



HRL ResLife Program Tracker Workflow

Story:

A Resident Assistant (RA) needs to create a request to schedule a “Program Event” that fits their learning goals.

1. As a member of the RA Program Event Tracker team, they have access to the request form.
2. Using the App (mobile or desktop), the RA opens the “Request Form” tab inside the Teams group.
3. The first page grabs their CompID and starts the API StarRez query that defines the approval process chain starting with the Senior Resident (SR) which is then passed onto the Resident Life Coordinator (RLC) for the final approval.

Opening the form: The view below shows the test welcome page. The current user is highlighted. (NOTE: The production version will automatically enter the RA CompID as the current user and pull the related information into the form allowing them to verify the info and continue to the form page.)



CURRENT USER: Michael Cvetanovich

Only Resident Assistants can submit requests. Verify your approval routes to your SR & RLC by entering your CompID below and pushing the submit button.

Example RA CompIDs: nh4tap eew6nx krz8rt

Enter RA CompID:
nh4tap Remove any blank spaces

RA_Assignment:
Shannon-228-A

RA_Name:
Holquist, Nicholas (nh4tap)

SR CompID:
frm2axx

SR_Assignment:
Shannon-123-A

SR Name:
Rillo Montini, Felipe (frm2axx)

RLC CompID:
zeb3yc

RLC Name:
Sundie, Kate (zeb3yc)

If everything looks correct continue to the Event Request form.

- The RA continues by defining the requested information shown below.

RA Program Event Request Form

Provide your event information and submit form for your SR for approval.

Program Event Name

EstimateTurnout

EventStart

EventEnd

Building

Learning Goals

Brief description of how this relates to the learning goal.

