Nuventive – Resource Requests

This guide will show you how to enter new Resource Requests, edit existing Resource Requests, and copy previous Resource Request to the current year in Improve.

If you have questions about how to access and use Improve, please contact Lindsey Irizarry:

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Important Things to Remember

- Resource requests only need to be entered if you need something that comes with a cost and you don't have a funding source available.
- Your resource requests should only be for resources that cannot be funded from your department/division, or another funding source. It's a good idea to discuss the resource requests you plan to enter with your supervisor in advance.

## How to Add new Resource Requests

1. **Select the unit** you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact the Instructional Technologist.
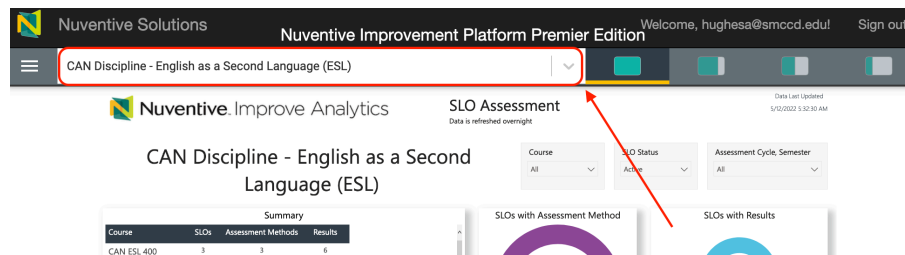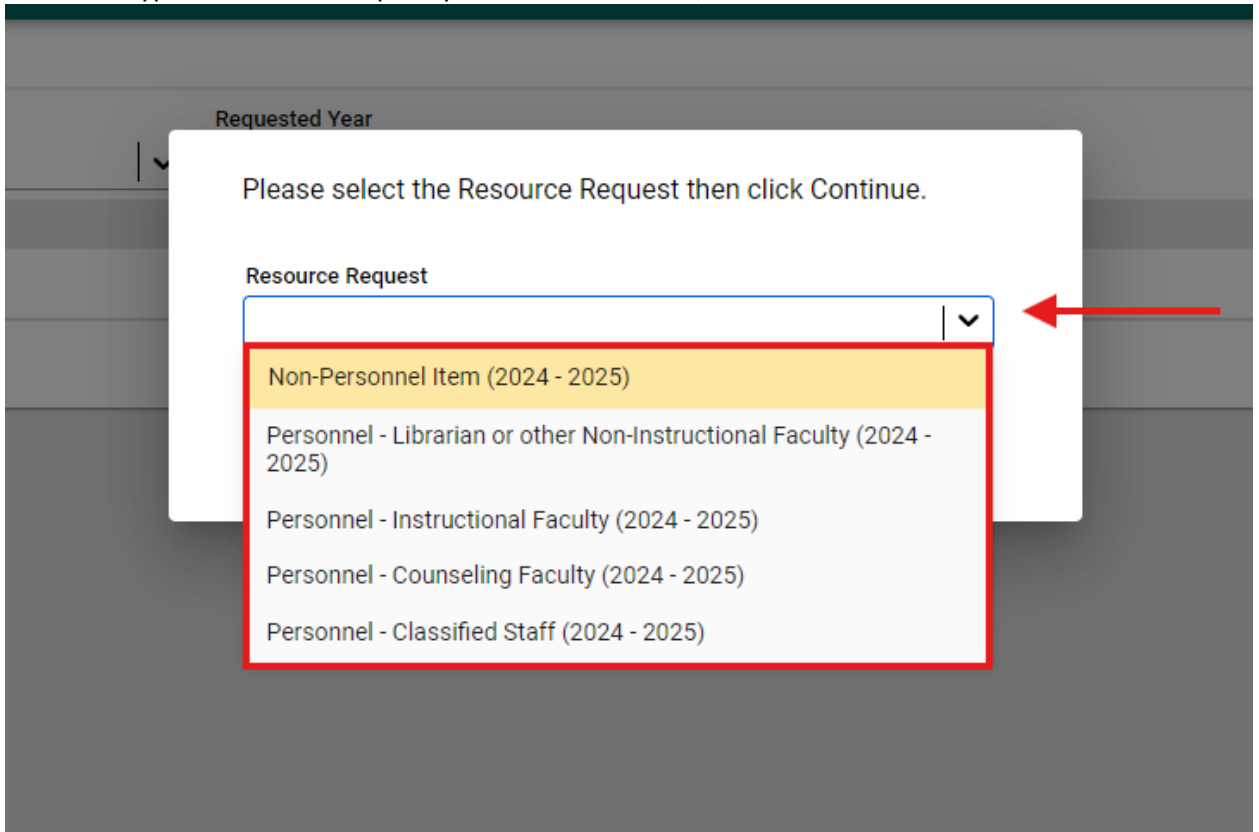

