button to close the dialog box without sending your email message.



Send PRPP Template Back to Editors Button



Displays the **EMail to Editors: Request Changes to PRPP Template** dialog box, which is used exclusively by the PRPP approvers to send messages back to the editors. The message in the **Message Text** section should indicate the reason the PRPP report was denied and specify the changes required for FINAL approval. (See **Figure 25** below.)

To: Template Editors	
Kristeen Abrahamson;Megan Lowry Reed;Generic User276	
Subject:	
PRPF 2014 PRPP Training Template	
Message Text:	
The Template is being sent back to the Editors with the following comments:	*
<u>ح</u>	*
× ×	

Figure 25: EMail to Editors: Request Changes to PRPP Template Dialog Box

Send PRPP Template Back to Editors

- 10. To request changes to a PRPP Template, follow the procedure below:
 - 10.1. Click on the Send PRPP Template back to Editors button.
 - 10.2. Create your message in the **Message Text** section of **the EMail to Editors: Request Changes to PRPP Template** dialog box.
 - 10.3. Then, click on the **Send EMail** button to send your email message to the editors of the PRPP report.
 - 10.4. Or click on the **Cancel** button to close the **EMail to Editors: Request Changes to PRPP Template** dialog box without sending an email message.

FINAL Approval of PRPP Template Button



Displays the **EMail to Editors/Approvers FINAL Approval of PRPP Template** dialog box, which allows the approver to send a message informing the editors and approvers that the PRPP report has been approved. (See **Figure 26** below.)





Once the template is approved, it can no longer be edited. Make sure that the PRPP report is complete and ready for FINAL approval before clicking on the **Final Approval of Template** button.



Figure 26: EMail to Editors/Approvers: FINAL Approval of PRPP Template Dialog Box

Create Spreadsheets Button



Displays the **Export PRPP Spreadsheet Data Tool Bar**, which includes tools for selecting, exporting, and saving PRPP data. (See **Figure 27** below.)

Euport PRPP Spreadsheet Data	2013 💌 🗹 👹	×

Figure 27: Export PRPP Spreadsheet Data Tool Bar and Window



Export PRPP Spreadsheet Data Tool Bar

The **Export PRPP Spreadsheet Data Tool Bar** provides tools that allow you to select and then export data from more than one section of your PRPP report to an MS Excel spreadsheet file located on your Home directory. (See **Figure 28** below.)



Most buttons on the **Export PRPP Spreadsheet Data Tool Bar** are for the Administrator's use only and are deactivated (grayed out) for all other users. To check your access level, click on the **Information** button in the **PRPP Main Tool Bar**.



Figure 28: The Export PRPP Spreadsheet Data Tool Bar

Activated Export PRPP Spreadsheet Data Tool Bar Buttons					
Access Level	Active PRPP Main Tool Bar Buttons				
PRPP Administrator	All buttons				
Approver	Select PRPP Records and Create CSV Export				
	File Buttons				
Editor	Select PRPP Records and Create CSV Export				
	File Buttons				

Select PRPP Records Button



Displays the **Select PRPP Records to Export** dialog box, which allows you to search for records based on criteria you select from the dialog box. (See **Figure 29** below.)

NOTE

Your user access level will determine which categories are active and available to you in the **Select PRPP Records to Export** dialog box. To check your user access level, click on the **Information** button in the **PRPP Main Tool Bar**.



2.1b - Budget Reque	sts	2] (A) Search
Year C ALL Years C Year 2014	Cocation ALL Locations Location ALL	Strategic Plan Goals C ALL Initiatives C Initiative in 2014 UO-None	× Cance
Component C ALL Components C Domponent Academic Alfairs	SubComponent (C ALL SubComp C SubCompon Academic Alfa	aka Cluster) onerts ent itt	
Program/Unit C ALL Program/Units C Program/Unit PRPP Training Tem	plate	C ALL Status C In-Progress C Approved	
RS - Responsibility C ALL RS codes RS code	ode	ACTV - Activity Code C ALL ACTV codes C ACTV code	

Figure 29: Select PRPP Records to Export Dialog Box

Select PRPP Records to Export

- 11. To select the PRPP records to export to an the MS Excel spreadsheet file on your Home directory, follow the procedure below:
 - 11.1. Click on the arrow in the **PRPP Section** scroll box to display a list of sections. (See **Figure 30** below.)

