

GLOBAL CRUISE QUICK GUIDE

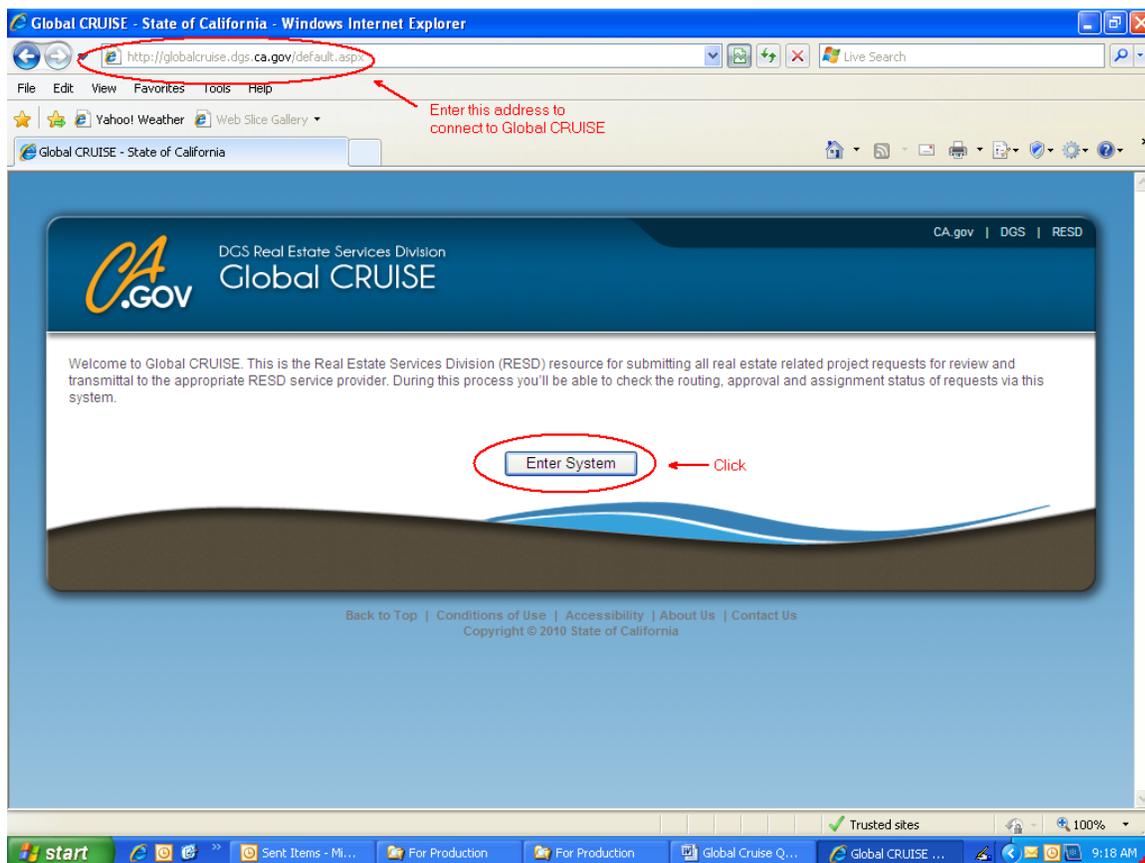
Instructions for RESD Service Provider (SP) Assigners

Welcome to Global CRUISE. This Quick Guide shows how Service Provider Assigners assign staff to requests. It also introduces some of the basic features of Global CRUISE to help you navigate the system. If you need help with Global CRUISE, click Contact Us for Customer Services Manager contact information. Contact Us is located under HELP on the Main Menu.

ACCESS THE GLOBAL CRUISE SITE: Via the link on an email alert or at <http://globalcruise.dgs.ca.gov>

- Click the Enter System button.

👉 RESD employees are not required to enter a password. You are automatically logged in when you click the Enter System button.



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HOME PAGE (DASHBOARD)

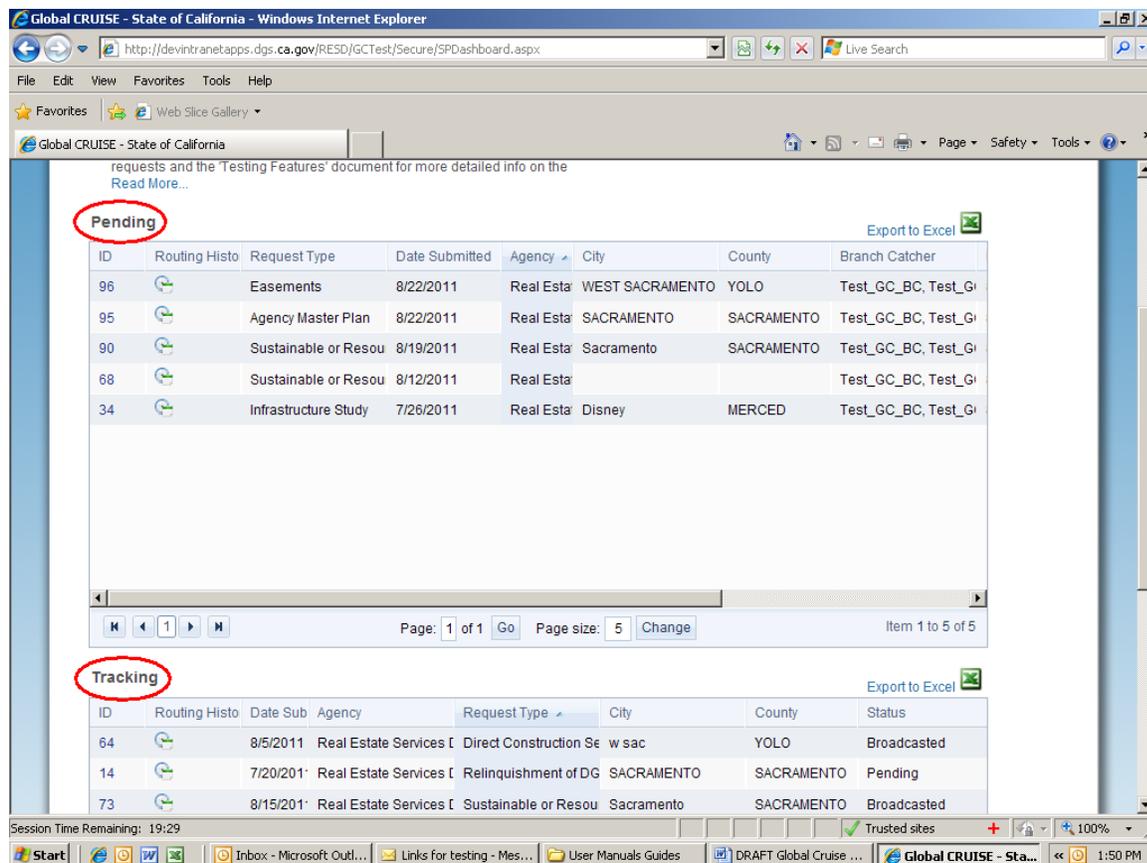
The HOME page (also referred to as your Dashboard) contains two grids to help you manage your requests:

PENDING – The Pending grid displays requests requiring staff assignments.

TRACKING – The Tracking grid contains requests you are monitoring, including:

- Requests that automatically move to your Tracking grid when you notify the Branch Catcher that staff assignments have been entered.
- Requests that you add to your Tracking grid. To add a request to your Tracking grid, use one of the following options:
 - ♦ **Click ID** to view a request, and then **click Track on the Request Menu**.
 - ♦ From the Search Results grid, **click the Track/Remove icon** for the request you want to add.

