

# GLOBAL CRUISE QUICK GUIDE

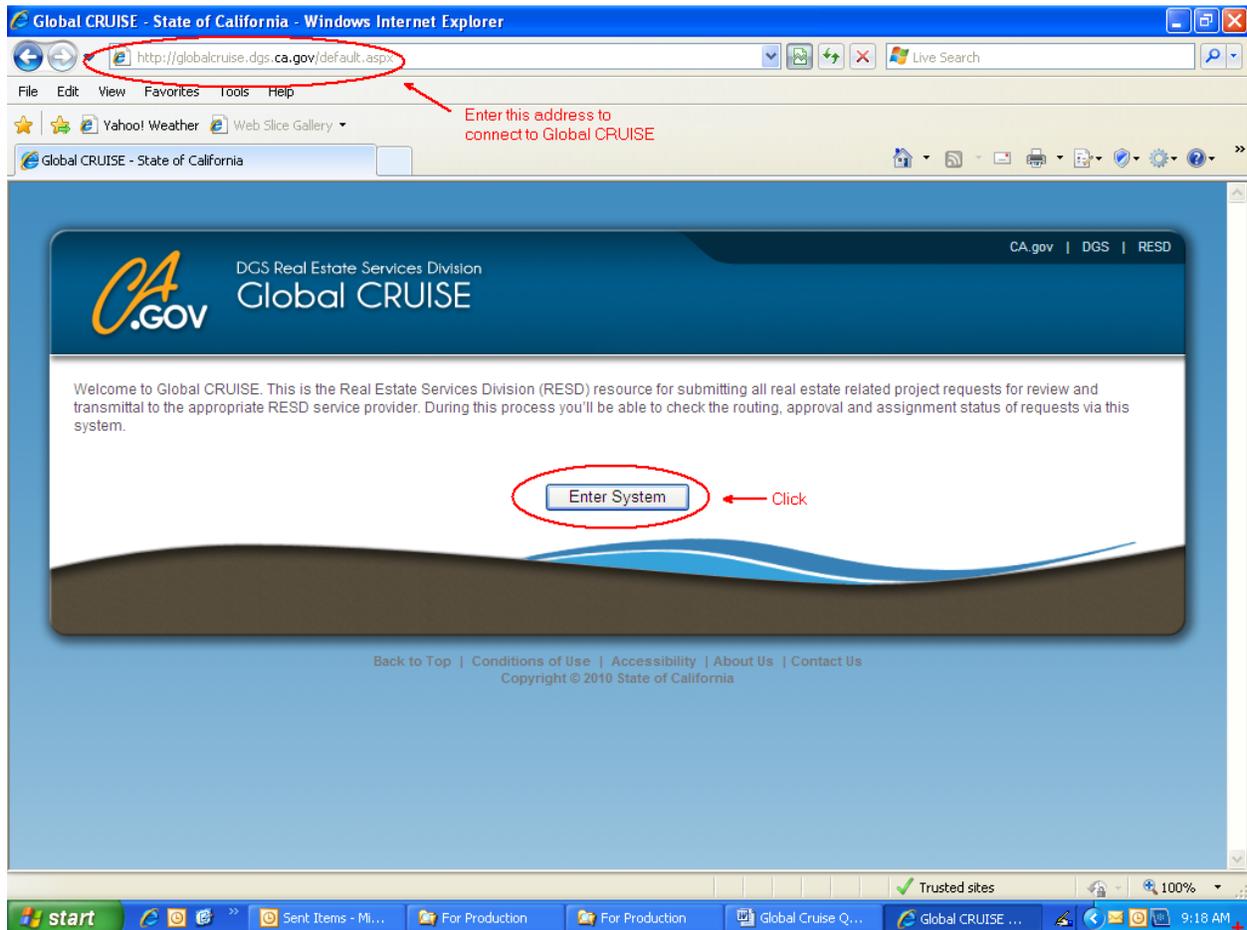
## Instructions for RESD Service Provider (SP) Team Members

Welcome to Global CRUISE. This Quick Guide shows how Team Members can access Global CRUISE requests for the projects they are assigned. 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.