2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and **STEP 2: Resource Request**.
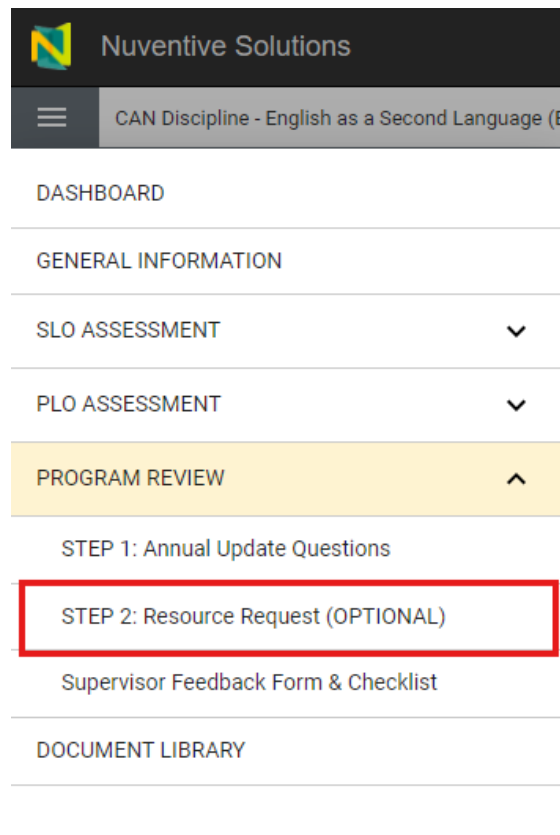
3. Next, click on the **green plus sign icon** at the top right to add a new resource request.
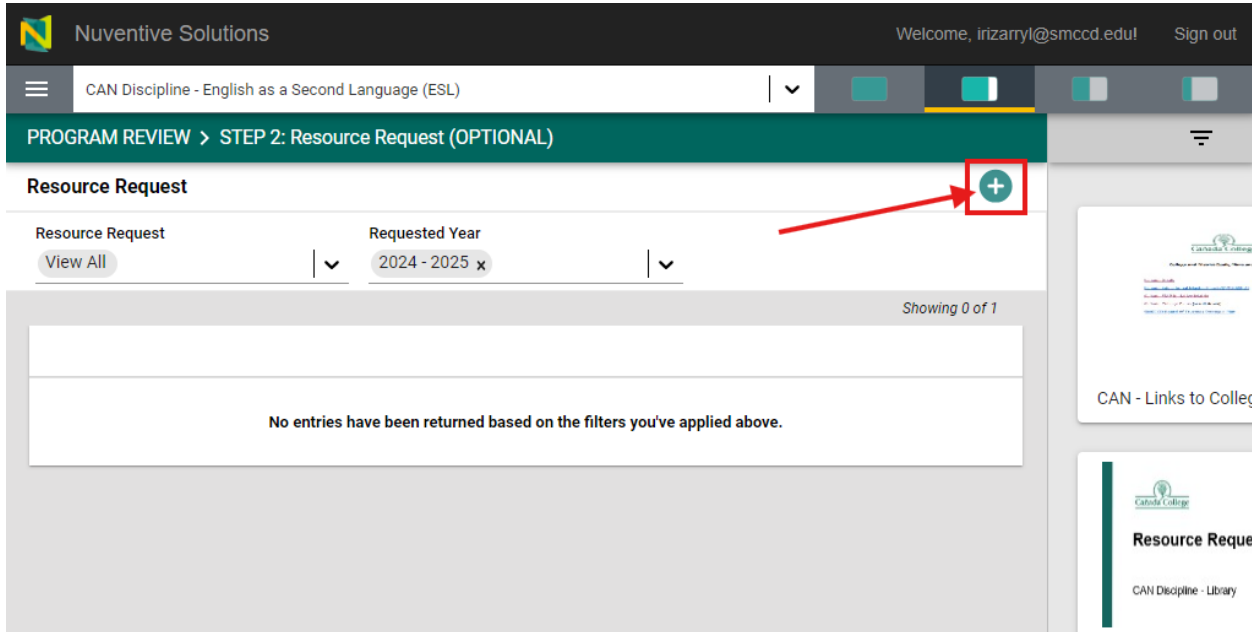
4. Select the type of Resource Request you would like to add, then select **Continue**.