 *To remove a request from your Tracking grid, click the Track/Remove icon for the request you want to remove. Within a request, click Remove Tracking on the Request Menu.*



The screenshot shows the Global CRUISE State of California dashboard in Internet Explorer. The browser address bar shows the URL: http://devintranetapps.dgs.ca.gov/RESD/GC/Test/Secure/SPDashboard.aspx. The dashboard has two main sections: Pending and Tracking. The Pending section is circled in red and contains a table with 5 rows of request data. The Tracking section is also circled in red and contains a table with 3 rows of request data. Both tables have columns for ID, Routing History, Request Type, Date Submitted, Agency, City, County, and Branch Catcher/Status. The Pending table has an 'Export to Excel' link. The Tracking table also has an 'Export to Excel' link. The bottom of the screenshot shows the Windows taskbar with several open applications and the system clock at 1:50 PM.

ID	Routing Histo	Request Type	Date Submitted	Agency	City	County	Branch Catcher
96		Easements	8/22/2011	Real Esta	WEST SACRAMENTO	YOLO	Test_GC_BC, Test_G
95		Agency Master Plan	8/22/2011	Real Esta	SACRAMENTO	SACRAMENTO	Test_GC_BC, Test_G
90		Sustainable or Resou	8/19/2011	Real Esta	Sacramento	SACRAMENTO	Test_GC_BC, Test_G
68		Sustainable or Resou	8/12/2011	Real Esta			Test_GC_BC, Test_G
34		Infrastructure Study	7/26/2011	Real Esta	Disney	MERCED	Test_GC_BC, Test_G

ID	Routing Histo	Date Sub	Agency	Request Type	City	County	Status
64		8/5/2011	Real Estate Services I	Direct Construction Se	w sac	YOLO	Broadcasted
14		7/20/2011	Real Estate Services I	Relinquishment of DG	SACRAMENTO	SACRAMENTO	Pending
73		8/15/2011	Real Estate Services I	Sustainable or Resou	Sacramento	SACRAMENTO	Broadcasted

VIEW THE REQUEST SUMMARY

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The Summary contains information the agency provided for a request. Enter the system and view the Summary in one of the following ways:

- Utilize the link in an email alert. **Click the Enter System button** and the Summary will display.
- Use the web address. **Click the Enter System button** and the HOME page will display. **Click ID in your Pending grid** to view the Summary.

The screenshot shows a web browser window displaying the Global CRUISE application. The browser title is "Global CRUISE - State of California - Windows Internet Explorer". The address bar shows the URL: <http://devintranetapps.dgs.ca.gov/RESD/GC/Secure/ServiceRequest/ViewSummary.aspx?Id=96>. The application header includes the "CA.GOV" logo, "DGS Real Estate Services Division", and "Global CRUISE". A search bar for "Enter Request ID #" is visible. The main navigation menu contains links for HOME, REQUEST, ANNOUNCEMENTS, USERS, ADMIN, HELP, and LOG OUT. The page title is "Request 96: Easements - Real Estate Services Division, DGS - YOLO COUNTY". Below the title is a tabbed interface with options: Summary, Routing, Notes to File, CSM Review, Status, Project Setup, Address Lookup, Staff Assignments, and Email Summary. The "Summary" tab is selected. The main content area is titled "GLOBAL CRUISE Request Summary" and contains the following information:

Agency: Real Estate Services Division, DGS
City: WEST SACRAMENTO
Requested Completion Date: 8/25/2014
Date Submitted to RESD: 8/22/2011
Project Number(s): 130038, 129047
Lease File Number(s):

County: YOLO

PROJECT INFORMATION

Project Description/Scope:
Easement for Hwy 1

Agency's Project Name or Reference Number:
Capitola Easement

RESD Already Contacted:

Related RESD Projects:
San Simeon and Santa Barbara easement projects

ENVIRONMENTAL REVIEW

Session Time Remaining: 19:43

Trusted sites

100%

start | 3 Windows Explorer | 4 Microsoft Office O... | 3 Internet Explorer | 2 Microsoft Office ... | 5:01 PM

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ENTER STAFF ASSIGNMENTS

1. To enter Staff Assignments, scroll down to the bottom of the Summary and **click the Enter Staff Assignments button.**

The screenshot shows the Global CRUISE web application interface. The browser window title is "Global CRUISE - State of California - Windows Internet Explorer". The address bar shows the URL: <http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/ViewSummary.aspx?id=95>. The page content includes several sections:

- ROUTING HISTORY**: A table with columns Date/Time, From, To, and Routing. The entry shows a routing request from Test_GC_BC, Test_GC_BC Branch Catcher to Dan.Alden@dgs.ca.gov Service Providers, with the routing "Requesting Staff Assignments". A comment below reads: "Please identify staff for project team."
- DELEGATED AUTHORITY (DA) APPROVAL**: A table with columns Date/Time, Name, Telephone, and Status. The entry shows approval by Carrieda Yang on 8/22/2011 at 10:38 AM, with status "Approved and Submitted".
- CUSTOMER SERVICES MANAGER (CSM) REVIEW**: A table with columns Date/Time, Name, and Telephone. This section is currently empty.
- REGIONAL PORTFOLIO MANAGER (RPM) REVIEW**: A table with columns Date/Time, Name, Telephone, and Status. The entry shows approval by Test_GC_RPM, Test_GC_RPM on 8/22/2011 at 11:06 AM, with status "Accepted". A comment below reads: "Accepted based on 12.22.1.1223".
- ACTION REQUIRED**: A section containing a button labeled "Enter Staff Assignments". This button is circled in red, and a red arrow points to it with the word "Click" written next to it.

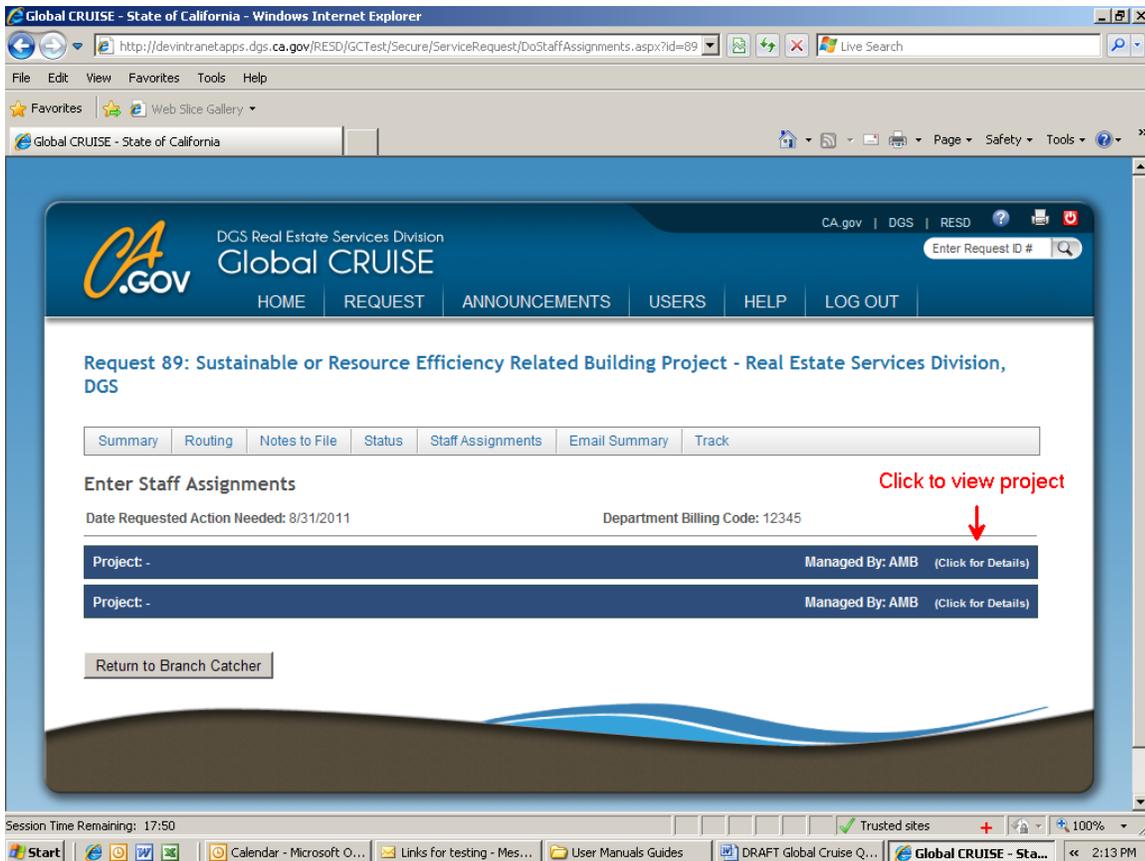
The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Links for testing - Me..., User Manuals Guides, DRAFT Global Cruise..., Global CRUISE - St...), and the system clock showing 1:29 PM on 10/6/2011.

