

Information Technology Purchasing Review - Self-Service System (ITRP/SS)

The Technical Document

About

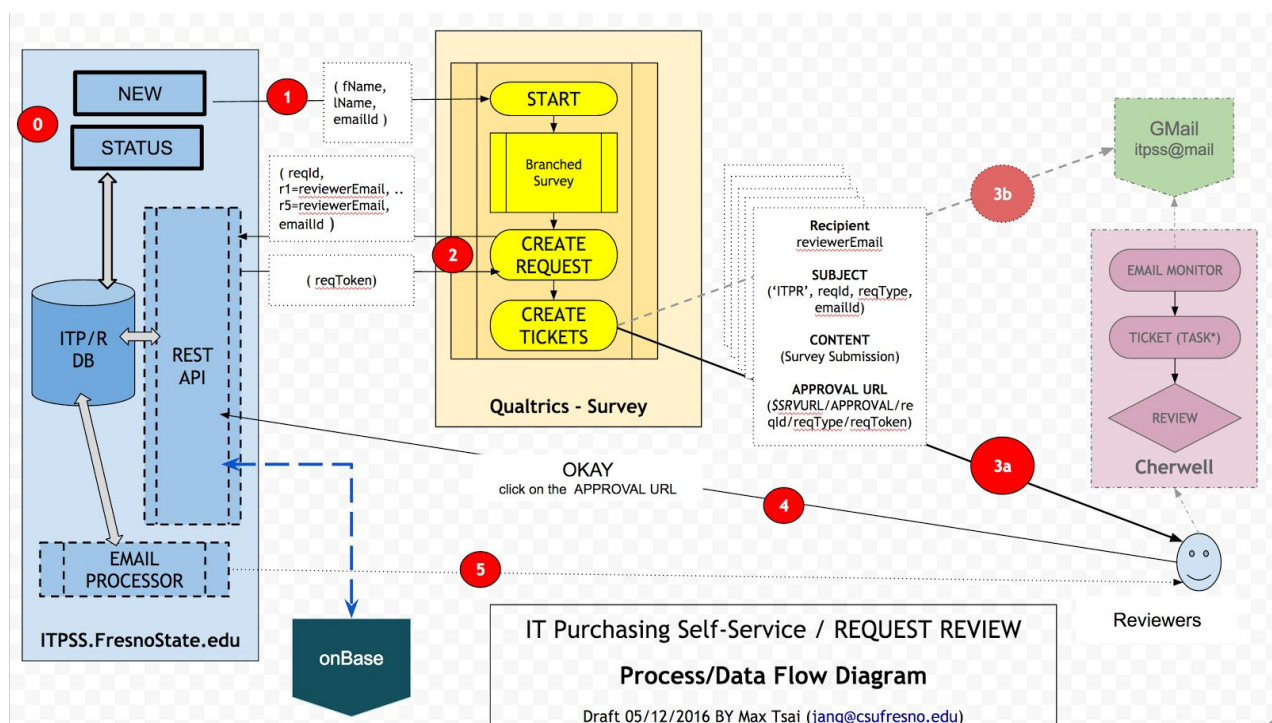
The Information Technology Purchase Review (ITPR) form and process was created to help purchase requesters make well-informed purchasing decisions for IT products and services, address the University's obligations to comply with existing laws, policies, and standards, and make best use of campus IT resources.

The ITPR form must be completed prior to the purchase or acquisition of any IT-related product or solution, regardless of funding source or total cost. The ITPR form was designed to be dynamic, and the number and types of questions displayed changes based upon specific responses about the purchase, the product/solution and its intended use.

Based upon responses provided in the ITPR form, a more in-depth assessment may be required to address:

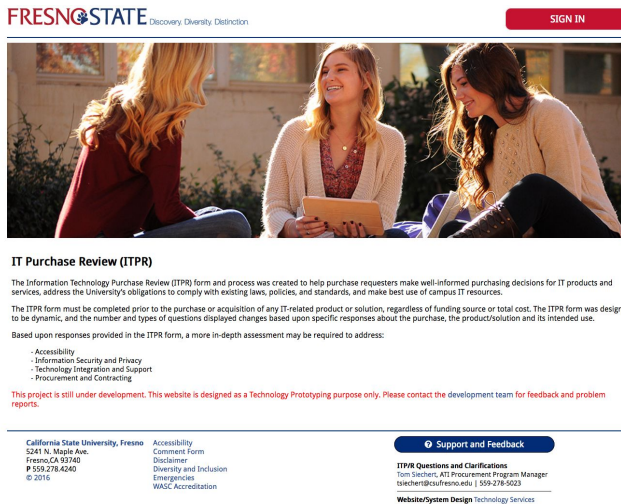
- Accessibility
- Information Security and Privacy
- Technology Integration and Support
- Procurement and Contracting

