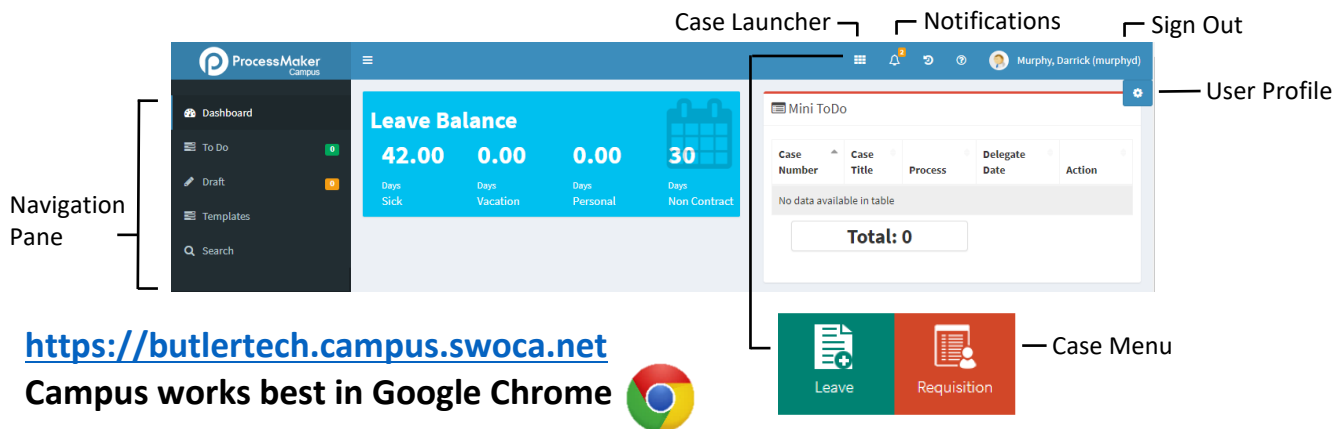


## Dashboard View



<https://butlertech.campus.swoca.net>  
Campus works best in Google Chrome

## How To

### Login

Go to [butlertech.campus.swoca.net](https://butlertech.campus.swoca.net), enter your username (last name and first initial, e.g. murphyd), and your password (same as FormShare), and **Click** the **LOGIN** button and you will be taken to the **Dashboard**.

If you need to reset your password, **Click I forgot my password**, under the **LOGIN** button. Enter your username and Butler Tech email address, then **Click SEND REQUEST**. After a few minutes, you will receive instructions by email. Follow the instructions to reset your password, then repeat the Login process.

### Submit a Leave Request

From the **Dashboard**, **Click** on the **Case Launcher**, then **Click** on **Leave** from the Case Menu. A new Leave case will be created. Complete the request form, taking in to account that the fields with a \* (red asterisk) next to them are required.

Be aware to choose the proper **Leave Type**. Current leave balance can be found if you **Click** on **Show Balance**.

One you have completed the form, **Click Submit**, then on the next page, **Click Continue**. If you do not click on Continue, the request will not be submitted for approval.

If you decide to not submit a leave, you can **Click Cancel** to return to the Dashboard, or **Save** to keep it as a **Draft** to complete later. Both of these choices will require a confirmation.

### Submit a Requisition Request

From the **Dashboard**, **Click** on the **Case Launcher**, then **Click** on **Requisition** from the Case Menu. A new Requisition case will be created. Complete the request form, taking in to account that the fields with a \* (red asterisk) next to them are required.

Remember to **SAVE** after entering each item. In the Miscellaneous section, you can attach quotes and other supporting files for the requisition.

One you have completed the form, **Click Submit**, then on the next page, **Click Continue**. If you do not click on Continue, the request will not be submitted for approval.

If you decide to not submit a leave, you can **Click Cancel** to return to the Dashboard, or **Save** to keep it as a **Draft** to complete later. Both of these choices will require a confirmation.

### Change Your Password

From the **Dashboard**, **Click** on the **User Profile**, then **Change Password** tab. Enter a new password in the field next to **New Password**, and repeat in the field next to **Confirm Password**, then **Click Save**.

### Case Status

Current User	Status	Meaning
Case Creator	Draft	Case has NOT submitted
Supervisor	To_Do	Awaiting supervisor approval
Submitter usps	To_Do	The case has been approved

### Error Messages

**Error, not enough leave available for this day.** Current leave balance for this day: \* There is already a leave request in place for that date.  
**Warning, you have \* time available for this day** A reminder that there is a partial leave in place for that date, so < 1.0 day is available  
**Error, not enough leave available. Current balance:** \* This is not enough leave balance of the selected type to cover the request.