# **Request for Privileges Web Application**

# **Instructions for Requestors**

Any employee can login to the system as a requestor - using their Purdue career account.

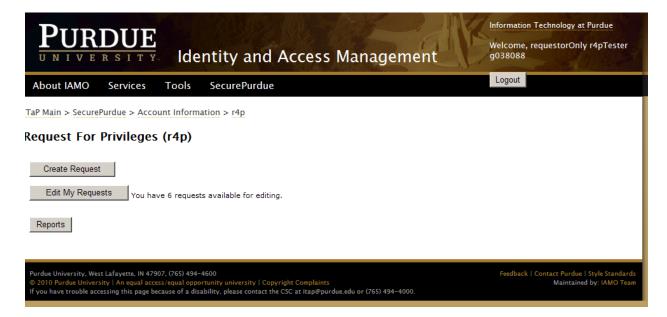
Below is the URL for the application

https://www.purdue.edu/apps/account/r4p

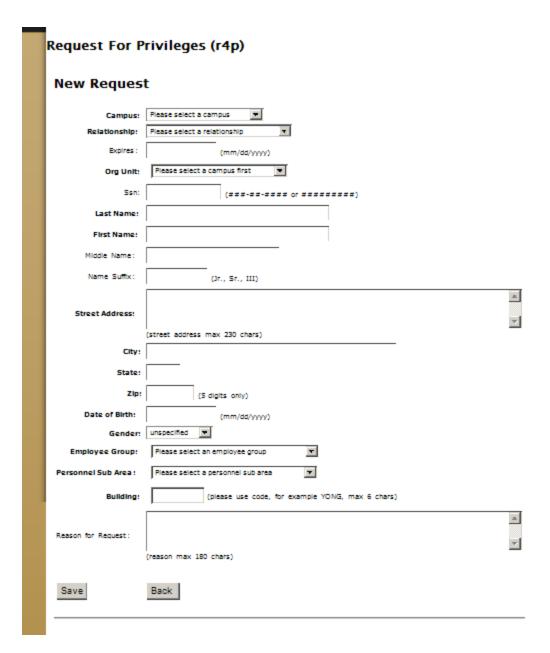
From here the user can

- Create Request
- Edit Unapproved Requests
- Run Reports

### **Create Request**



To create a new request – press the "Create Request" button.



The following fields are required for all relationship types.

- Campus
- Relationship
- Org Unit
- Last Name
- First Name
- Street Address
- City
- State
- Zip
- Date of Birth

- Gender
- Employee Group
- Personnel Sub Area
- Building

Social Security Number (SSN) is required for the following relationships.

- FE Future Employee
- NT New Hire Temp

**Expires** is required for the following relationship (expire date can be no greater than 5 years in the future)

- NE Non Employee
- VS Visiting Student
- EC Foreign Vet Students

### Reason for Request is required for the following Relationship

• NE – Non Employee

Depending on the relationship selected some fields may be pre-populated and not editable.

Upon completion of all required fields press the "Save" button.

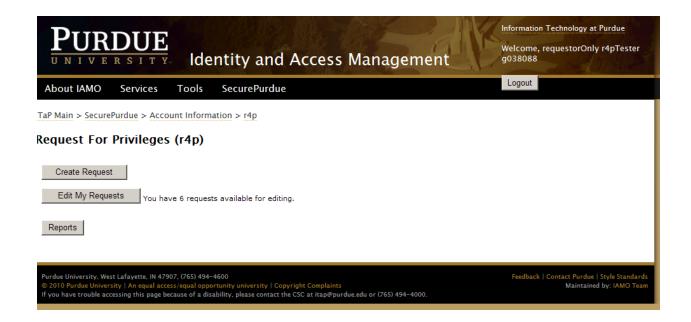
To go back to the main menu without saving press the "Back" button

## **Special Instructions for Visiting Scholars**

- Choose Relationship type of FE Future Employee
- A Visiting Scholar checkbox will appear at the bottom of the web page
- Place a check in the box if the request is for a Visiting Scholar

# **Editing Unapproved Requests**

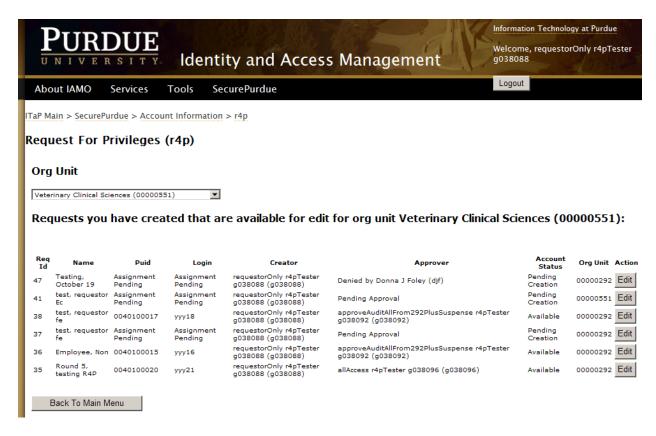
Requestors have the ability to edit or delete unapproved requests.



If the requestor has any unapproved requests – they will see the "Edit My Requests" button and a message telling them how many unapproved requests they have.

Upon pressing the "Edit My Requests" button they will receive a list of all unapproved requests that they have submitted.

There will be a drop down box that contains data for each Org Unit that the requestor has submitted items for. Choose the appropriate Org Unit to see requests.



To go back to the main menu – press the "Back to Main Menu" button

At this point if any changes need to be made to what was submitted they can press the "Edit" button at the end of the request.

This will take you back into the request and changes can be made.

You have the following choices

- Save This will save any changes made
- Delete This request will be deleted
- Back Takes you back to the Main Menu (will not save changes)

# Reports

As a requestor there are 3 reports you can run.

# R4p Reports

### **Available Reports:**

Report Title	Report Description
Current Requests For Org Unit	Shows current requests entered by you and for any org unit(s) that you approve or audit.  Org Unit:  Run Report Get Report As Csv
Current Requests For Your Org Units	Shows current requests entered by you and for all orgunit(s) that you approve or audit.  Run Report Get Report As Csv
R4p Approvers Per Org Unit	List r4p approvers per org unit Org Unit: Run Report Get Report As Csv
Back To Main Menu	

### **Current Requests For Org Unit**

- Enter the Org Unit that you would like to see data for.
- Press Run Report or Get Report as Csv
- This returns a list of all active requests for that Org Unit.

### **Current Requests For Your Org Units**

- Press Run Report or Get Report as Csv
- This returns a list of all active requests for Org Units you have submitted for.

### R4p Approvers Per Org Unit

- Enter the Org Unit that you would like to see data for.
- Press Run Report or Get Report as Csv
- This returns a list of all approvers for that Org Unit.