5. Select the **Expand All** button in the upper left corner to view the Resource Request fields. Fill out the fields to outline your Resource Request.


6. If you're finished, select the Save button in the top right corner

   Repeat this process for as many Resource Requests as you have for your program.

# How to Copy Resource Requests from a Previous review year

1. **Select the unit** you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact the Instructional Technologist.
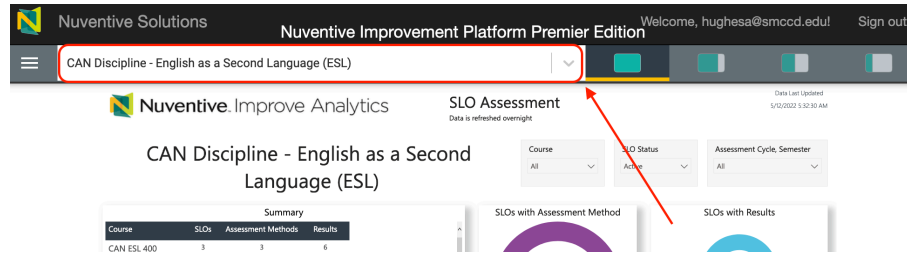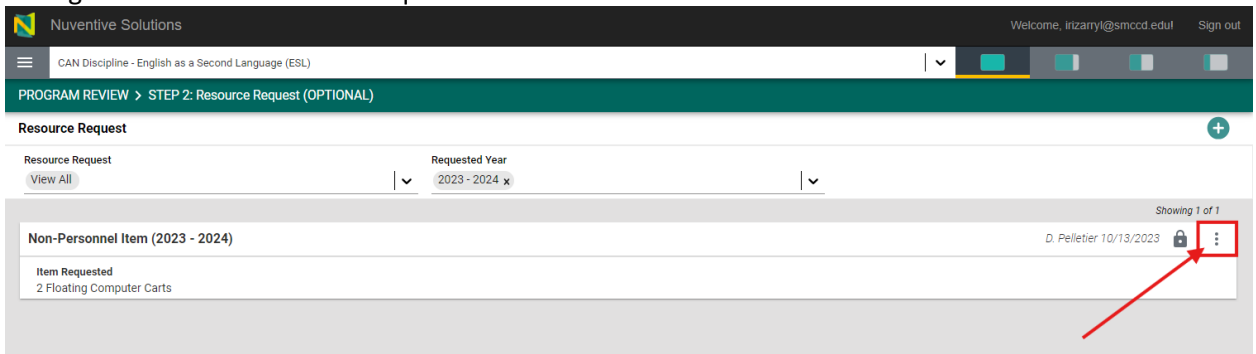

