Project Requester

Who Is This Guide For?

This guide is aimed primarily at members of the organization who will be using BrightWork 365 to submit requests for projects that will be created through the Request process.

Prerequisites

We recommend first familiarizing yourself with the various components of the BrightWork 365 solution:

- What is BrightWork 365?
- BrightWork 365 Structure
- Technologies Used
- Navigating BrightWork 365

Submit a New Project Request

> **Tip** For more information beyond what is in this Getting Started section, see the Requests knowledge base category and videos.

The BrightWork 365 project management process typically begins in the Requests Area. Here you can choose from different project templates for an efficient and consistent way to create new projects.

To submit a new project request:

1. On the main nav click **Requests** and then click **+ New**.
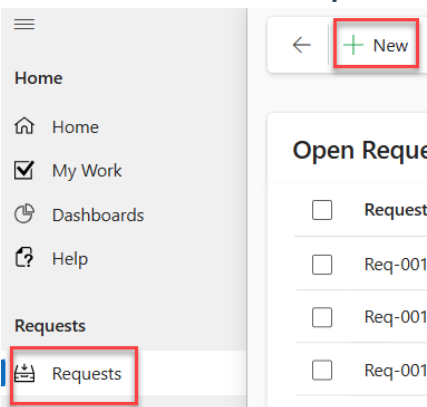
2. Provide a **Title** for the request and select a **Request Template** to serve as the foundation from which to base the new project.

3. Fill in any blank fields in the **Request Details** and **Project Details** tabs.
4. Click **Submit Request**.

Note: Users who only have the **BrightWork Request Submitter** security role will only see the **Requests** link on the main nav and not the other sections of the full app such as **Projects** and **Portfolios**.

View Your Submitted Requests

In order to track the progress of requests you've previously submitted, simply click on Requests on the nav and depending on your security role you'll either be presented with the **My Requests** view immediately, or you can easily switch to the **My Requests** view from the drop-down view list.