- PRPP Section	
2.1b - Budget Requests	•

Figure 30: PRPP Section Scroll Box

- 11.2. Select the section from which you want to export your records to the MS Excel spreadsheet.
- 11.3. Select from the remaining categories in the **Select PRPP Records to Export** dialog box to specify the criteria of the records that you want to export.
- 11.4. Click on the **Search** button to search for records that meet the criteria you specified in the **Select PRPP Records to Export** dialog box.



11.5. The **Export PRPP Spreadsheet Data** window containing the records that you selected should appear. (See **Figure 31** below.)

/P Rank	Supv Rank	Component	Component Short	SubComponent	SubComponent Short	Program/Unit	Year	Status	P
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	C
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	C
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	C
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0
		Academic Affairs	AA	Academic Affairs	AA	PRPP Training Template	2014	In-Progress	0

Figure 31: Export PRPP Spreadsheet with Budget Requests Data

- 11.6. To start a new search without saving your current exported data, click on the **Select PRPP Records** button again and select a new record and its criteria. Then, click on the **Search** button.
- 11.7. To close the **Export PRPP Spreadsheet Data** dialog box without exporting your data, click on the **Close** button (X) in the upper right corner of the dialog box.
- 11.8. To save your exported data to an MS Excel spreadsheet, follow **Steps 12.1 to 12.3** below.

Create CSV Export File Button



Displays the **Export PRPP Data** dialog box, which allows you to save your exported data to your Home directory on your computer system or to cancel the **Export PRPP Data** function and close the dialog box. (See **Figure 32** below.)

NOTE

Typically, your Home directory will be set up as the location for storing your exported PRPP data.



Export PRPP Data	×
Save in: guser276 (\bus-home4\Home\store(← 🗈 📸 🎟 -
Name 🔺 🗸 🗸	Date modified v Ty
UNDOWS	1/29/2014 1:51 PM Fi
PRPP_2_1b_BudgetRequests	2/18/2014 2:34 PM M
PRPP_2_2a_CurrentClassifiedEmployees	2/18/2014 2:24 PM M
PRPP_2_2e_NonFacultyStaffingRequests	2/18/2014 2:19 PM M
<u> </u>	
File name: PRPP_2_1b_BudgetRequests	▼ Save
Save as type: CSV Files (*.csv)	Cancel

Figure 32: Export PRPP Data Dialog Box

Export PRPP Data

- 12. To export your spreadsheet data, follow the procedure below:
 - 12.1. Click on the **Create CSV Export File** button. The **Export PRPP Data** dialog box should appear.
 - 12.2. Click on the **Save** button at the bottom of the **Export PRPP Data** dialog box to save your data file to your Home directory. (See **Figure 32** above.)
 - 12.3. A dialog box displaying the name and directory location of the file containing your exported PRPP data should appear. (See **Figure 33** below.)



Figure 33: Dialog Box with File Location of Stored PRPP Data



Print Out your PRPP Data Spreadsheet

- 13. To print out the spreadsheet containing your PRPP data, follow the procedure below:
 - 13.1 Go to the location on your Home directory where the spreadsheet containing your PRPP data was stored.
 - 13.2 Open the MS Excel file (spreadsheet) containing your PRPP exported data.
 - 13.3 Confirm that your printer and MS Excel print options are set correctly for printing out your PRPP spreadsheet data.
 - 13.4 Then, click on the **Print** button in the MS Excel application to print out your PRPP data.

Help/Instructions Button



Displays a Help page from the Writer's Guide for the current section that you are working on in the PRPP Template application. (See **Figure 34** below.)



Figure 34: Help on the Mission Section



Text Editor Tool Bar





Figure 35: Text Editor Tool Bar



The **Print** button in the **Text Editor Tool Bar** only prints the currrent section of the PRPP template that you are working on in the **Text Editor**. To print out your PRPP report, click on the **Create Word Documents** button in the **PRPP Main Tool Bar**. Then, follow **Steps 8.1** to **8.3** above.

Print out your PRPP report

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