System Design

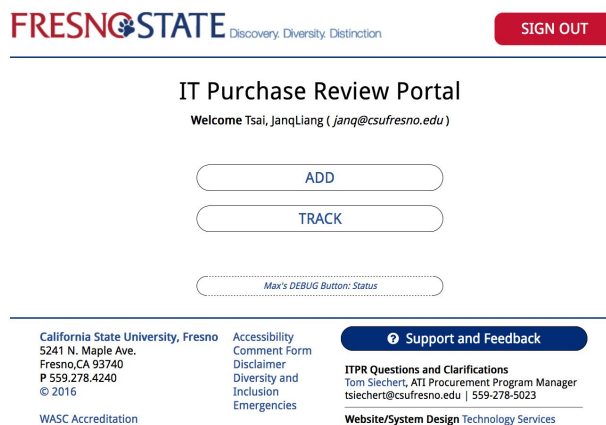


UX/Data Process Design

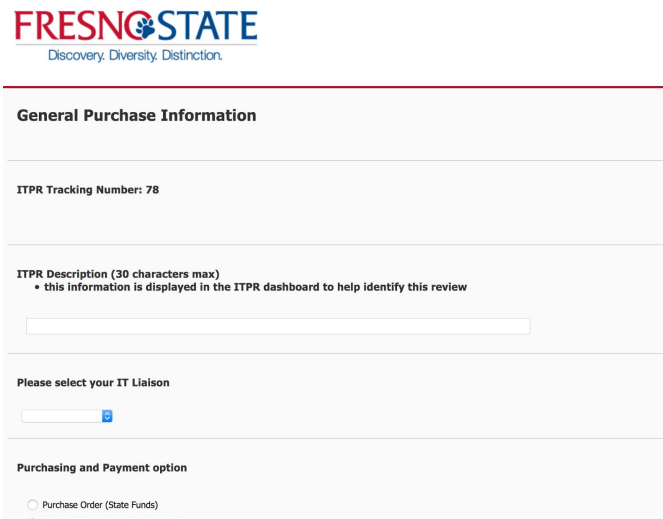
1. Portal (Entry Page)



2. Main Menu after the user is successfully authenticated (Single Sign On)



3. ADD - New Request: Users are redirected to Quatrics survey with embedded data attached



4. Status Dashboard



IT Purchase Review Portal

User: Tsai, JanqLiang (janq@csufresno.edu) | [Back to Dashboard](#)

ITPR #	Description	Status	Submission Date	Generate Quote	Information Security	IT Liaison Review	Integration & Support	Accessibility
9	EXXAT Clinical Software		2016-06-30 10:54:30	N/A			N/A	
17	Max Laptop		2016-07-07 15:06:07		N/A		N/A	N/A
19	Test		2016-07-12 07:56:17	N/A				
23	iPad Order		2016-07-18 10:55:33	N/A	N/A	N/A	N/A	N/A
24	Replacement FLP Laptop		2016-07-18 16:13:26	N/A	N/A		N/A	N/A
25	iPad Air 2 Wi-Fi 64GB		2016-07-19 07:21:27	N/A	N/A		N/A	N/A
27			2016-07-20 11:31:15	N/A	N/A		N/A	
30	Dell UltraSharp 24 Monitor		2016-07-22 14:28:52	N/A	N/A		N/A	N/A
31	FLP Theft Replacement Laptop		2016-07-25 13:21:25	N/A	N/A		N/A	N/A
34	Internship Coord. Desktop		2016-07-27 09:36:12	N/A	N/A		N/A	N/A
36	Title IX Software		2016-07-29 14:19:03		N/A		N/A	N/A
37	Title IX SaaS		2016-07-29 14:27:05	N/A				
39	Req: Adobe Acrobat Pro for PC		2016-08-01 08:05:35	N/A				
40	Adobe Acrobat Pro		2016-08-01 11:25:19	N/A	N/A		N/A	N/A
41	Title IX Software SaaS		2016-08-02 09:34:03	N/A				
43	Adobe Acrobat Pro		2016-08-15 09:53:12	N/A				
45	Logitech Pro Web		2016-08-16 09:23:55	N/A	N/A		N/A	N/A

5. The system is designed to support two options of notification, reviewer feedback, and task tracking:

Option 1 (default option)

- Direct Email Notification to the individual reviewers thru Qualtrics; and
- Additional Timer option and Email Processor for scheduled reminders thru the ITPR Status Tracking component

Option 2 (Chewell option - Pending)

- Cherwell tasks triggered by the monitoring the Qualtrics ITPSS email queue
- Reviewers will process the requests thru the regular Cherwell workflow

The Technology Stack

- **Web Portal with Single Sign On**
 - LAMP (Linux, Apache, MariaDB, and PHP) platform
 - Integrated with the campus Single Sign On system
- **Qualtrics Integration**
 - [Qualtrics InSight Platform API](#)
 - [Embedded Data - Passing Information Via Query Strings](#)
 - [Web Services](#)
- **REST API**
 - [Lumen Micro-framework](#)