2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and **STEP 2: Resource Request**.
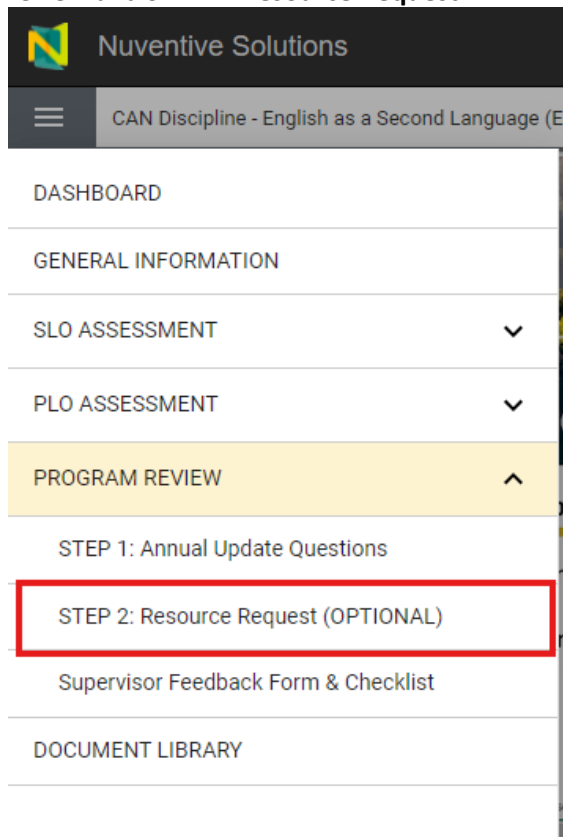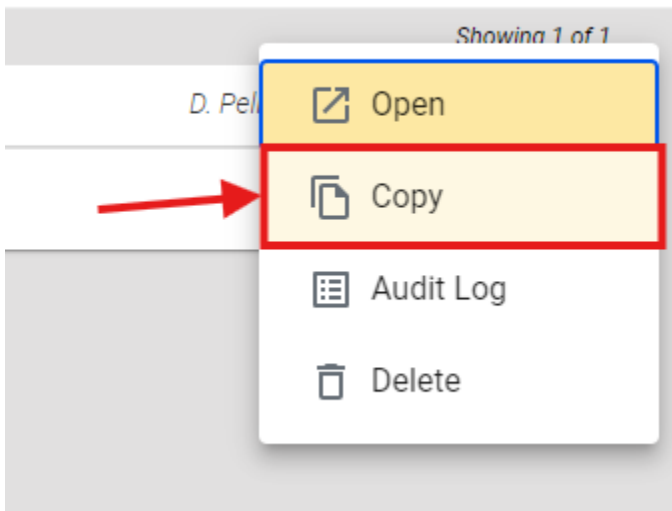

3. Select the **Requested Year** drop down menu and select the previous year cycle.
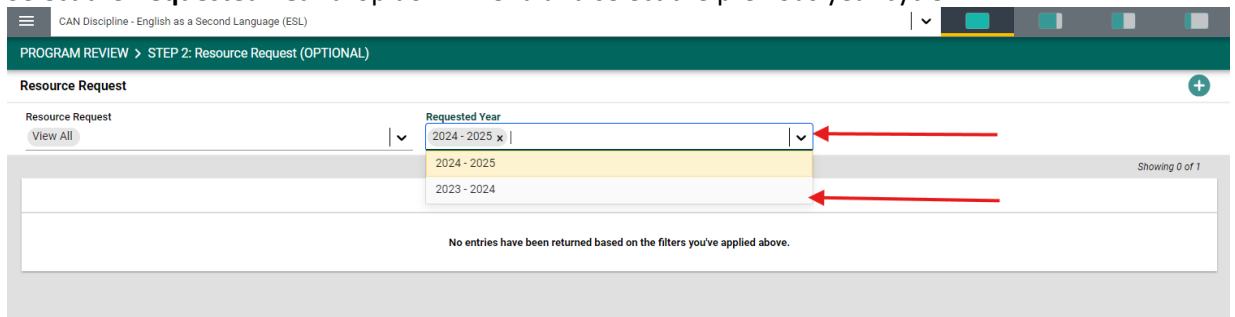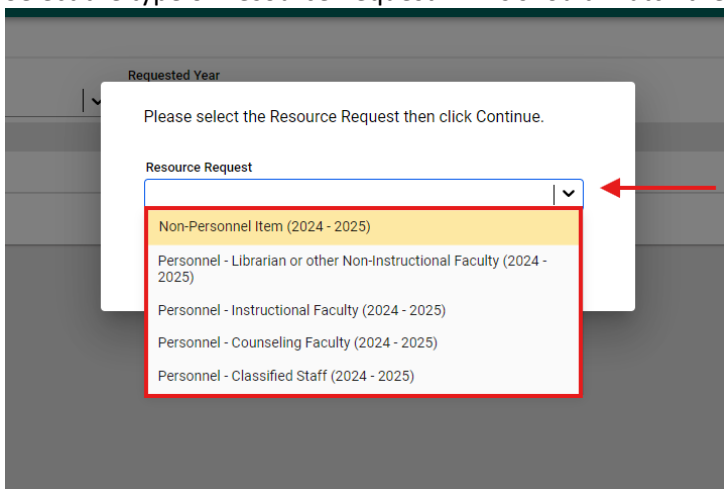
4. Find the Resource Request that would like to copy, then select the **three vertical dots icon** on the right side of the Resource Request.

