# Integration Request Updates

# User Guide

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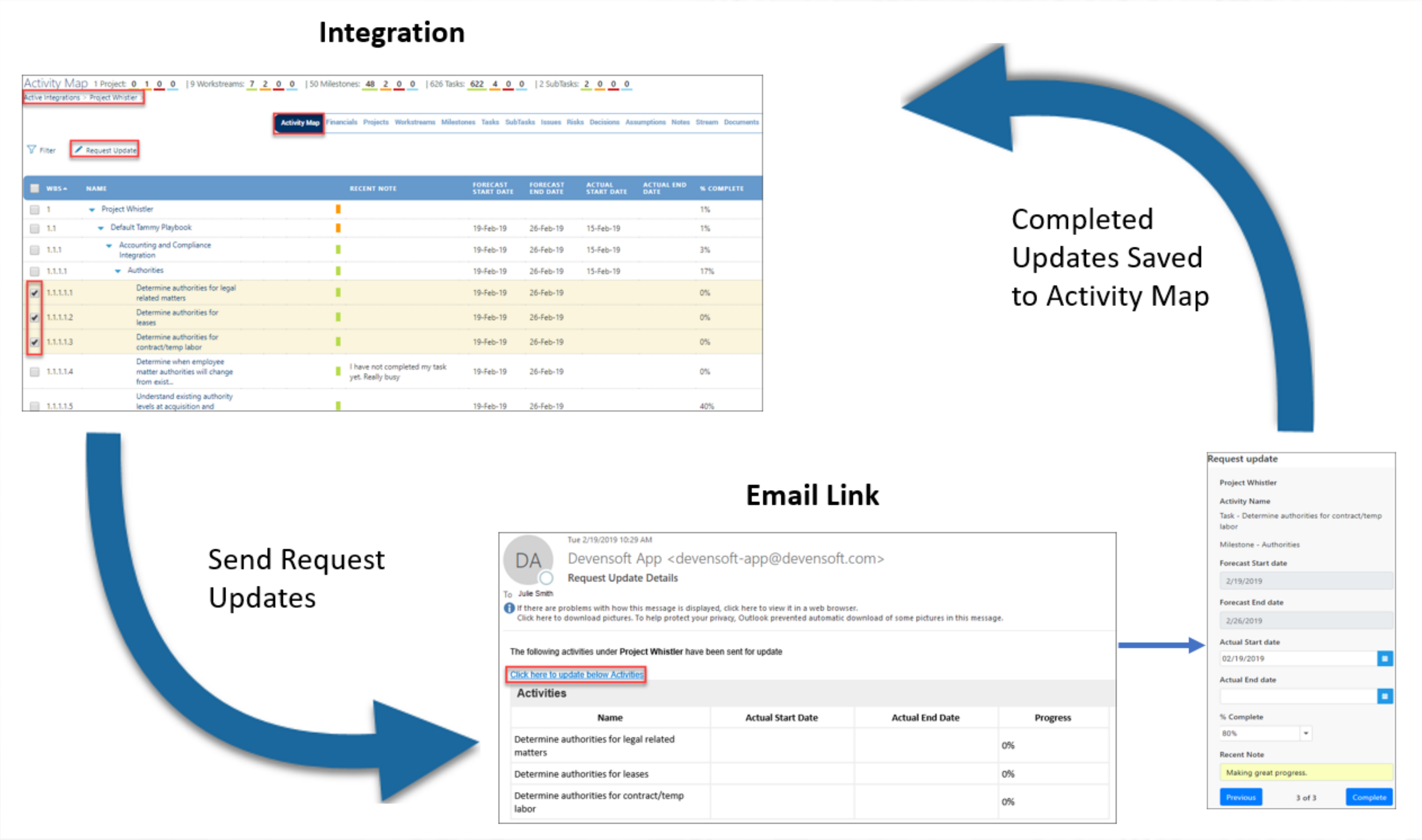
# About Request Updates

The Request Updates feature provides Integration Management Office (IMO) Leads an easy way to request updates from their team members.  Offers team members the ability to update their assigned Activities via an email link without logging into the application.

The diagram below illustrates the workflow between Request Updates and updating Activities outside of the M&A Tool.




# Purpose of this Document

The purpose of this document is to outline the instructions of how to request updates and have team members update their Activities without logging into the M&A Tool.

