

<https://ivisions.tylertech.com/proviso209ess/>

Please see screen and action(s) below...

The screenshot shows the home page of the Proviso Township High School District 209 Employee Self Service Web Portal. At the top left is the district's logo, which includes the text "PROVISO TOWNSHIP HIGH SCHOOLS" and "1910". To the right of the logo, the text reads "Proviso Township High School District 209" and "NIHIL NISI OPTIMUM, Nothing but the Best". In the top right corner, there is a "Login" button. Below the header, a "Home" navigation bar is visible. The main content area begins with the heading "Welcome to the Proviso Township High Schools Employee Self Service Web Portal!". This is followed by a paragraph: "Here you have the ability to view and manage many elements of employee information, including your employee profile, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via this secure iVisions Portal." Below this is a link: "Logging in for the first time? Click [here](#) for instructions." The "Announcements" section contains two items: "Work Schedule & Calendar 2019-2020 - Tuesday, May 28, 2019" with a "read more ..." link, and "Payroll Schedule 2019-2020 - Tuesday, May 28, 2019" with a "Click to view the new payroll schedule for the upcoming school year." link.

The screenshot shows the login page of the Proviso Township High School District 209 iVisions portal. It features the same header as the previous screenshot, including the logo and the text "Proviso Township High School District 209 NIHIL NISI OPTIMUM, Nothing but the Best". Below the header, a "Home" navigation bar is present. The main content area starts with the text "Welcome to iVisions. here are some announcements:". This is followed by the heading "Login to iVisions". Below this heading are two input fields: "User Name:" with the text "morourke" entered, and "Password:" with a masked password "*****".

Click **My Workflow**

iVisions® Web Portal
Online Workflow

USER INFORMATION

User ID
420436p.morourke

CONNECTION GROUP

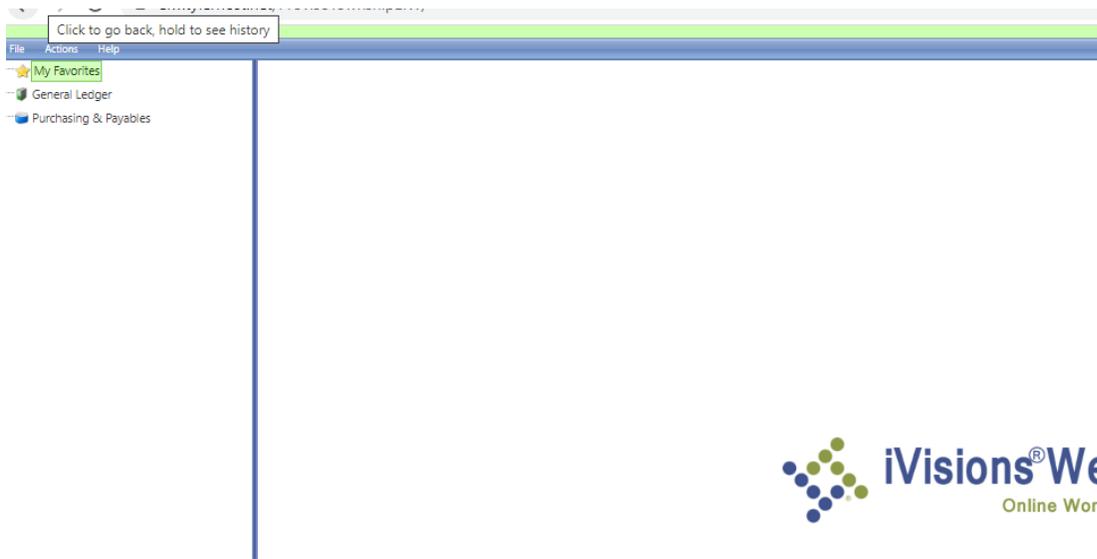
Name
209Proviso FY1920

Fiscal Year 2020
209Proviso FY1920

Login

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Click **Login**



Click **Purchasing & Payables** then **Purchasing** then **Control Panel**

INFINITE VISIONS: TRAINING INFORMATION FOR ORIGINATORS

The screenshot shows the 'Control Panel' window with the following fields: Req Number, PO Number, Vendor (dropdown), DAC (Office of Finance), Project (Undesignated), and View (All). There are 'Apply' and 'Clear' buttons. Below the filters is a table with columns: Process, Req. No., Req. Date, Req. App., Vendor Name, PO No., R, PO Date, Amount, Status, Next Approver, Next Approver Home. The table currently shows 'No records to display.'

Click **Vendor** and choose...

