

Contributing to a DecisionDirector Activity

Last Modified on 04/09/2016 10:12 am MST

Providing your input or feedback takes place in DecisionDirector Activities. This topic will show you how to access your activities and how to contribute to them.

Your Dashboard Lists Your Activities

Your dashboard is your home page for DecisionDirector. You can access your activities from your dashboard. The **Collaborate** link that appears to the far right of the activity title takes you to the the collaboration page of the activity where you can contribute your input and feedback.

The screenshot shows the DecisionDirector dashboard for Donna Williams. The dashboard includes sections for Organizations, Workspaces, and Activities. The 'Activities' section is expanded, showing a list of activities. One activity, 'ADVU Student System - Requirements Review', is highlighted with a red box. A red arrow points from a blue-bordered callout box to the 'Collaborate' link next to this activity. The callout box contains the text: 'Your Dashboard lists the activities you have access to. Click the Collaborate link to contribute.'

Collaboration Summary - Home Page for the Activity

When you click the **Collaborate** link, DecisionDirector will take you to the Collaboration Summary for the activity. You can think of the Collaboration Summary as the "home page".

There are two main parts to the collaboration page. The left side is the Document Tree. You can use the tree to navigate through the documents. At the top of the tree is the "Collaboration Summary" link. This will get you back to the collaboration summary.

The right side is where the collaboration summary is presented, as shown below, and is also where you will provide your input and feedback.

Instructions for the activity are always available through the **Instructions** link.

DECISION DIRECTOR Donna Williams Quick Nav Learn More Support

Activity: ADVU Student System - Requirements Review

Organization: Advantiv University > Workspace: Student System Replacement Project - 2016

Dashboard Collaborate

Step: Requirements Review (3/20/2016 8:00 AM MST - 4/15/2016 5:00 PM MST)

Documents Collaboration Summary Collaboration Summary Bookmarks: 0 Instructions Step Mode: Edit

- STU-Admissions and Recruitment
- STU-Records and Registration
- STU-Student Accounts
- STU-Financial Aid
- STU-Advising and Degree Audit
- STU-Student Services
- STU-Common Data and Functions
- STU-Housing
- STU-Portfolio
- STU-Parking

Document	% Complete	Complete/Total
STU-Admissions and Recruitment	0%	0 / 403
STU-Records and Registration	0%	0 / 978
STU-Student Accounts	0%	0 / 559
STU-Financial Aid	0%	0 / 771
STU-Advising and Degree Audit	0%	0 / 132
STU-Student Services	0%	0 / 116
STU-Common Data and Functions	0%	0 / 62

Clicking the Collaborate link will bring you to the Collaboration Summary for the activity. The Collaboration Summary serves as a high-level table of contents as well as a contribution tracker.

A list of documents contained within the activity is presented. Instructions are provided. The Collaboration Summary link will always return you to the Collaboration Summary.

Copyright © 2016, Advantiv Solutions, LLC. | Terms of Use Powered by the DecisionDirector® platform

Accessing the Activity Instructions

Click the **Instructions** link to view the instructions for the activity. The instructions will explain what you are to do and how to get more information and support, if you need it.

DECISION DIRECTOR Donna Williams Quick Nav Learn More Support

Activity: ADVU Student System - Requirements Review

Organization: Advantiv

Dashboard Collaborate

Step: Requirements Review

Documents Collaboration Summary Collaboration Summary Bookmarks 0 **Instructions** Step Mode: Edit

Clicking the Instructions link will reveal instructions for contributing your input.

**Welcome to the Advantiv University
Student System Replacement Project
Requirements Review Activity**

The purpose of this activity is to determine what functionality exists in the current Student system, and to identify any new functionality necessary to create a future system. The selection of our new system will include all HR and additional bolt-on applications required to meet our needs.

This activity contains a series of statements, **grouped by functional area**. You are only expected to provide input to your core area of expertise. However, if you feel you can provide valuable input in other areas, please feel free to do so. You are not required to respond to every item, and can skip any items that you are not familiar with.

For each item, please select the most appropriate answer as follows:

- Need** - Do I need the new system to provide this capability?
- Have** - Do I have this capability today?
- Source** - If I have this capability today, where is it coming from? If you choose "Other" here, please enter the new Source in the "Comments" found below each statement.

You may also enter comments in the "Comments" area provided for each item. New requirements can be added by using one of the blank entries at the bottom of each section.

NOTE: DecisionDirector will time out after 15 minutes of inactivity, and you will lose any unsaved work.

For login or other technical issues with DecisionDirector please contact Advantiv Solutions directly at (866) 966-2911 x103 or support@advantiv.com.

My Contribution	
% Complete	Complete/Total
0%	0 / 403
0%	0 / 978
0%	0 / 559
0%	0 / 771
0%	0 / 132
0%	0 / 116
0%	0 / 63
0%	0 / 90
0%	0 / 53
0%	0 / 43
0%	0 / 3208

Copyright © 2016, Advantiv Solutions, LLC. | Terms of Use Powered by the DecisionDirector® platform

Selecting a Document

In order to contribute, you must first select a document. You may select a document by clicking in its **title** in the document tree on the left, or by returning to the Collaboration Summary and clicking on the **title** of the document on the right side.