Association

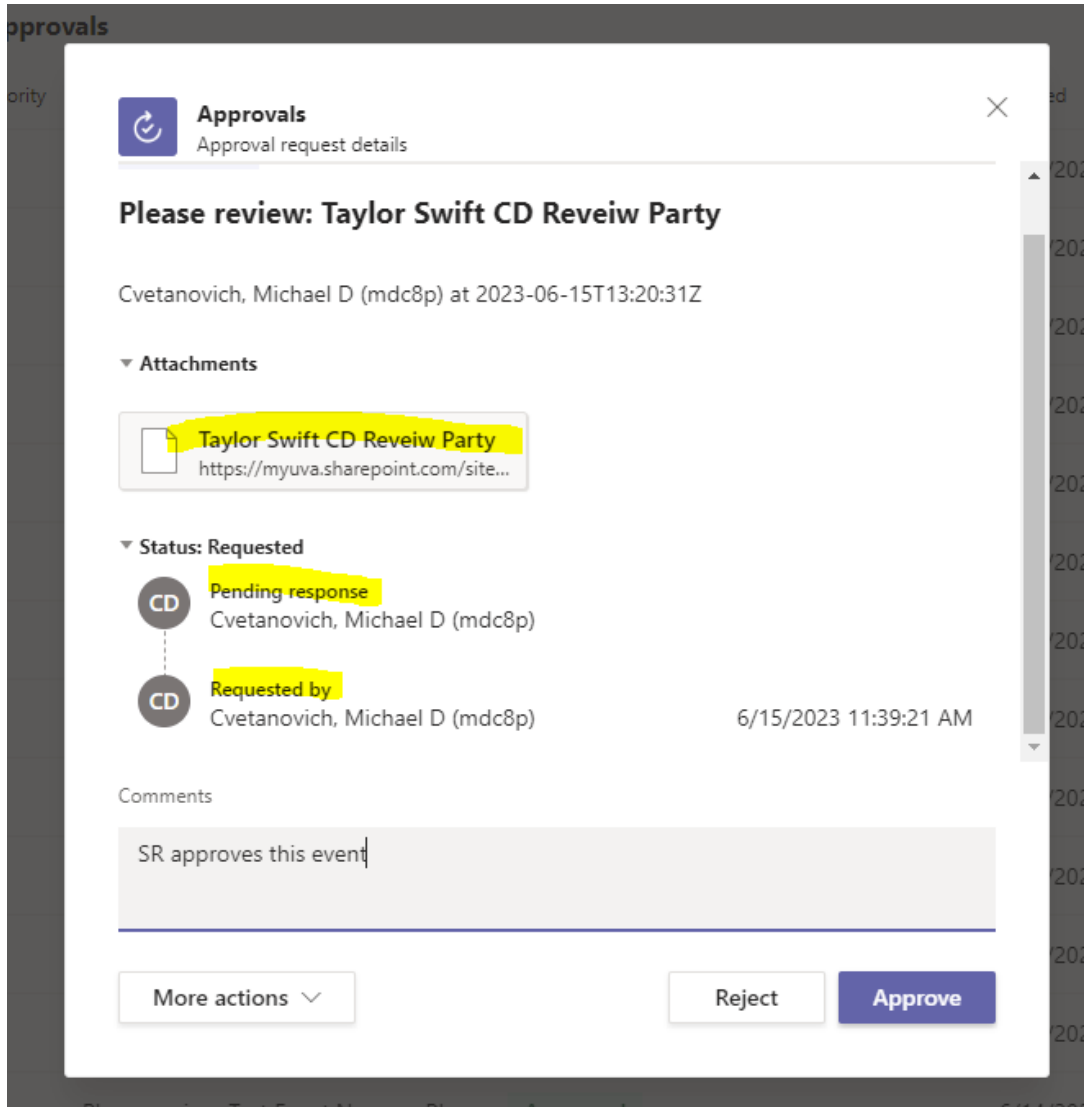
List Items Needed

Estimated Cost

SUBMIT

The [example] approval form is sent to the SR for approval.

1. The SR will see the request via email or a Teams approval chat notification.
 - a. Both email and chat have the link to the full request for review:
 - i. Example chat notification (note the attachment link)



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Example via email, I added the SR note.

Please review: Taylor Swift CD Reveiw Party

MP Microsoft Power Automate <flow-noreply@microsoft.com>
To Cvetanovich, Michael D (mdc8p)

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Approvals | Power Automate

Please review: Taylor Swift CD Reveiw Party

Requested by **Cvetanovich, Michael D (mdc8p)** <michael@virginia.edu>

Date Created Thursday, June 15, 2023 11:39 AM
Link [Taylor Swift CD Reveiw Party](#)