(if new vendor contact Purchasing Specialist and have the vendor complete the **New Vendor** form found on the district website under **Staff>Proviso Frequently Used Forms & Documents**)

The screenshot shows the 'Control Panel' window with the 'Vendor' dropdown menu open. The list includes vendors such as Patricia Green, MANAGEBAC INC, 3 DAY BLINDS, 3DOM CORPORATION, 3D MOLECULAR DESIGNS LLC, 4IMPRINT, 8 TO 18 MEDIA, INC, A LIFT ABOVE, INC, A-1 AIR COMPRESSOR CORP, A-1 ROOFING COMPANY, AMESSE SUPPLY CORPORATION, and AA RENTAL CENTER. Each entry includes the company name, street address, and city.

Then click on **+** to add

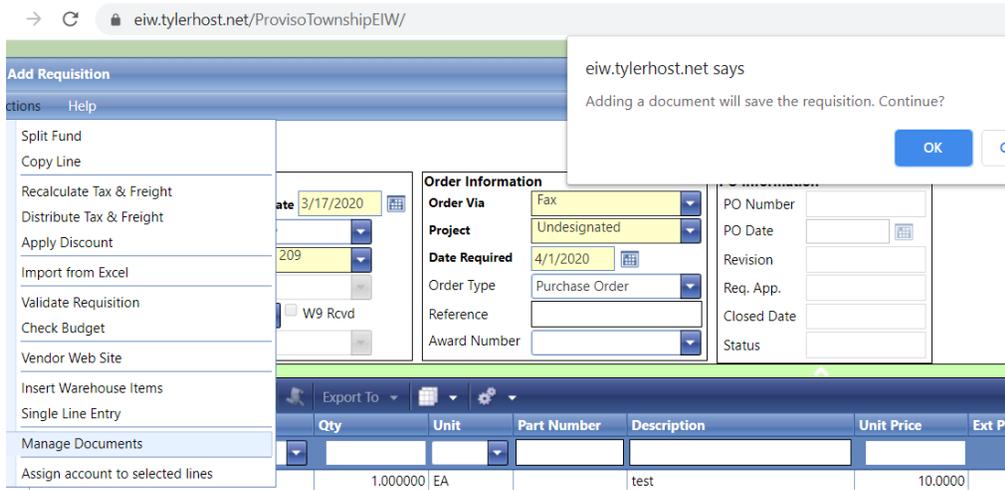
The screenshot shows the 'Add Requisition' window. It has three main sections: 'Requisition Information' (Req. Number, Date, Vendor, DAC, Requester, Buyer), 'Order Information' (Order Via, Project, Date Required, Order Type, Reference, Award Number), and 'PO Information' (PO Number, PO Date, Revision, Req. App., Closed Date, Status). Below these is a table with columns: Line, Account, Qty, Unit, Part Number, Description, Unit Price, Ext Price, Tax, Freight. The table is currently empty. At the bottom right, there are 'Save' and 'Cancel' buttons.

- Choose account in drop down
- Quantity
- Description
- Unit Price

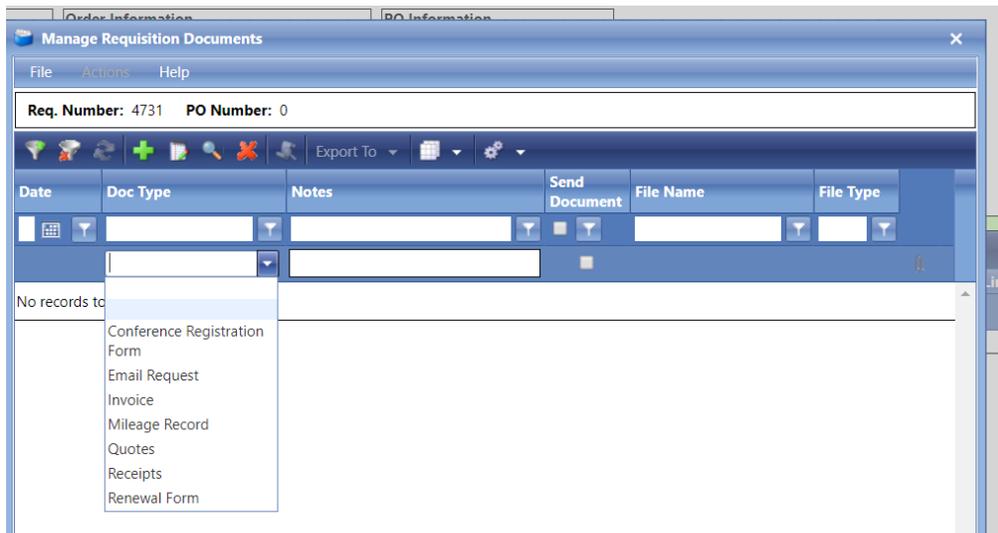


- Then click on **+** to save the line (symbol located at far right on line)

