

Using PTC Job List

The PTC Job List is a web-based system that records and displays all current and past PTC work requests that are either placed by you or placed on behalf of you. They also include jobs to be endorsed or already endorsed by you (if you are a budget controller), or requests shared with you by your colleague. Viewing PTC Job List requires MS Internet Explorer or Netscape Communication 4.7 or above. To use the PTC Job List, do the following steps:

- 1 Go to: "http://ptcwork/request".
- 2 Login the "User Project System" with your ITSC Network Account.



The screenshot shows the login page for the Publishing Technology Center's User Project System. At the top left is the logo and name "出版技術中心 Publishing Technology Center". The main heading is "User Project System". Below this are two input fields: "Username" and "Password". To the right of the password field is a yellow "Login" button. At the bottom, there is a note: "(Use ITSC Network A/c)".

- 3 To "View Your Jobs", select either "Current jobs" that are in progress or "Past jobs" (Please refer to "Placing PTC Work Request" about "Online Work Request").



The screenshot shows the "PTC Job List" menu within the User Project System. The page header includes the logo and name "出版技術中心 Publishing Technology Center" and the text "User Project System". Below the header, there is a navigation bar with "Login User: User" and links for "Main Menu", "Note to users", "Help", and "Logout". The main content area is titled "Online Work Request" and contains a list of service areas: "AV Production", "Design & Multimedia", "Photo Imaging", "Printing", "Course Pack Copying (visit Course Pack website for details)", and "ALL other Printing Services". Below this, there is a "PTC Job List" section with two options: "Current Jobs" and "Past Jobs". The "Current Jobs" and "Past Jobs" options are circled in red.

4 View Current Jobs

- 4.1 Your "Current Jobs" includes 4 categories of requests:
 - 4.1.1 Requests placed by you. You can keep track of their progress;
 - 4.1.2 Requests that are seeking your endorsement (if you are the budget controller). You can modify and endorse the requests online;
 - 4.1.3 Requests that are placed on behalf of you;
 - 4.1.4 Requests that are shared with you by your colleagues.
- 4.2 Your name, the user or requester, is in black, all other viewers' names, including the budget controller, are in blue.

5 Request Status in Current Jobs

5.1 There are 5 stages of a request. They include:

- 5.1.1 **Waiting Endorsement** (in bold type): This means the request is waiting for endorsement from the budget controller. It is hyperlinked in the budget controller's PTC Job List;
- 5.1.2 **Waiting Acceptance**: This means the request is waiting for acceptance by PTC staff. It indicates the request is submitted without the need for endorsement;
- 5.1.3 **Endorsed & Waiting Acceptance**: This means the budget controller has endorsed the request. The request is waiting acceptance from PTC staff;
- 5.1.4 **Accepted**: This means the request is already accepted by PTC staff.
- 5.1.5 **Denied**: This means the request is not accepted by PTC. (It may occur when a non-budget controller submits a request directly without seeking endorsement)

PTC Job List 出版技術中心
Publishing Technology Center

Login User: **User** Main Menu | Note to User | Help | Logout

08 / 12 / 04 (Wednesday)

Current Jobs Past Jobs

List by Date Period From To Go List by Service Area Job No Go

Date In	Job No / Information	Requested By	Request Status	Handled By	Date Required	Description	Progress	Completion Date	Delivery Date	Billing Status
05/12/04	A12345	User Colleague Supervisor	Waiting Acceptance		25/02/05	Video shooting for a Seminar				Nil
04/12/04	G23456	User Depthead	Waiting Endorsement		20/02/05	Design a poster				Nil
03/12/04	P34567	User Supervisor Depthead	Endorsed & Waiting Acceptance		20/01/05	Photo-taking for a Conference				Nil
02/12/04	R45678	User	Accepted	Kenny	20/01/05	Printing for examination paper	In Progress			Nil

<< first < prev next > last >>

Page 1 of 1

Overdue jobs are indicated in **RED**. Export to MS Word

6 Endorse Work Request in Current Jobs

6.1 Budget controller can click "Waiting Endorsement" to enter the request form and click "Approve" to endorse. He/she can also modify the request and click "Save Change & Approve".

PTC Job List 出版技術中心
Publishing Technology Center

Login User: **Depthead** Main Menu | Note to User | Help | Logout

10/01/05 (Monday)

Current Jobs Past Jobs

List by Date Period From To Go List by Service Area Job No Go

Date In	Job No / Information	Requested By	Request Status	Handled By	Date Required	Description	Progress	Completion Date	Delivery Date	Billing Status
08/01/05	G10269	User Depthead	Waiting Endorsement		20/02/05	Designing a book cover				Nil
03/12/04	P34567	User Supervisor Depthead	Endorsed & Waiting Acceptance		20/01/05	Photo-taking for a Conference				Nil
14/11/04	R12345	Depthead	Accepted	Printshop	20/11/04	Printing of proceeding	Completed	16/11/04	18/12/04	In Progress

<< first < prev next > last >>

Page 1 of 1

Overdue jobs are indicated in **RED**. Export to MS Word



6.2 Once approval is made, endorsement email will be sent to the user and cc the PTC staff with subject as example below:

[G10269] Endorsed: Designing a book cover

6.3 If modifications are made before approval, the email subject will look like the following:

[G10269] Endorsed with modification: Designing a book cover

6.4 The “Waiting Endorsement” will become “Endorsed and Waiting Acceptance”. Only PTC staff can update the request form after it is endorsed and accepted. (The budget controller won’t receive any copy of the endorsement email to avoid too many email transmission).

6.5 If the budget controller disapproves the request, he/she should communicate the decision to the requester outside the User Project System through other means. Requester should inf

7 View Past Jobs

7.1 “Past Jobs” records and displays all requests starting April 2004 that are completed and billed.

Date In	Job No / Information	Requested By	Request Status	Handled By	Date Required	Description	Progress	Completion Date	Delivery Date	Billing Date*
26/10/04	p06180	User Supervisor	Accepted	Wallace	11/11/04	Photo-taking for 12th Congregation	Completed	11/11/04	15/11/04	07/12/04
20/10/04	g12345	User	Accepted	Vanaie	10/11/04	Website design for UG program	Completed	12/11/04	12/11/04	07/12/04

8 View Departmental Jobs

If you are an IDLP, you can see all requests placed by your department for handling the back charge. You can nominate one colleague in your department (as your backup) to have this feature.

9 Export PTC Job List

The “PTC Job list” can be exported into MS Word for sharing with other colleagues.