Cvetanovich, Michael D (mdc8p) at Thursday, June 15, 2023 1:20 PM GMT

Approve Reject

Approve

Comments

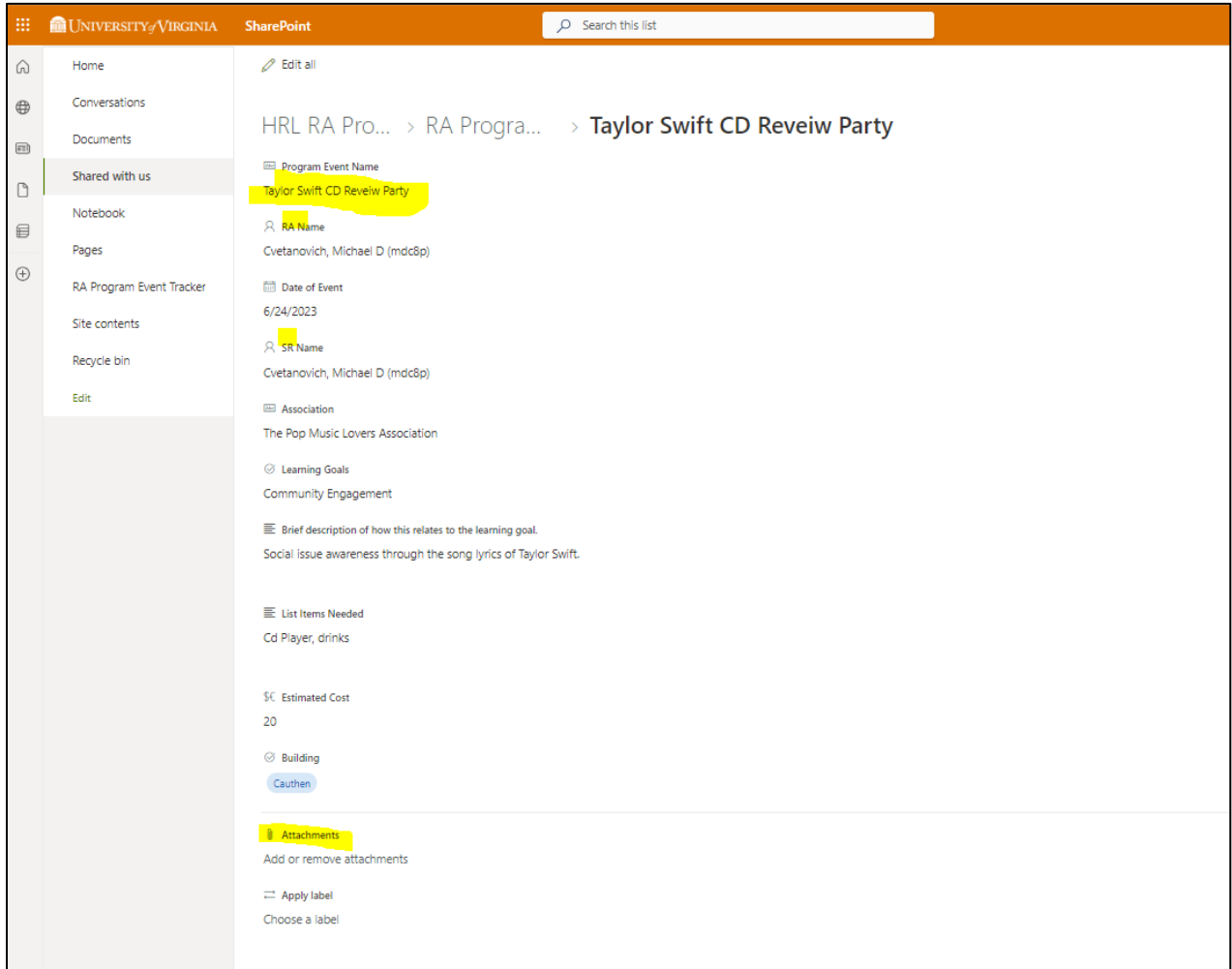
SR approves this event

Submit

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

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Clicking on the Link opens the whole editable record in its Teams SharePoint form view. [[Example Link](#)]







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The RA receives email notification that the SR has approved event:

Item: Taylor Swift CD Reveiw Party approved

 Cvetanovich, Michael D (mdc8p)
To  Cvetanovich, Michael D (mdc8p)



  Reply  Reply All  Forward





 This message was sent with Low importance. Thu 6/15/23


Your request for Taylor Swift CD Reveiw Party has been approved by Cvetanovich, Michael D (mdc8p). Comments (if any): SR approves this event


That approval triggers another email to the leadership team for final approval.

Taylor Swift CD Reveiw Party

 Microsoft Power Automate <flow-noreply@microsoft.com>
To  Cvetanovich, Michael D (mdc8p)

  Reply  Reply All  Forward

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. Thu 6/15/23

 Approvals | Power Automate

Taylor Swift CD Reveiw Party

Requested by **Cvetanovich, Michael D (mdc8p)** <michael@virginia.edu>

Date Created Thursday, June 15, 2023 11:49 AM

Link [Taylor Swift CD Reveiw Party](#)

michael@virginia.edu

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

The final approval notifies the SR. It also triggers a To-do task in the Team.