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2. The Enter Staff Assignments page is displayed and provides project setup details for the request. If more than one project number is displayed for your Branch or Section, **click on a blue bar** to expand and view the project setup details for each project.

 *One or more project numbers may be assigned to a Branch or Section, and multiple Managing Branches or Sections may be assigned to a request.*

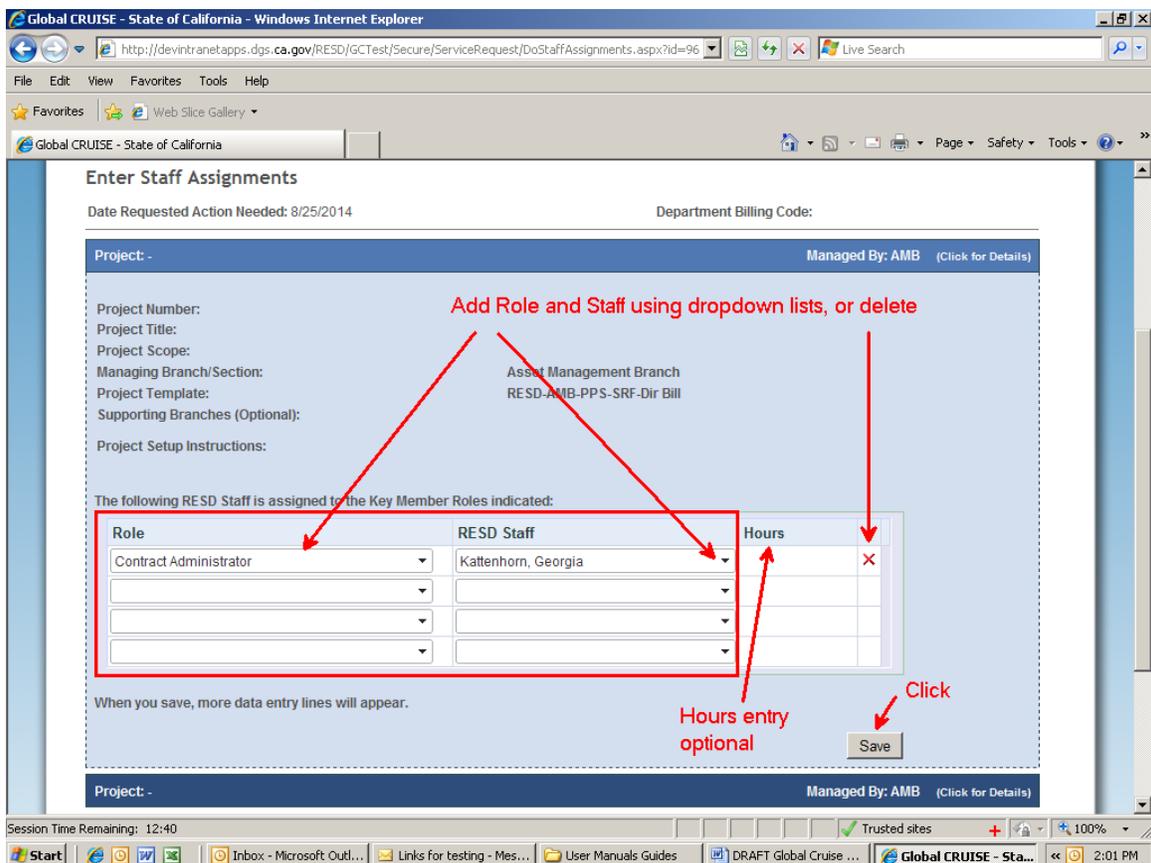


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3. Enter staff assignments for the identified project number(s):
 - **Select the role and RESD staff** from the dropdown lists and **enter the number of hours** (optional) assigned. If the dropdown list does not contain a staff person's name, free type the name under RESD Staff and inform your Branch Catcher or CSM that the staff person's name does not display in the dropdown list.
 - When all assigned staff is identified, **click the Save button**.
 - If more than one project number is listed for your Branch or Section, **repeat this step** until staff has been assigned to each project number.

 A red **X** appears next to your entries when your staff assignments have been saved. Click on the red **X** to delete an entry.



Global CRUISE - State of California - Windows Internet Explorer

http://devintranet.apps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/DoStaffAssignments.aspx?id=96

File Edit View Favorites Tools Help

Global CRUISE - State of California

Enter Staff Assignments

Date Requested Action Needed: 8/25/2014 Department Billing Code:

Project: - Managed By: AMB (Click for Details)

Project Number:
Project Title:
Project Scope:
Managing Branch/Section: Asset Management Branch
Project Template: RESD-AMB-PPS-SRF-Dir Bill
Supporting Branches (Optional):
Project Setup Instructions:

The following RESD Staff is assigned to the Key Member Roles indicated:

Role	RESD Staff	Hours
Contract Administrator	Kaltenhorn, Georgia	X

When you save, more data entry lines will appear.

Hours entry optional

Click Save

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Note: For RELPs projects only, additional project information is required: Project Type Code, Intra-Agency Instructions and a link to generate a Form 9.

The screenshot shows the 'DoStaffAssignments.aspx' page in Internet Explorer. The page title is 'Global CRUISE - State of California'. The URL is 'http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/DoStaffAssignments.aspx?id=10'. The browser's address bar and menu bar are visible at the top.

The main content area is titled 'The following RESD Staff is assigned to the Key Member Roles indicated:'. It contains a table with the following data:

Role	RESD Staff	Hours	
Customer Organization	Beck, James		X
PWB Coordinator	Lona, Esau		X

Below the table, there is a section for 'When you save, more data entry lines will appear.' This section includes:

- Project Type Code:** A dropdown menu with '0065 EDD By-State Lease' selected.
- Intra-Agency Instructions (select all that apply):** A list of checkboxes:
 - New Project File - original information
 - New Space Planning File - copy all information
 - Pull Existing Project File - original information
 - Send Customer Relocation Advisory Memo (new space only)
 - Add project to Access Database
- Generate Form 9:** A link with a left-pointing arrow.
- Save:** A button with a right-pointing arrow.

At the bottom of the page, there is a dark blue bar with the text 'Project: -' on the left and 'Managed By: RELPS (Click for Details)' on the right. Below this bar is a 'Return to Branch Catcher' button.

