

NAD Secretariat Online Service Request Process

Updated 01/18/2008

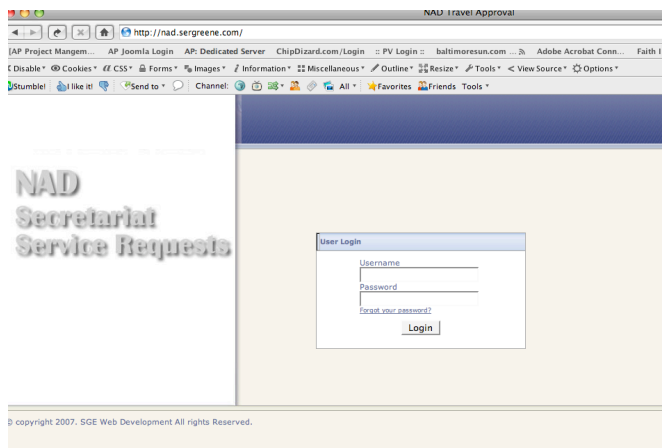


Figure 1-A Login Screen

This is the first screen you will see when entering the online service request system. The user name is your email address and the default password is your last name.

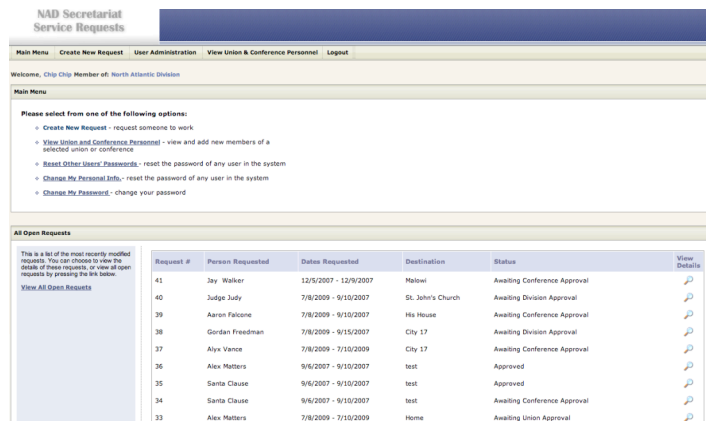


Figure 1-B

Depending on your access level you will see requests that are awaiting approval and approved requests. Also on this field you have the option to create a new service request. From this screen you may click on the magnifying glass icon to view details of the request. Other options included changing your password and changing personal information.

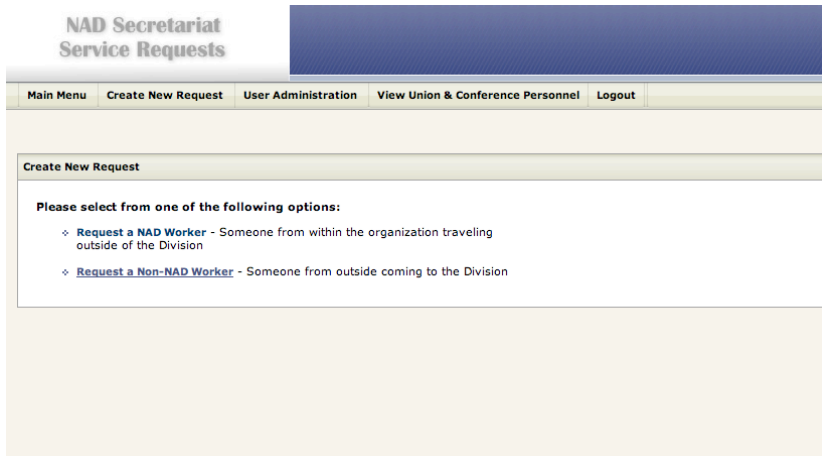


Figure 1-C

Once you click on the button to Create New Request you have two options: Request a NAD Worker--Someone from within the organization traveling outside of the Division or Request a Non-NAD Worker---Someone from outside coming to the Division.

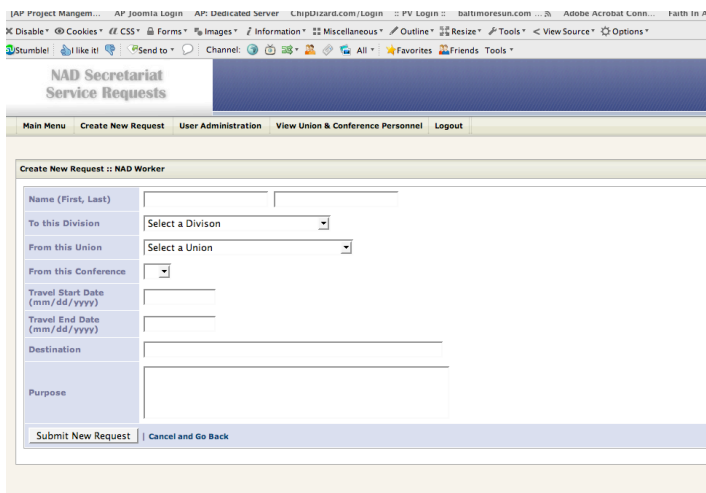


Figure 1-D—Request for a NAD Worker going outside of the Division

This is the form for requesting a NAD worker to go out side of the division. First and Last Names along with the Division in which they are traveling are on this form and also the purpose of the trip. As soon as this form is filled out an email goes to the Union and Conference to alert the various Secretaries and their administrative assistants that a new service request has been made.

**NAD Secretariat
Service Requests**

[Main Menu](#) | [Create New Request](#) | [User Administration](#) | [View Union & Conference Personnel](#) | [Logout](#)

Create New Request :: Non-NAD Worker

Name (First, Last)	<input type="text"/>
From this Division	Select a Division <input type="text"/>
To this Union	Select a Union <input type="text"/>
To this Conference	<input type="text"/>
Travel Start Date (mm/dd/yyyy)	<input type="text"/>
Travel End Date (mm/dd/yyyy)	<input type="text"/>
Destination	<input type="text"/>
Purpose	<input type="text"/>

[Submit New Request](#) | [Cancel and Go Back](#)

Figure 1-E—Request for a Non-NAD Worker coming to the NAD

This form is the same Figure 1-D, but it requests someone from outside of our Division to travel within the North American Division. Union Secretaries and their administrative assistants are notified of these requests. Conference personnel are not notified of these requests.