Approvals
Approval request details

Approved

Taylor Swift CD Reveiw Party

michael@virginia.edu

▼ Attachments

Taylor Swift CD Reveiw Party
<https://myuva.sharepoint.com/site...>

▼ Final status: Approved

Approved by
Cvetanovich, Michael D (mdc8p) 6/15/2023 11:55:24 AM
Final approval

Requested by
Cvetanovich, Michael D (mdc8p) 6/15/2023 11:49:52 AM

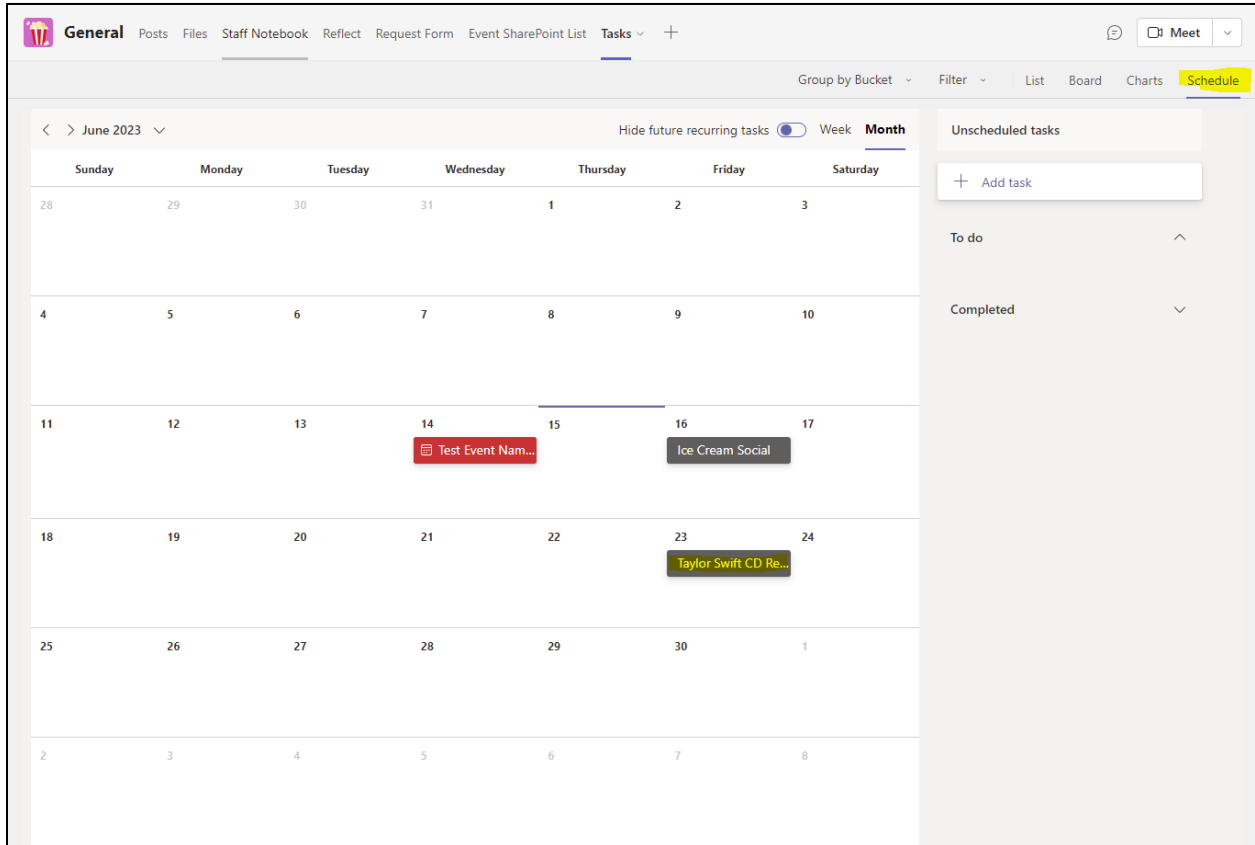
Save as PDF

HRL ResLife Program Tracker Workflow

The new event can be viewed under the Task tab in the teams group.