Red annotations with arrows point to various elements:

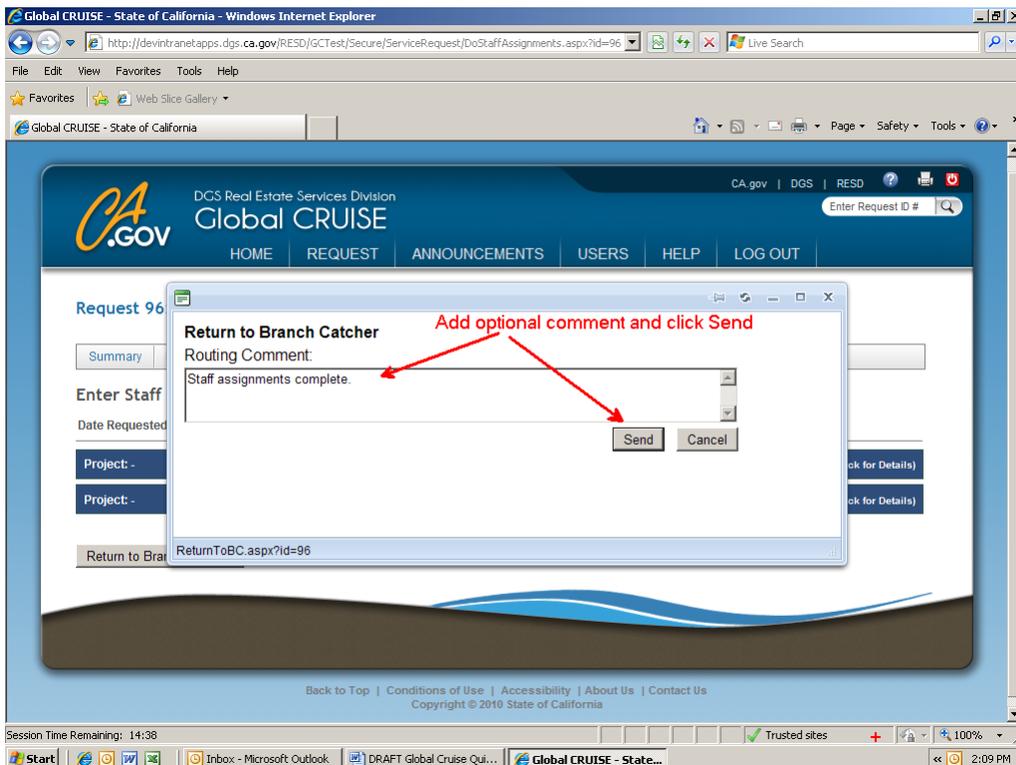
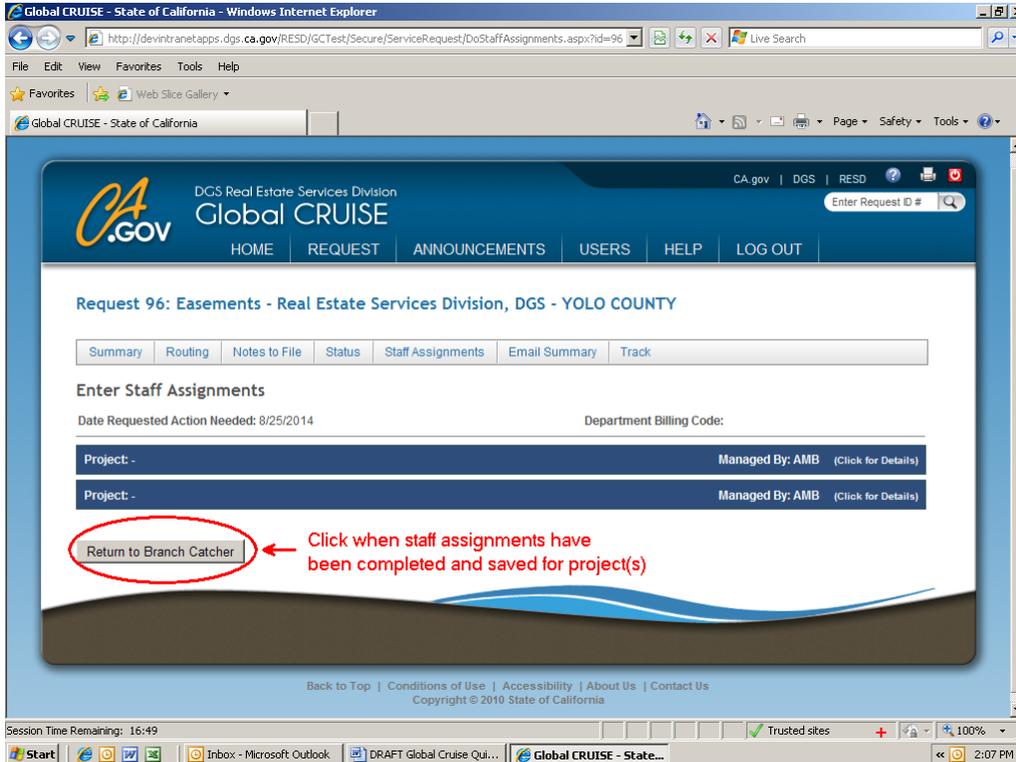
- 'Add or modify Staff Assignments, optional Hours entry' points to the table.
- 'Delete entry' points to the 'X' icons in the table.
- 'Select Code and Instructions' points to the Project Type Code dropdown.
- 'Click to save information entered' points to the Save button.
- 'View or save a copy' points to the Generate Form 9 link.
- 'When Staff Assignments are completed for project(s), click to return to Branch Catcher' points to the Return to Branch Catcher button.
- 'Another project related to this request' points to the Managed By: RELPS text.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Links for testing - Messa..., User Manuals Guides, Global CRUISE - State...), and the system clock showing 11:09 AM on 10/06/2011.

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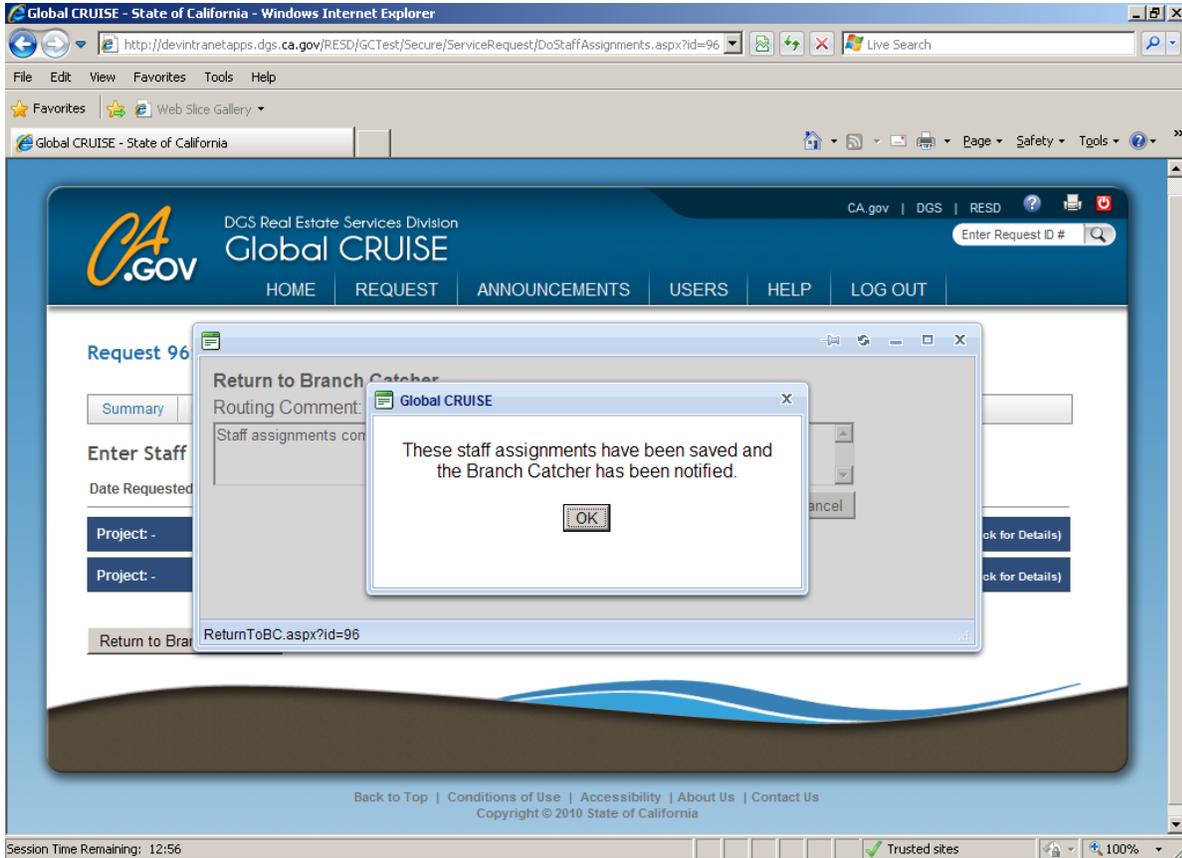
- When you have entered staff assignments for all project numbers for your Branch or Section, **click the Return to Branch Catcher button. Enter an optional routing comment and click the Send button.**



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5. A confirmation message is displayed and the Branch Catcher is notified that you have completed your staff assignments.