****Next, to upload support documentation (invoice, quote, email):**



Click on **Action** and choose **Manage Documents** from the drop-down

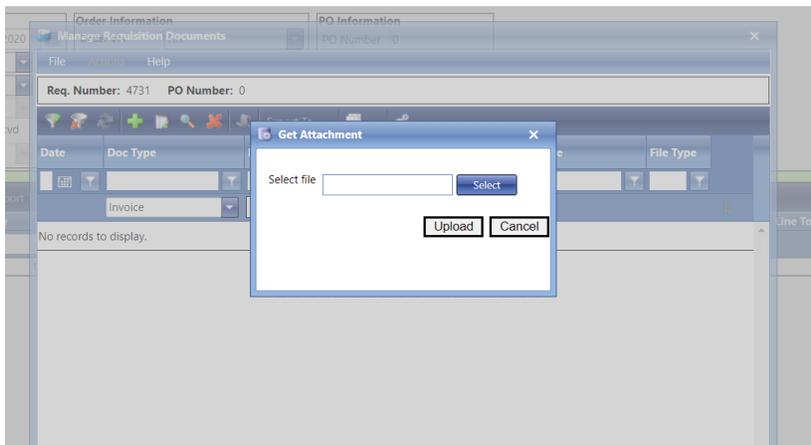


Choose **Doc Type** from drop down

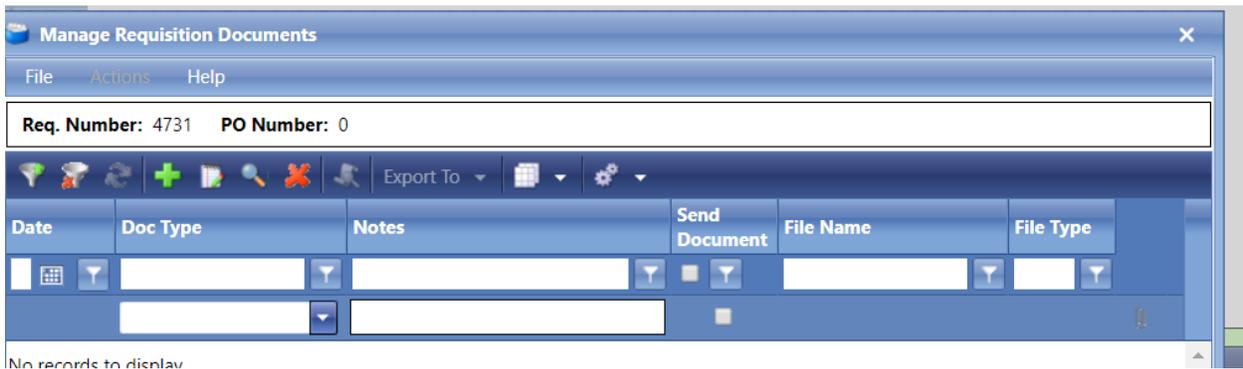
**** Scanned documents should be e-filed on your computer for ease of retrieval and upload.**



Then, click on paperclip icon – located far right (see above)



Next, click on **Select** (this allows you to search for your scanned document in your e-files) click open and then **Upload**.



Then **"X"** to close

INFINITE VISIONS: TRAINING INFORMATION FOR ORIGINATORS

Requisition Information		Order Information		PO Information			
Req. Number	4731	Date	3/17/2020	Order Via	Fax	PO Number	0
Vendor	A-1 AIR COMPRESSOR CORP	Project	Undesignated	PO Date		Revision	0
Ship To	Proviso Township HS District 209	Date Required	4/1/2020	Req. App.	No	Closed Date	
DAC	Office of Finance	Order Type	Purchase Order	Status	Open		
Requester	M OROURKE	Reference					
Buyer		Award Number					

Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight
10.5.2311.410.0000.001.0002.0000	1.000000	EA		test	10.0000	\$10.00	\$0.00	\$0.00

1.000000	\$10.00	\$0.00	\$0.00
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Hold Account Submit for Approval Sales Tax Percent 0.0000%

Mode: Edit (1 of 1) Save Cancel

Finally, check the boxes **Submit for Approval** and then **SAVE**.

This action will move the requisition to the next approver per the assigned DAC. You can view your requisition(s) by going to your **Control Panel** and clicking **Apply**.