In the example below, Donna has selected the STU-Admissions and Recruitment document by clicking on its title in the tree. The document title and the first level sections of the document are presented on the right.

The **Summary** link to the right of the document title will present more detailed information about the document along with a summary of your contributions within the document.



Activity: ADVU Student System - Requirements Review

Organization: Advantiv University > Workspace: Student System Replacement Project - 2016

Dashboard Collaborate

Step: Requirements Review (3/20/2016 8:00 AM MST - 4/15/2016 5:00 PM MST)

Documents Collaboration Summary Responses Bookmarks: 0 | Instructions Step Mode: Edit

List

- STU-Admissions and Recruitment
- STU-Records and Registration
- STU-Student Accounts
- STU-Financial Aid
- STU-Advising and Degree Audit
- STU-Student Services
- STU-Common Data and Functions
- STU-Housing
- STU-Portfolio
- STU-Parking

STU-Admissions and Recruitment

Questions: 0 Suggestions: 0 Reports Summary

1 - Admissions

Questions: 0 Suggestions: 0

2 - Common

Questions: 0 Suggestions: 0

3 - Recruitment

Questions: 0 Suggestions: 0

4 - Self-Service

Clicking on the title of a document, either through the document tree on the left or the summary on the right, will open that document and reveal the major headings within.

Clicking the Summary link will reveal the detailed table of contents and contribution summary.

Document Summary - A Table of Contents and a Contribution Summary

The **Summary** link will present a detailed table of contents along with a summary of your contributions to each section within the document. Click on a **section title** access the items you can contribute to.

In the example, below, Donna clicks the Application Status section, which has 20 items.



Activity: ADVU Student System - Requirements Review

Organization: Advantiv University > Workspace: Student System Replacement Project - 2016

Dashboard Collaborate

Step: Requirements Review (3/20/2016 8:00 AM MST - 4/15/2016 5:00 PM MST)

Documents

Collaboration Summary

Responses

Bookmarks: 0

Instructions

Step Mode: Edit

List

- STU-Admissions and Recruitment
- STU-Records and Registration
- STU-Student Accounts
- STU-Financial Aid
- STU-Advising and Degree Audit
- STU-Student Services
- STU-Common Data and Functions
- STU-Housing
- STU-Portfolio
- STU-Parking

STU-Admissions and Recruitment

Questions: 0 Suggestions: 0

Reports | Hide Summary

Document / Section	★	🔍	💡	My Contribution	
				% Complete	Complete/Total
Total for: STU-Admissions and Recruitment	-	-	-	0%	0 / 403
STU-Admissions and Recruitment	-	-	-	-	-
1 - Admissions	-	-	-	-	-
1.1 - Application Entry	-	-	-	0%	0 / 33
1.2 - Application Processing	-	-	-	0%	0 / 34
1.3 - Application Status	-	-	-	0%	0 / 20
1.4 - Evaluate Applicant	-	-	-	0%	0 / 36
1.5 - FERPA	-	-	-	0%	0 / 1
1.6 - Matriculation	-	-	-	0%	0 / 3
1.7 - Processing Dental School Applications	-	-	-	0%	0 / 2
1.8 - Processing Law School Applications	-	-	-	0%	0 / 2
1.9 - Processing Med School Applications	-	-	-	0%	0 / 7

The document summary lets you view the table of contents and your contribution summary for each section. Click on a section to access its contents.

Contributing Your Input and Feedback

When you enter a section, the detailed items within will be presented to you along with the fields that have been prepared for capturing your input.

As you respond to the items, the Progress Bar at the top will keep track of the number of items you've answered. Click the **Save** button to save your work, or click **Cancel** to discard it.

It is a good idea to frequently save your work!



Activity: ADVU Student System - Requirements Review

Organization: Advantiv University > Workspace: Student System Replacement Project - 2016

Dashboard Collaborate

Step: Requirements Review (3/20/2016 8:00 AM MST - 4/15/2016 5:00 PM MST)

Documents

Collaboration Summary

Responses

Bookmarks: 0 | Instructions | Step Mode: Edit

Progress: 1/20 items answered, 1 answers to be saved. Save Cancel

1.3 - Application Status

Questions: 0 Suggestions: 0

Reports | Summary

1 - Ability to record the status of an application (admit, deny, cancel, refer, waitlist, etc.) and the associated status date.

* Priority	* Have
Critical x	Yes x

Comment

provide your commentary, if you wish

Questions: 0 Suggestions: 0

Input Complete

2 - Ability to record who changed an applicant's application status with date/time stamp.

* Priority	* Have
Unknown x	Unknown x

When you access a section, you can respond to the items contained within. As you respond, the Progress Bar at the top of the list will keep track of the items that you have answered and will prompt you to save your input. Be sure to save your work frequently.

- 1.4 - Evaluate Applicant
- 1.5 - FERPA