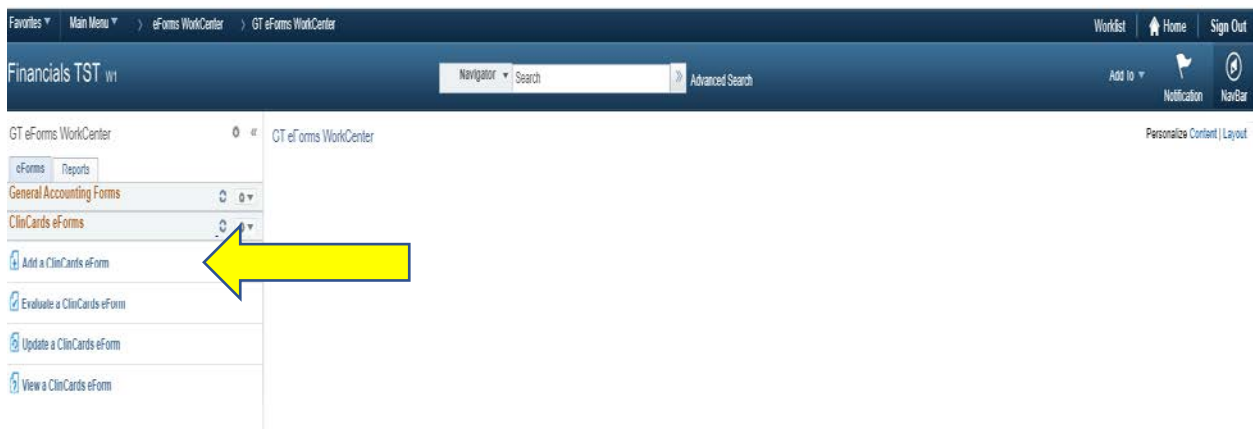Clincard request forms are now in Peoplesoft. The process allows for a streamlined form submission, electronic approvals and recording of the requests with department visibility into the form's status.

To submit a request for Clincards in PeopleSoft Financials Production

Navigation: Main Menu>EformsWorkcenter>click on **Add a Clincards eform**

Populate the required data fields:

- **Department ID**
- **Number of cards**
- **Study ID/Peoplesoft Number (project#)**
- **Attach the IRB**
- **Add comments (optional)**

Click **Submit**

Add : Request for ClinCards

NOTE: Study must be setup in the Clincard system before proceeding the request.

    An active IRB file is required to attach in the form before you submit it.

Request for ClinCards

Request Date	08/29/2022
Requestor	DBURLI
*Department ID	
*Number of Cards	0
*Study ID/PeopleSoft Number	

Business Unit	LSUNO
Name	Burlison, Danielle R
Department	

File Attachments

1 row

	Attachment Required	Action	Description	File Name	Delete
1	❗	Upload	IRB File		Delete

Add

▸ Comments

Save   Submit

Once submitted, the form enters the approval workflow (three steps).

1. The **department** approver will receive an email and link to approve the request in PS.

Request for ClinCards eForm 10058

LSUHSC_eForms_AP

To Liu, Shiying; Burlison, Danielle; Tardiff, Lynne Jones

↩ Reply   ↩ Reply All   → Forward

Fri 8/5/2022 4:10 PM

Start your reply all with: Yes, I approve.   I completed it.   Approved.   ⓘ Feedback

You have a pending worklist item to evaluate the following request. You may follow the link below to approve this item.

eForm ID: 10058
Request Date: 2022-08-05
Department: Health Science Centers

Number of Cards: 10

PeopleSoft Number:101870005A

Link to evaluate: https://rcba.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/FRP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10058&G3FORM_TASK=EVL

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2. Once approved by the department, the form will route to Sponsored Projects Accounting (SPA) for review and approval.

3. Once approved by SPA, the form will route to Accounts Payable for card assignment and disbursement.

An email will be sent to the requestor with a notification the cards are available for pickup in the Resource Center.

Your Requested ClindCard in Form 10063 is ready for pick up

LSUHSC_eForms_AP
To Burlison, Danielle

↩ Reply ↩ Reply All → Forward 📧 ...
Fri 8/12/2022 1:18 PM

The ClinCards you requested in form 10063 are ready for pick up in the Resource Center:

433 Bolivar Street

Room 615A

New Orleans, LA 70112

Attention: Danielle Burlison

** LSUHSC picture ID is required when picking up ClinCards **

Once the cards are picked up, the following email will be generated with a link to print out the completed form and approval workflow steps.

ClinCard Request Form 10061 is Closed

↩ Reply   ↩ Reply All   → Forward   📋   •••

Thu 8/11/2022 1:44 PM

This email severs as a notification that your ClinCard Request Form 10061 is closed.

You can view, print this form's information from below link:

https://rcba.psfs.lsuhsc.edu/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=10061&G3FORM_TASK=VWS

Print Form

Click on link in email (see above)

Click on Print in the lower left corner of the screen

Select report name "**CLINCARDS**" and Print

Completed Form

Request for ClinCards

Form ID: 10061   Report Date: **8/29/22**

Person Requesting ClinCards	DBURLI - Burlison, Danielle R
Department	1000000 - Health Science Centers
Number of Cards	25
Study ID/PeopleSoft Number	101870012A

Approval Logs

Date	User	Action
2022-08-11-11.41.04.000000	Burlison, Danielle R	Submitted
2022-08-11-11.44.17.000000	Burlison, Danielle R	Approved
2022-08-11-11.54.55.000000	Liu, Shiying	Approved
2022-08-11-13.38.22.000000	Burlison, Danielle R	Placed on Hold
2022-08-11-13.43.58.000000	Burlison, Danielle R	Authorized
2022-08-11-13.44.04.000000		Executed

Comments

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