Project Request System Updates

Enhancements have been added to the Project Request System. Information on the following updates is provided below:

- **Prioritized Projects**
- **Search**
- **Spreadsheet Exports**
  - Export to Cabinet Spreadsheet
  - Export to Spreadsheet

**Prioritized Projects**

The *Prioritized Projects* tab is available to any user that logs into the system. It displays projects in the order in which they have been prioritized by their sponsors and also shows projects that have not yet been prioritized. An option to filter the projects by project sponsor is displayed at the top of the page. To filter the projects, select the preferred sponsor’s name in the drop down box and then click the filter button.

**Search**

A search tab has been added to the right navigation. The system will search project title, problem, current process and assigned team member names for the text entered in the search box. When entering a name, you will get the best results by specifying the first and last name.
Please note that search and filters are separate features. Any filters you had previously applied will not affect the results returned by the search. Search text will also not affect the results displayed when the filter tab is selected.

Spreadsheet Exports

*Export to Cabinet Spreadsheet*
This is a new option that exports a summarized detail of the currently displayed projects. The button to select this has been added to the “My Projects” and “All Projects” listing pages.

*Export to Spreadsheet*
This spreadsheet export has been enhanced to provide improved formatting.