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- When you notify the Branch Catcher, the request automatically moves from your Pending to your Tracking grid.

The screenshot shows the Global CRUISE web application interface. At the top, there is a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a search bar and a 'Web Slice Gallery' dropdown. The main content area displays two grids. The top grid is titled 'Pending' and contains four rows of request data. The bottom grid is titled 'Tracking' and contains three rows of request data. A red arrow points from the 'Pending' grid to the 'Tracking' grid, with a text box in the middle stating: 'The request will move from the Pending grid to the Tracking grid after the request has been returned to the Branch Catcher'. The 'Tracking' grid has a red box around the row with ID 96, which has a status of 'Pending'. The bottom of the screenshot shows the Windows taskbar with the Start button, several open applications (Inbox - Microsoft Outlook, DRAFT Global Cruise Qui..., Global CRUISE - State...), and the system clock showing 2:17 PM.

requests and the 'Testing Features' document for more detailed info on the
Read More...

Pending [Export to Excel](#)

ID	Routing Histo	Request Type	Date Submitted	Agency	City	County	Branch Catcher
95		Agency Master Plan	8/22/2011	Real Esta	SACRAMENTO	SACRAMENTO	Test_GC_BC, Test_Gi
90		Sustainable or Resou	8/19/2011	Real Esta	Sacramento	SACRAMENTO	Test_GC_BC, Test_Gi
68		Sustainable or Resou	8/12/2011	Real Esta			Test_GC_BC, Test_Gi
34		Infrastructure Study	7/26/2011	Real Esta	Disney	MERCED	Test_GC_BC, Test_Gi

The request will move from the Pending grid to the Tracking grid after the request has been returned to the Branch Catcher

Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

Tracking [Export to Excel](#)

ID	Routing Histo	Date Sub	Agency	Request Type	City	County	Status
64		8/5/2011	Real Estate Services I	Direct Construction Se	w sac	YOLO	Broadcasted
96		8/22/2011	Real Estate Services I	Easements	WEST SACRAMENTO	YOLO	Pending
14		7/20/2011	Real Estate Services I	Relinquishment of DG	SACRAMENTO	SACRAMENTO	Pending

Session Time Remaining: 15:22

Start | Inbox - Microsoft Outlook | DRAFT Global Cruise Qui... | Global CRUISE - State... | 2:17 PM

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VIEW STAFF ASSIGNMENTS

1. When project setup is completed in ABMS, the Branch Catcher broadcasts an email alert to key members and interested parties. **Click the link in the email alert to view the staff assignments.**

Global CRUISE - State of California - Windows Internet Explorer

http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/ViewStaffAssignments.aspx?id=5

File Edit View Favorites Tools Help

Global CRUISE - State of Cali... Global CRUISE - State of Cali...

PROJECT COORDINATOR THEURING, STEVE 916-375-4861
PROJECT MANAGER COOPER, ROGER A 626-441-0056

Project: 129047 - CUIAB, LEASE RENEWAL - LONG BEACH HEARING FACILITY Managed By: AMB

Project Number: 129047
Project Title: CUIAB, LEASE RENEWAL - LONG BEACH HEARING FACILITY
Project Scope: Approved, CUIAB is requesting the assistance of RESD to negotiate a lease for the Long Beach Hearing Facility. This project is a direct result of the Governor's Unemployment Proclamation. CUIAB is also requesting adjacent additional hearing room space on a short term basis, 4 yr firm term and coordinated with adjacent request for additional space CRUISE # 6522.

Managing Branch/Section: AMB

The following RESD Staff are assigned to the Key Member Roles Indicated:

Team Member Role	RESD Staff	Telephone
Leasing Unit Manager	JOSEPH, PATTI A	916-375-4141
Planning Unit Manager	CHAPMAN, NORTON R	916-375-4084
PROGRAM SUPPORT ANAL	BUCKNER, BRENDA F	916-376-1863
PROJECT COORDINATOR	SAMUELSON, SARAH M	916-375-4686
PROJECT MANAGER	HAZEWOOD, YOLANDA D	916-375-4134
PROJECT SUPPORT ADMIN	GRIMES, BERNADETTE	916-375-4022
SPACE PLANNERS	BLASE, MARIA C	916-375-4116
Team Member	VIERRA, NANCY T	916-376-1790

Include the following individuals on the Broadcast:

Role	Name	Email
Branch Catcher	Test_GC_BC, Test_GC_BC	TestGCBC@dgs.ca.gov
Customer Services Manager	Test_GC_CSM, Test_GC_CSM	TestGCCSM@dgs.ca.gov
Regional Portfolio Manager	Test_GC_RPM, Test_GC_RPM	TestGCRPM@dgs.ca.gov
Service Provider	Test_GC_SP, Test_GC_SP	TestGCSP@dgs.ca.gov
Delegated Authority	yang, carrieda	cyang@dgs.ca.gov

Session Time Remaining: 17:46

Trusted sites 100%

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Note: The customer's Staff Assignments page displays only the Unit Managers and the Project Managers/Team Leads under Key Member Roles.

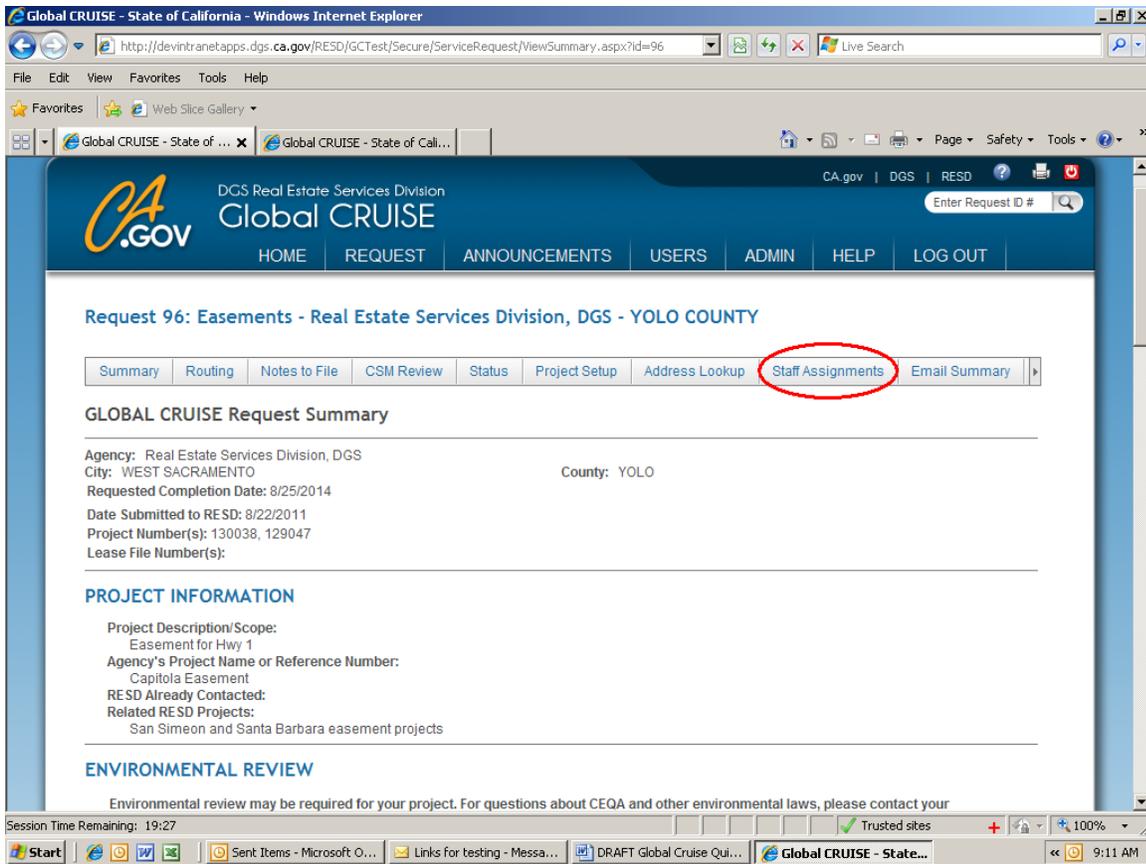
The screenshot shows a web browser window displaying the 'Global CRUISE - State of California' application. The page lists two projects with their details and assigned RESD staff. A red arrow points to the 'PROJECT MANAGER' role in the second project's list, with a note: 'Customers see only Unit Managers and Project Managers/Team Leads'.