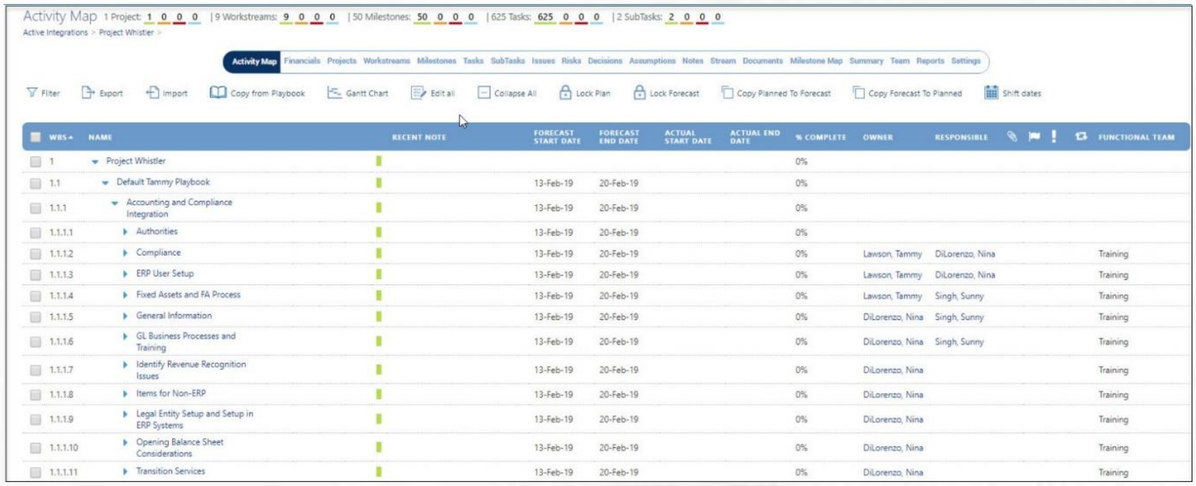
# Selecting Activities

Once you have successfully logged into Devensoft’ s M&A Tool, determine what Integration Activities need to be sent to the Integration Management Office (IMO) team members to record their updates.

To do this:

1. From the Main Menu bar, select **Integrations/Active Integrations**.

2. In the **Integration Name** column, select an Integration.



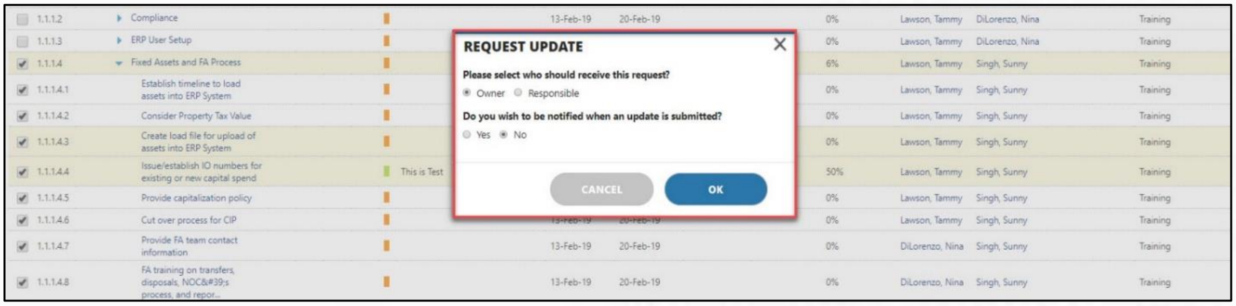
3. If necessary, expand Workstreams and Milestones.

4. In the left margin, select the check-box(es) for those Activities that you want to request an update.

5. Select the 

button.

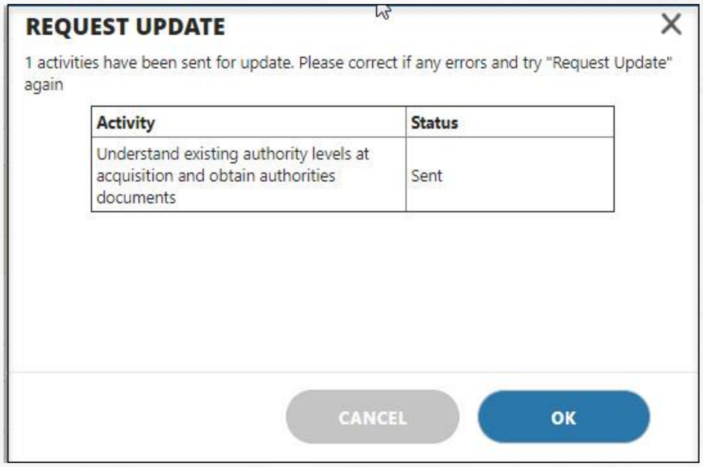
6. The Request Update window appears.