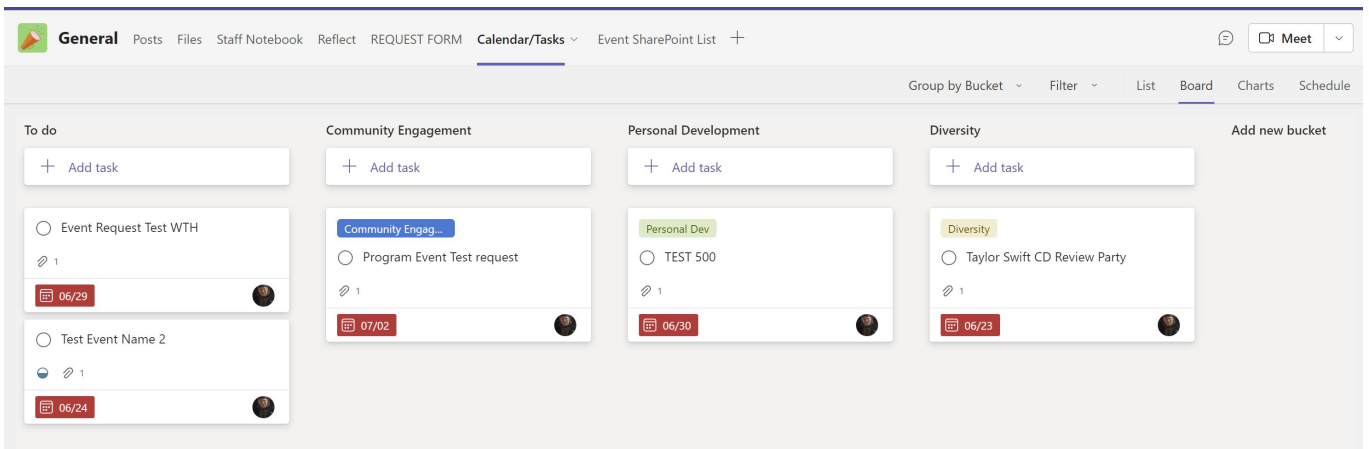
Below are the “schedule” views of example events.

Note the one in red is overdue and hasn't been marked as completed.



Example “Board” view of events.

Events can be configured for “buckets” or various metadata color coded tags **and inserted automatically** based on the RA’s selection, in this case, their learning goals.



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Example of Planner/Task list view:

Task title	Assigned to	Priority	Due	Bucket
Add a task				
Event Request Test WTH	Cvetanovich, Michael ...	High	6/29	To do
Test Event Name 2	Cvetanovich, Michael ...	High	6/24	To do
Program Event Test request	Cvetanovich, Michael ...	High	7/2	Community Enga...
TEST 500	Cvetanovich, Michael ...	High	6/30	Personal Develop...
Taylor Swift CD Review Party	Cvetanovich, Michael ...	High	6/23	Diversity

Tasks can also be assigned to more than one person, automatically. The leadership contact could also be added to this event allowing them to expand the checklist or add any additional information.

Tasks

Taylor Swift CD Review Party
Last changed 13 minutes ago by you

Cvetanovich, Michael D (mdc8p)