Project	Managed By	Team Member Role	RESD Staff	Telephone
Project: 130038 - Miscellaneous Repairs	AMB	PROJECT MANAGER	RESD Staff COOPER, ROGER A	626-441-0056
Project: 129047 - CUIAB, LEASE RENEWAL - LONG BEACH HEARING FACILITY	AMB	Leasing Unit Manager	JOSEPH, PATTI A	916-375-4141
		Planning Unit Manager	CHAPMAN, NORTON R	916-375-4084
		PROJECT MANAGER	HAZEWOOD, YOLANDA D	916-375-4134
		SPACE PLANNERS	BLASE, MARIA C	916-375-4116

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Instructions for RESD Service Provider (SP) Assigners

2. To view the staff assignments from your Tracking grid, **click the ID** to view the Summary, and then **click Staff Assignments from the Request Menu**.



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QUICK SEARCH

To find a single request, use the Quick Search field located in the top right-hand corner of the screen. **Enter the request ID number and click the magnifying glass icon.** The request Summary will be displayed.

The screenshot shows the Global CRUISE web application interface. At the top right, there is a search field labeled "Enter Request ID #" with a magnifying glass icon. A red arrow points to this field with the text "Enter ID and click to find request". Below the search field is a navigation menu with links for HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP, and LOG OUT. The main content area features an "Announcements" section with a "Welcome to Global CRUISE! - 7/21/2011" message. Below this is a "Pending" section with a table of requests. The table has columns for ID, Routing History, Request Type, Date Submitted, Agency, City, County, and Branch Catcher. The table contains five rows of data.

ID	Routing Histo	Request Type	Date Submitted	Agency	City	County	Branch Catcher
95		Agency Master Plan	8/22/2011	Real Esta	SACRAMENTO	SACRAMENTO	Test_GC_BC, Test_Gi
92		Delegation for Alteratic	8/19/2011	Real Esta	SACRAMENTO	SACRAMENTO	Test_GC_BC, Test_Gi
90		Sustainable or Resou	8/19/2011	Real Esta	Sacramento	SACRAMENTO	Test_GC_BC, Test_Gi
68		Sustainable or Resou	8/12/2011	Real Esta			Test_GC_BC, Test_Gi
34		Infrastructure Study	7/26/2011	Real Esta	Disney	MERCED	Test_GC_BC, Test_Gi

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SEARCH FOR REQUESTS

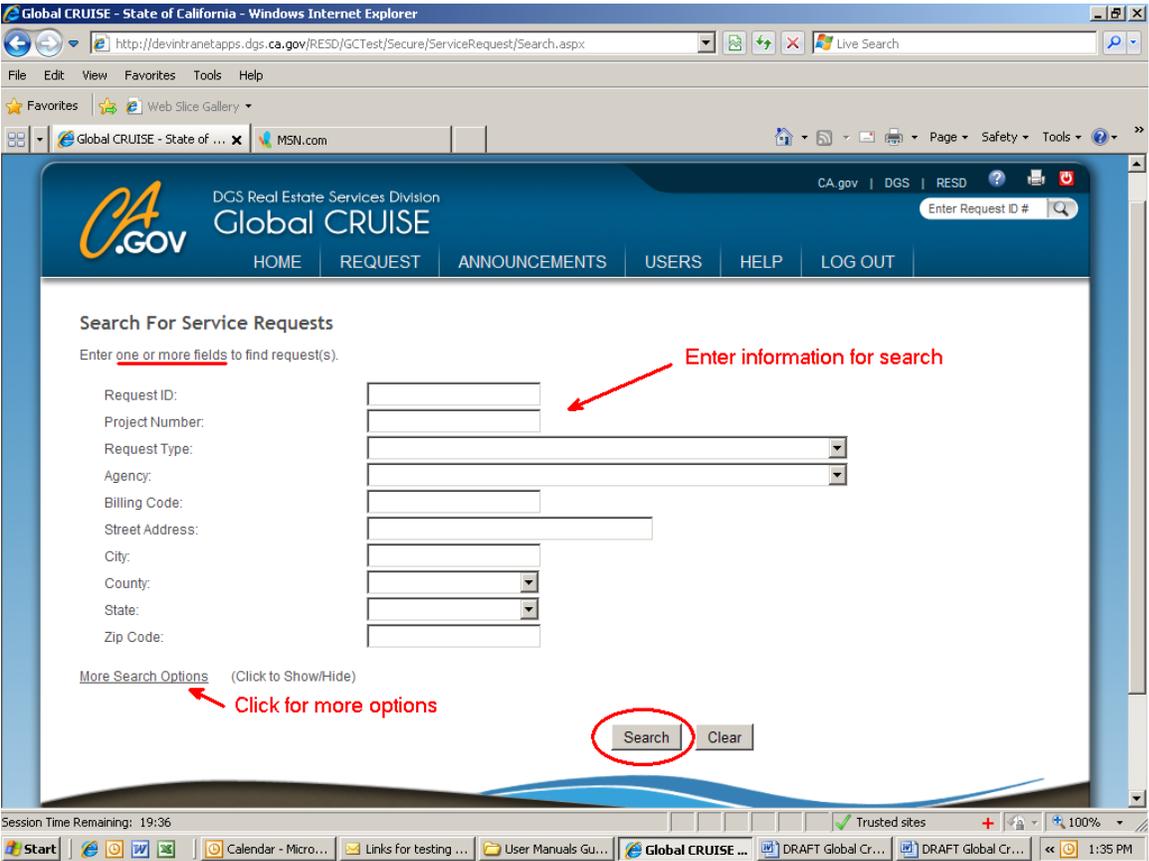
1. From any page, **hover your cursor over REQUEST on the Main Menu, and click Search**. You will be redirected to the Search for Service Requests page.
2. **Enter search criteria** in one or more fields. Additional fields are available under the More Search Options link.
3. **Click the Search button**. The results display in the Search Results grid at the bottom of the page.
4. To view a request, **click the ID** for the request you want to see.
5. To add a request to your Tracking grid, **click Tracking on the Request Menu**. From the Search Results grid, **click the Track/Remove icon** for the request you want to add.