7. The popup displays the following items:
    a. Select who should receive this request – **Owner** or **Responsible**.
    b. Select **Yes** or **No** if you would like to be notified when an update is submitted.

8. After selections have been made, click **OK**.

    A Request Update notification pop-up displays the Activity and Status of the Activities (Milestones, Tasks, Subtasks) that have been sent.




**Note**: If Owner/Responsible has not been selected for an Activity for which a Request Update is being sent, it will display an error under status.

9. Select **OK**.

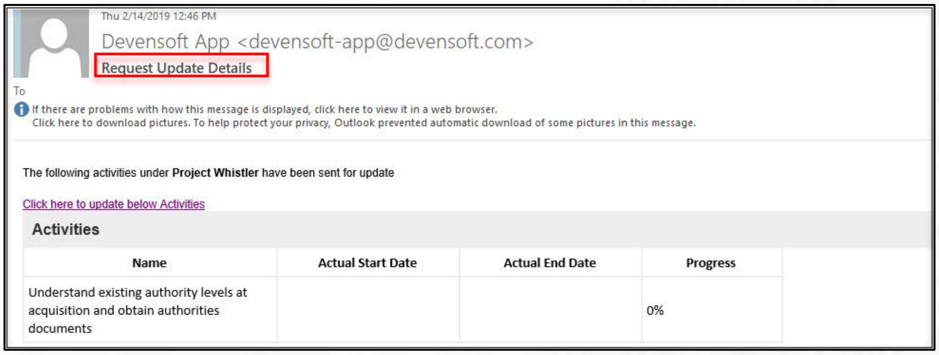
10. The Owner/Responsible user will receive a Request update email with a link to update the Activities.

# Updating Requests

To update your requests:

1. From your email Inbox, open the message from Devensoft App.

2. Click on the link → *Click here to update below Activities* and it will redirect the team member to the Request update window.



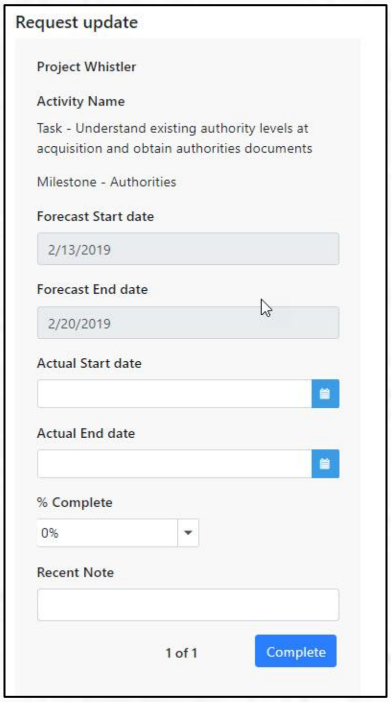

3. The screen to the right is displayed for the team member to complete the fields.

4. Complete the **Actual Start date**, **% Complete** and **Recent Note** fields.

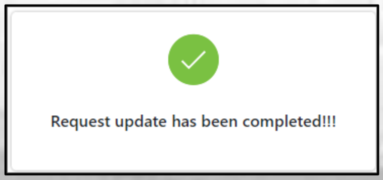
5. When done with one Activity, select **Next**.

6. The user can navigate Activities by clicking the **Next**/**Previous** buttons.

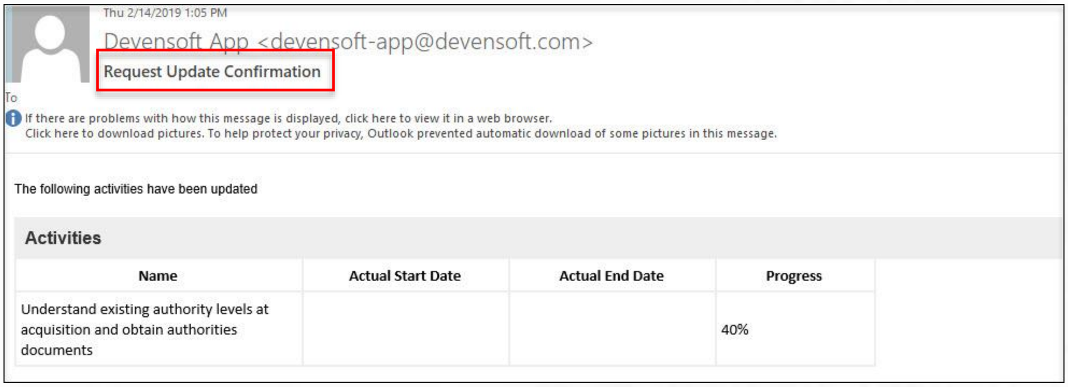
7. When done with the updates, select the **Complete** button.




