

Digital Request Form Instructions

Welcome to the new and easy digital project request system. This system allows us to process and keep track of requests quickly and easily. Note: This system is not optimized for mobile. For best results, access the system on your desktop. Another note: If you experience technical difficulties at any time, please submit your project directly to NorCalMarComm@stjoe.org.

Please make sure all information is approved by all necessary stakeholders prior to submitting request.

1. Access the system [here](http://www.StJosephHealth.org/ProjectRequest). Be sure to bookmark this link for future reference.

<http://www.StJosephHealth.org/ProjectRequest>

2. Complete the form. Most fields are self-explanatory but if you have questions, please send them to NorCalMarComm@stjoe.org. You must complete the (*) fields.

3. Choosing a name for each project is important for our team to keep track of each individual project and be able to easily reference back to it.

4. Choose your due date by clicking on the calendar in the "Date Needed" section. Please refer to the list of deadlines button for approximate timelines of projects.

5. In the notes section, please include all pertinent information for this project.
 - Objective/goal: this helps our team better understand what we're striving to accomplish with this project and in turn produce a more effective piece.
 - Sizing/content: please include the specs (size) of this project if there is a specific size needed (e.g., 8.5" x 11"). Also include the content which is the wording or other material you'd like to be used for this project.
 - Cost Center/GL Code: if this project requires a cost center (such as anything that needs to be printed) please provide the preapproved cost center.
 - Manager/Director who has signed off on this project: if this project does require a cost center, please include the name of the manager/director who has preapproved this cost center. In some cases this may be your own name. This preapproval process is in place to avoid working on a project which will never be completed without necessary funds.

6. In the file attachment section, please attach all necessary files such as: photos, past versions of this project (if available), and any other files important for your project.

7. Click "Submit" and that's it!



The screenshot shows a web form for submitting project requests. It includes fields for 'Your Name', 'Email Address', 'Ministry/Medical Group' (a dropdown menu), 'Department Name', and 'Audience' (with radio buttons for 'Internal' and 'External'). Below these are sections for 'Project Name' (with a 'Click here for the list of deadlines' button), 'Date Needed' (with a calendar icon and a 'Click here for the list of deadlines' button), 'Communication Support' (with checkboxes for 'Communication Plan Development', 'Huddle Article(s)', 'Executive Communication', 'Announcement', 'Memo', 'e-blast', 'Press Release', and 'Other (specify)'), and 'Graphic Design Support' (with checkboxes for 'Hospital TV slides (currently only available at SRMH and PVH)', 'Brochures', 'Quote for Printed Materials', 'One-Sheet', 'Rack Card', and 'Other (specify)'). There is also an 'Outside Vendors' section with a link to a 'Videography, Photography and Promotional Products Contact List'. A 'Notes' section prompts the user to provide a detailed description. Below the notes are fields for 'Objective/goal', 'Sizing/Content', 'Cost Center/GL Code', and 'Manager/Director who has signed off on budget*'. A 'File Attachment' section includes a 'Choose File' button and a 'Submit' button. A red asterisk note states: '**File name must only contain letters, numbers, underscores and dashes**'. Two black arrows point from the text instructions to the 'Project Name' and 'Date Needed' fields.