Add label

Bucket: To do

Progress: Not started

Priority: Medium

Start date: 06/23/2023

Due date: 06/23/2023

Repeat: Does not repeat

Notes
Type a description or add notes here

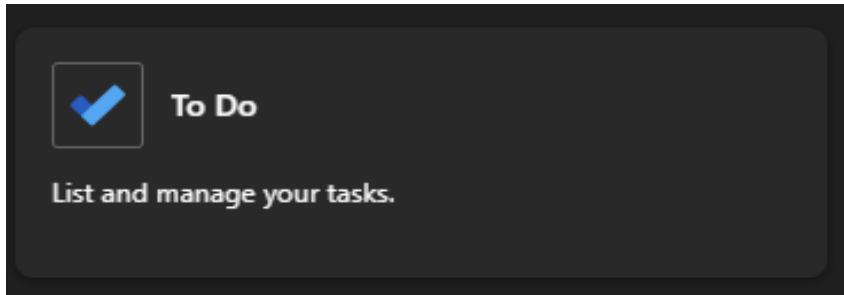
Checklist
 Add an item

Attachments

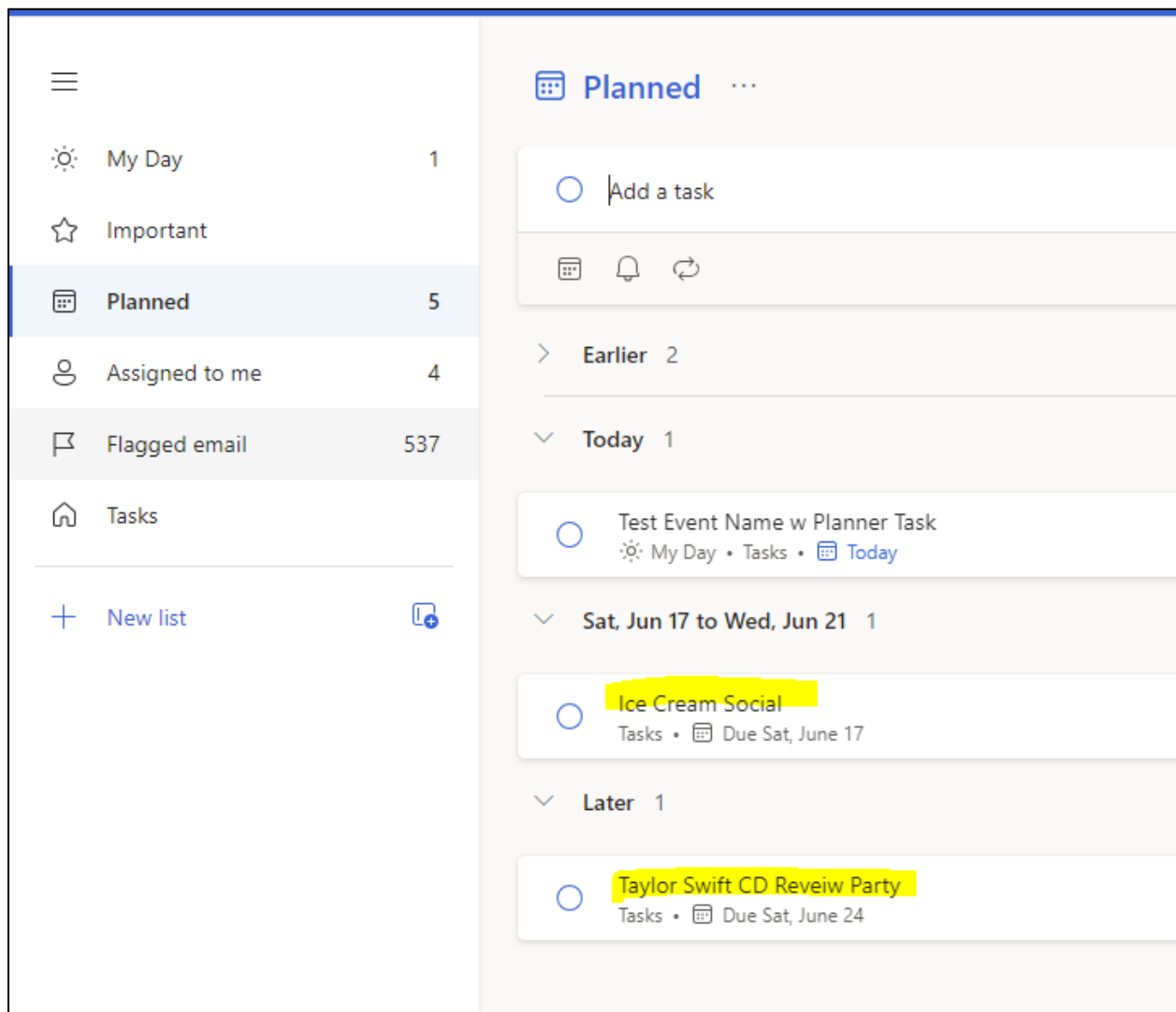
Comments
Type your message here

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The event is assigned to the RA's (or any other member, possibly the SR's) personal to-do task list in viewed in Outlook.