The screenshot shows the Global CRUISE website interface. The top navigation bar includes 'HOME', 'REQUEST', 'ANNOUNCEMENTS', 'USERS', 'HELP', and 'LOG OUT'. The 'REQUEST' menu is highlighted, and a 'Search' button is visible. Below the navigation bar, there is a 'Welcome to Global CRUISE!' message and a 'Pending' section with a table of requests. A red arrow points from the 'REQUEST' menu to the 'Search' button, with the text 'Hover cursor over REQUEST and click Search'.

ID	Routing Histo	Request Type	Date Submitted	Agency	City	County	Branch Catcher
95		Agency Master Plan	8/22/2011	Real Esta	SACRAMENTO	SACRAMENTO	Test_GC_BC, Test_G
92		Delegation for Alteratic	8/19/2011	Real Esta	SACRAMENTO	SACRAMENTO	Test_GC_BC, Test_G
90		Sustainable or Resou	8/19/2011	Real Esta	Sacramento	SACRAMENTO	Test_GC_BC, Test_G
68		Sustainable or Resou	8/12/2011	Real Esta			Test_GC_BC, Test_G
34		Infrastructure Study	7/26/2011	Real Esta	Disney	MERCED	Test_GC_BC, Test_G

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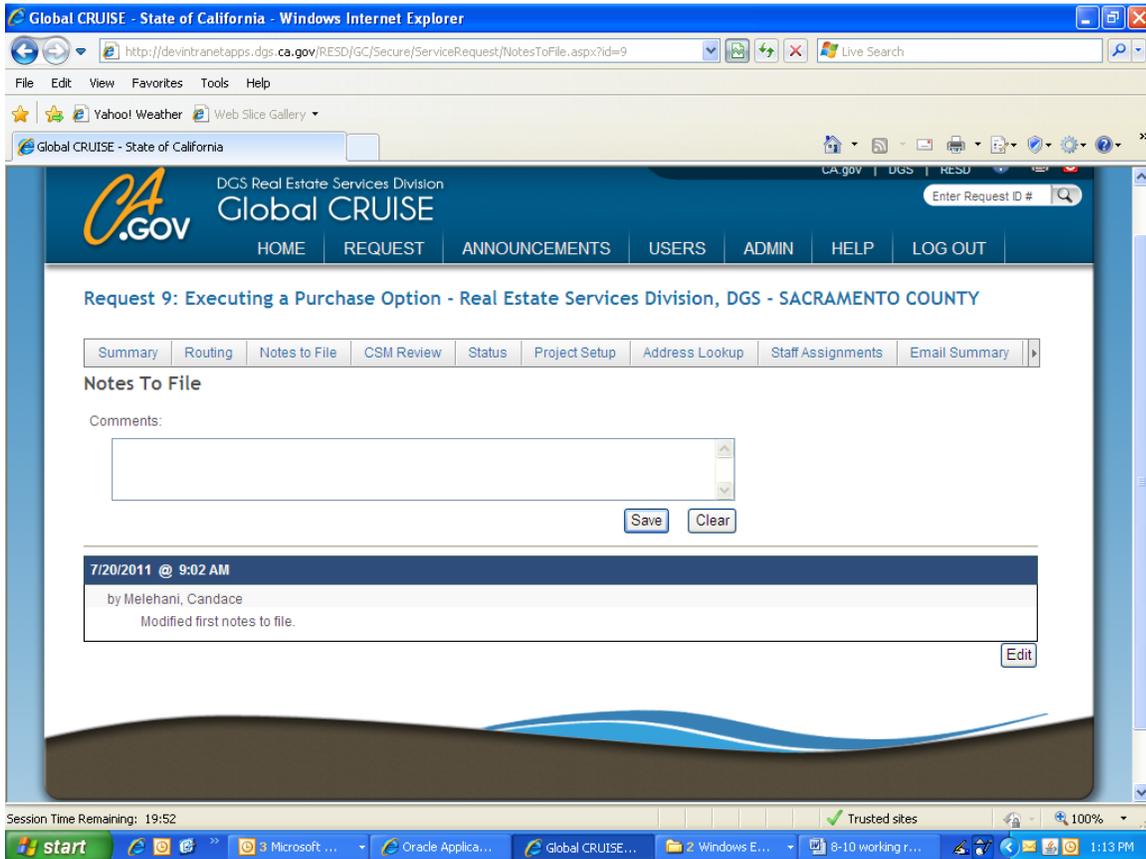


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NOTES TO FILE

From the **Request Menu**, click **Notes to File** to add notes to a request or to read other users' notes. RESD's Notes to File are available only to RESD users.



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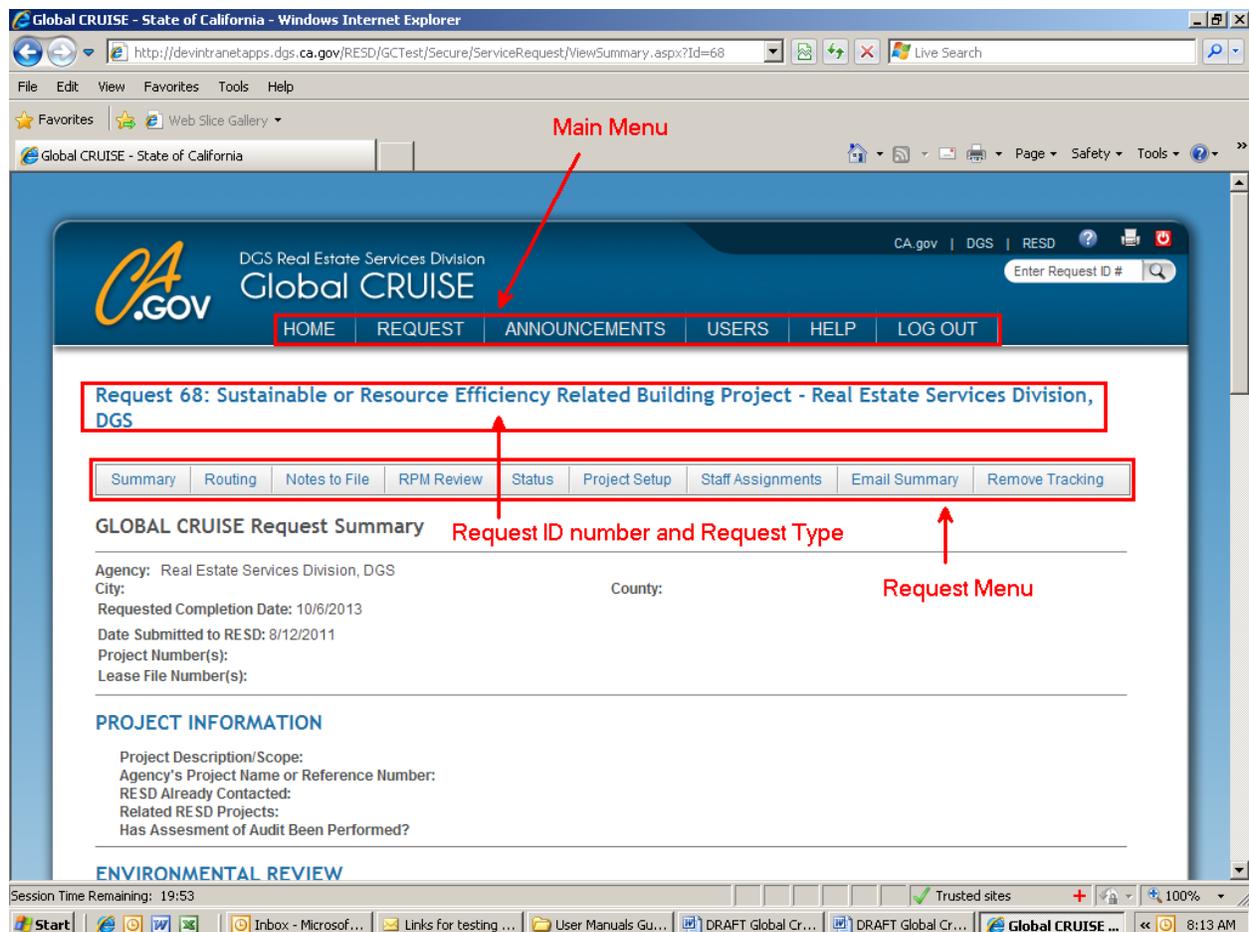
Instructions for RESD Service Provider (SP) Assigners

MENUS

Global CRUISE utilizes three different menus to access various functions:

- **Main Menu (HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP AND LOG OUT):** Located directly under the Global CRUISE header, this menu provides access to your dashboard as well as functions to search for a request, manage user accounts, display announcements and obtain help documentation.
- **Request Menu (Claim, Summary, Routing, Status, Notes to File, Staff Assignments and Tracking):** This menu is displayed when viewing a request and provides functions and commands to view, route, change an attribute of or record information about a specific request.