5. Select **Copy** from the drop down menu.

6. Select the type of Resource Request. *This should match the type of the previous year.

7. Use the **Expand All** button to view all Resource Request fields. The fields should be auto-populated, but you can edit them if need be.
8. Once finished, select **Save** in the top right corner.
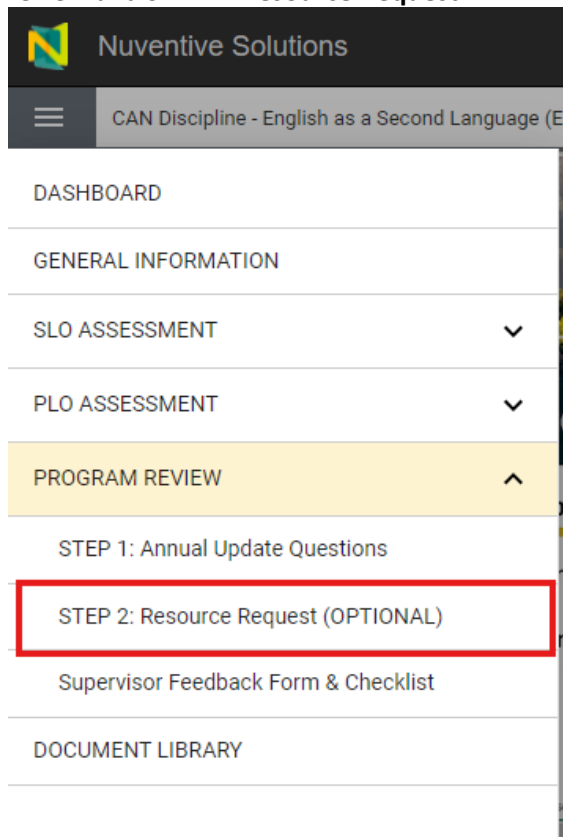
How to Edit existing Resource Requests

1. **Select the unit** you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact the Instructional Technologist.

2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and **STEP 2: Resource Request**.

3. Find the Resource Request you would like to edit and **double-click** directly on the card. Alternatively, you can select the three dots icon on the right, then select Open.
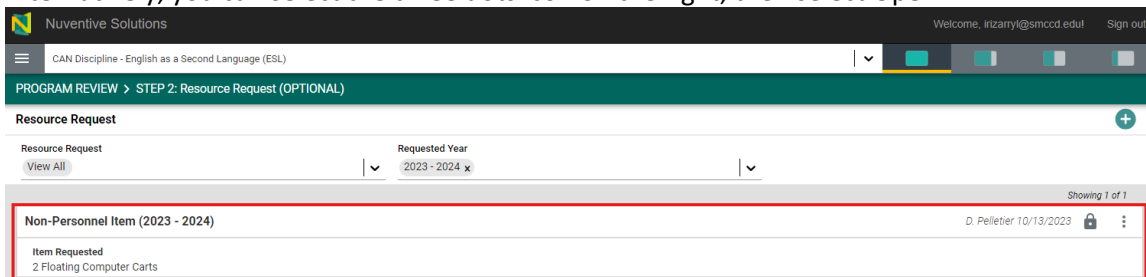
4. Use the **Expand all** button to view all the Resource Request fields. Edit the necessary fields.
5. Once you are finished editing, select the **Save** button in the upper right corner.