M365 Outlook view of the To Do list.




Email notifications of upcoming Event tasks or late and have not been closed or mark completed.

You have late tasks

 Microsoft on behalf of your organization <noreply@planner.o>
To: Cvetanovich, Michael D (mdc8p) 


Hi Michael. You have 5 tasks due.

 You have **late** tasks


Taylor Swift CD Review Party
In the plan [Tasks](#) linked to [HRL RA Program Event Tracker > General](#)
6/23/2023 **7 days late**

Test Event Name 2
In the plan [Tasks](#) linked to [HRL RA Program Event Tracker > General](#)
6/24/2023 **6 days late**

Event Request Test WTH
In the plan [Tasks](#) linked to [HRL RA Program Event Tracker > General](#)
6/29/2023 **1 day late**

 You have a task **due today**

TEST 500
In the plan [Tasks](#) linked to [HRL RA Program Event Tracker > General](#)
6/30/2023

 You have an **upcoming** task


Program Event Test request
In the plan [Tasks](#) linked to [HRL RA Program Event Tracker > General](#)
7/2/2023 **Due in 2 days**

View tasks in [Microsoft To Do](#) or [Microsoft Planner](#)

To change your notification settings, go to [Planner for web](#), choose the settings button in the top right, and then select Notifications. [Learn more.](#)

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Items can be added to the SharePoint record at any time. Specific comments can be directed @ individuals **for each unique record** within the Team. See screenshot below...

The screenshot shows a SharePoint interface with a list titled "RA Program Event Tracker". The list has columns for "Program Event Name", "RA Name", and "SR Name". The "Taylor Swift CD Reveal Party" item is highlighted in yellow. A detailed view of this item is shown on the right, including fields for "Date of Event" (06/24/2023), "SR Name" (Cvetanovich, Michael D (mdc8p)), "Association" (The Pop Music Lovers Association), "Learning Goals" (Community Engagement), "Brief description of how this relates to the learning goal." (Social issue awareness through the song lyrics of Taylor Swift.), "List Items Needed" (Cd Player, drinks), and "Estimated Cost". A "Comments" section is also visible, showing a comment from "@Cvetanovich, Michael D (mdc8p)" that says "Mike, will the attendee's be able to listen to anything else or must it ALL be Taylor Swift?".

Program Event Name	RA Name	SR Name
Testing Program Event Name	Cvetanovich, Michael D (rr)	Cvetanovich, Michael D (rr)
Event Name testing 2	Cvetanovich, Michael D (rr)	Cvetanovich, Michael D (rr)
Test Event Name w Planner Task	Cvetanovich, Michael D (rr)	Cvetanovich, Michael D (rr)
Ice Cream Social	Cvetanovich, Michael D (rr)	Cvetanovich, Michael D (rr)
Taylor Swift CD Reveal Party	Cvetanovich, Michael D (rr)	Cvetanovich, Michael D (rr)

Taylor Swift CD Reveal Party

Program Event Name
Taylor Swift CD Reveal Party

RA Name
Cvetanovich, Michael D (mdc8p)

Date of Event
06/24/2023

SR Name
Cvetanovich, Michael D (mdc8p)

Association
The Pop Music Lovers Association

Learning Goals
Community Engagement

Brief description of how this relates to the learning goal.
Social issue awareness through the song lyrics of Taylor Swift.

List Items Needed
Cd Player, drinks

Estimated Cost

Comments

@Cvetanovich, Michael D (mdc8p)
Mike, will the attendee's be able to listen to anything else or must it ALL be Taylor Swift?

Be the first one to add a comment