 *When viewing a request, the Request ID, Request Type, Agency and County are displayed between the Main Menu and the Request Menu to identify the request.*



The screenshot displays the Global CRUISE web application interface. At the top, the CA.GOV logo and "DGS Real Estate Services Division Global CRUISE" are visible. A navigation bar contains the following menu items: HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP, and LOG OUT. A red arrow labeled "Main Menu" points to this navigation bar. Below the navigation bar, the request title "Request 68: Sustainable or Resource Efficiency Related Building Project - Real Estate Services Division, DGS" is displayed. A sub-menu bar contains the following options: Summary, Routing, Notes to File, RPM Review, Status, Project Setup, Staff Assignments, Email Summary, and Remove Tracking. A red arrow labeled "Request Menu" points to this sub-menu bar. Below the sub-menu bar, the "GLOBAL CRUISE Request Summary" section displays the following information: Agency: Real Estate Services Division, DGS; City: ; County: ; Requested Completion Date: 10/6/2013; Date Submitted to RESD: 8/12/2011; Project Number(s): ; Lease File Number(s): . A red arrow labeled "Request ID number and Request Type" points to the request title. Below the summary section, the "PROJECT INFORMATION" section displays the following information: Project Description/Scope: ; Agency's Project Name or Reference Number: ; RESD Already Contacted: ; Related RESD Projects: ; Has Assessment of Audit Been Performed? . Below the project information section, the "ENVIRONMENTAL REVIEW" section is visible. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., Links for testing..., User Manuals Gu..., DRAFT Global Cr..., DRAFT Global Cr..., Global CRUISE ...), and the system tray showing the time as 8:13 AM.

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- **Left Navigation Menu:** This menu appears on the data entry pages of a request and lists the sequential steps required to complete the request. The steps on the Left Navigation Menu are displayed in two colors and fonts:
 - ♦ **Blue** indicates **steps** that have already been completed. You may revisit any step that is a blue link in the Left Navigation Menu at any time should you need to review the data entered.
 - ♦ **Black** indicates steps that have not been completed. However, all steps should be completed before a request is submitted to RESD.
 - ♦ **Italic** designates the step you are currently viewing.

☞ *Each step in a request consists of a question or group of related questions. Step titles are represented as blue links on the Summary. Click a step title link to view the data entry page.*

The screenshot shows the Global CRUISE web application interface. At the top, there is a navigation bar with the CA.GOV logo and the text 'DGS Real Estate Services Division Global CRUISE'. Below this is a menu with links for HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP, and LOG OUT. The main content area displays 'Request 14: Relinquishment of DGS-Owned Space - Real Estate Services Division, DGS - SACRAMENTO COUNTY'. A sub-menu below the title includes 'Summary', 'Routing', 'Notes to File', 'Status', 'Project Setup', 'Address Lookup', 'Staff Assignments', 'Email Summary', and 'Remove Tracking'. The 'Project Information' step is highlighted in the sub-menu and is also the title of the main content area. The main content area contains a form with the following fields:

- 'What is the project description/scope of this request?' with a text area containing 'Termination of space assignment for 1,767 sf at 901 P Street in Sacramento. Space assignment number 2350035.'
- 'Is there a project name or reference number that your agency refers to for this project?' with a text area.
- 'Requested Completion Date:' with a date picker set to '7/29/2011'.
- 'Explanation:' with a text area.

Red arrows point from the text 'Left Navigation' to the sub-menu and from 'Italic to show current step' to the 'Project Information' title. The browser's taskbar at the bottom shows the Start button, several open applications (Inbox, FW: Links, Links for testing, DRAFT Global Cruise), and the system clock showing 7:51 AM on 10/06/2011.

GLOBAL CRUISE QUICK GUIDE

Instructions for RESD Service Provider (SP) Assigners

CUSTOMIZE YOUR GRID FEATURES

These features allow you to manipulate requests in your grids and to customize the layout of the columns.

- **Sort by Column:** Requests within a grid can be sorted by a column. Right click on the column name to see a dropdown list of options that include ascending and descending. Left click to select an option.
- **Resize or Reorder Columns:** Columns can be resized or reordered to suit your needs. Place the cursor left of the column name that you want to reposition. A two-way arrow is for resizing the column. A four-way arrow allows for the column to be moved. Both are done by dragging and dropping while staying within the header.
- **Hide or Display Columns:** Select the columns you want to display in a grid. Right click on the column header and select Columns. Select the checkboxes for the column names you want to display.
- **Scroll to View Columns:** Use the horizontal scroll bar to view all columns that are displayed in a grid.
- **Define Grid Page Size:** Define the number of requests to view in a grid using the page size field. You can choose to view all requests in the grid on one page with a vertical scroll bar or you can choose to view multiple pages.

The screenshot shows the 'Global CRUISE - State of California' web application in Internet Explorer. The main grid is titled 'Pending' and contains the following data:

ID	Routing History	Request Type	Date Submitted	Agency	City	County	Previous
68		Sustainable or Resou	8/12/2011	Real Estate Services I			Test_GC
13		Additional Leased Sp:	7/20/2011	Real Estate Services I	ELK GROVE	SACRAMENTO	Alden, D
80		Sustainable or Resou	8/16/2011	Real Estate Services I	Sacramento	SACRAMENTO	Melehar
33		Alterations in a Lease:	7/25/2011	Real Estate Services I	SACRAMENTO	SACRAMENTO	Cacciar
20		Delegation for Alteratic	7/20/2011	Real Estate Services I	SACRAMENTO	SACRAMENTO	Garbeff,
18		Acquisition Review	7/20/2011	Real Estate Services I	SACRAMENTO	SACRAMENTO	Alden, D
82		Environmental	8/16/2011	Real Estate Services I	W Sacramento	SACRAMENTO	Test_GC

Annotations on the screenshot include:

- Red arrows pointing to the 'Request Type' and 'City' columns with the text: "Re-sized column to view entire label".
- Red arrows pointing to the 'Request Type' and 'City' columns with the text: "Re-ordered Request Type column to the right side of Routing History" and "Sorted City column in ascending order".
- A red circle around the 'Page size: 7' field with the text: "Change number to view more requests in grid".
- A red circle around the 'Item 1 to 7 of 7' text with the text: "Number of requests in grid".

The 'Tracking' grid below shows:

ID	Routing Histo	Date Sub	Agency	Request Type	City	County	Status
6		7/25/2011	Real Estate Services I	Construction	SACRAMENTO	SACRAMENTO	Broadcasted
14		7/20/2011	Real Estate Services I	Relinquishment of DG	SACRAMENTO	SACRAMENTO	Pending
21		7/20/2011	Real Estate Services I	Sustainable or Resou	Santa Ana	ORANGE	Broadcasted