8. It will display the message indicating that "Request update has been completed."



9. The Integration Lead who sent the request update to the team member will get a “Request Update Confirmation” email.


Thu 2/14/2019 1:05 PM

Devensoft App <devensoft-app@devensoft.com>

Request Update Confirmation

To

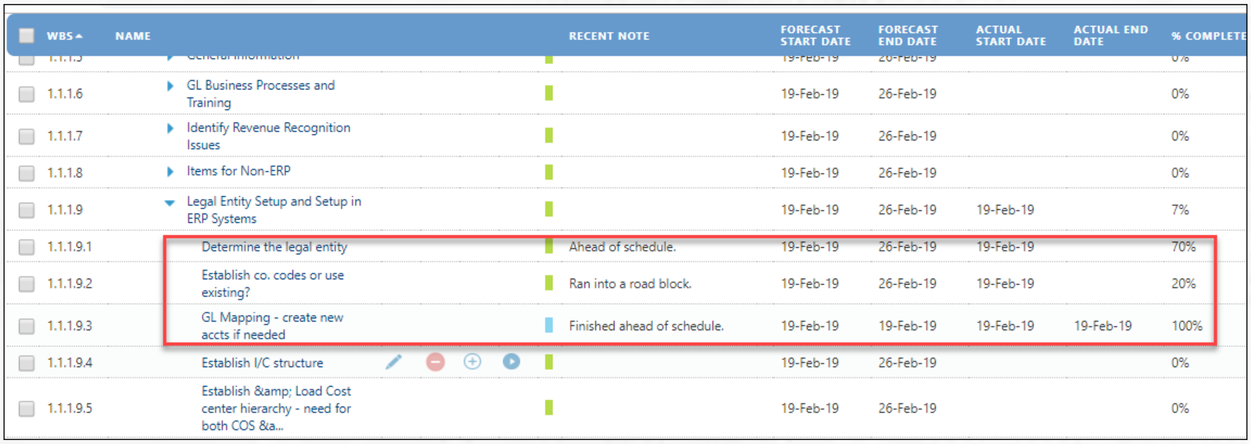
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The following activities have been updated

**Activities**

| Name | Actual Start Date | Actual End Date | Progress |
|---|---|---|---|
| Understand existing authority levels at acquisition and obtain authorities documents | | | 40% |

10. The Integration Lead can return to the M&A tool and review the notes, dates and % Complete for the requested Activities.



| WBS | NAME | RECENT NOTE | FORECAST START DATE | FORECAST END DATE | ACTUAL START DATE | ACTUAL END DATE | % COMPLETE |
|---|---|---|---|---|---|---|---|
| 1.1.1.5 | General Information | | 19-Feb-19 | 26-Feb-19 | | | 0% |
| 1.1.1.6 | GL Business Processes and Training | | 19-Feb-19 | 26-Feb-19 | | | 0% |
| 1.1.1.7 | Identify Revenue Recognition Issues | | 19-Feb-19 | 26-Feb-19 | | | 0% |
| 1.1.1.8 | Items for Non-ERP | | 19-Feb-19 | 26-Feb-19 | | | 0% |
| 1.1.1.9 | Legal Entity Setup and Setup in ERP Systems | | 19-Feb-19 | 26-Feb-19 | 19-Feb-19 | | 7% |
| 1.1.1.9.1 | Determine the legal entity | Ahead of schedule. | 19-Feb-19 | 26-Feb-19 | 19-Feb-19 | | 70% |
| 1.1.1.9.2 | Establish co. codes or use existing? | Ran into a road block. | 19-Feb-19 | 26-Feb-19 | 19-Feb-19 | | 20% |
| 1.1.1.9.3 | GL Mapping - create new accts if needed | Finished ahead of schedule. | 19-Feb-19 | 19-Feb-19 | 19-Feb-19 | 19-Feb-19 | 100% |
| 1.1.1.9.4 | Establish I/C structure | | 19-Feb-19 | 26-Feb-19 | | | 0% |
| 1.1.1.9.5 | Establish & Load Cost center hierarchy - need for both COS &a... | | 19-Feb-19 | 26-Feb-19 | | | 0% |