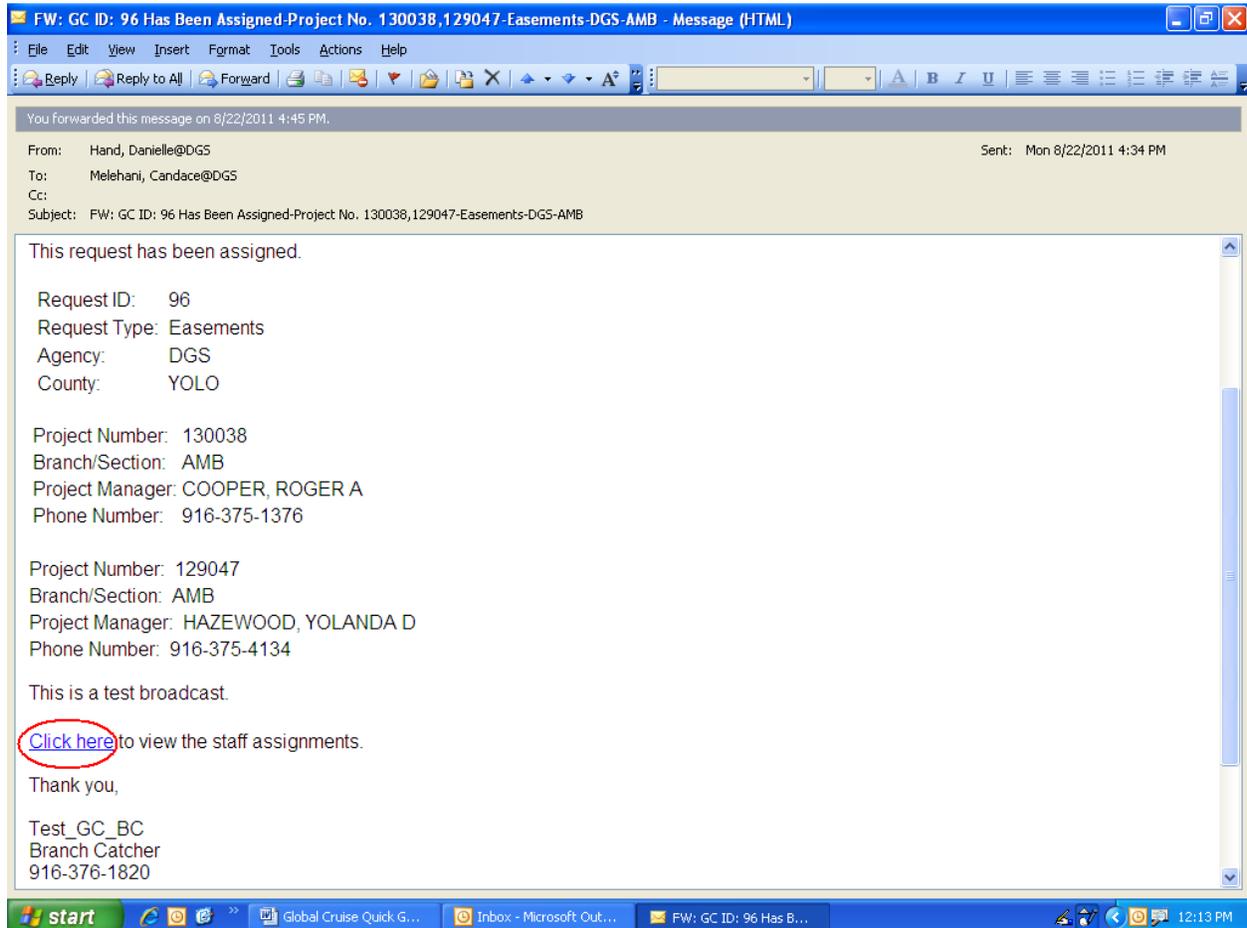


# GLOBAL CRUISE QUICK GUIDE

## Instructions for RESD Service Provider (SP) Team Members

### VIEW STAFF ASSIGNMENTS

1. When projects related to a request are established 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.





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4. Review the Summary. The Summary contains information the agency provided for the request.

The screenshot displays 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/GC/Secure/ServiceRequest/ViewSummary.aspx?Id=96>. The page header includes the "CA.GOV" logo, "DGS Real Estate Services Division", and "Global CRUISE". A navigation menu contains links for HOME, REQUEST, ANNOUNCEMENTS, USERS, ADMIN, HELP, and LOG OUT. A search bar for "Enter Request ID #" is located in the top right. The main content area displays "Request 96: Easements - Real Estate Services Division, DGS - YOLO COUNTY" in a red-bordered box. Below this, a tabbed interface shows "Summary" selected. The "GLOBAL CRUISE Request Summary" section provides the following details: Agency: Real Estate Services Division, DGS; City: WEST SACRAMENTO; County: YOLO; Requested Completion Date: 8/25/2014; Date Submitted to RESD: 8/22/2011; Project Number(s): 130038, 129047; Lease File Number(s):. A "PROJECT INFORMATION" section, also highlighted with a red border, lists: Project Description/Scope: Easement for Hwy 1; Agency's Project Name or Reference Number: Capitola Easement; RESD Already Contacted:; and Related RESD Projects: San Simeon and Santa Barbara easement projects. The page footer shows "ENVIRONMENTAL REVIEW" and "Session Time Remaining: 19:43". The Windows taskbar at the bottom indicates the time is 5:01 PM.

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## Instructions for RESD Service Provider (SP) Team Members

- From the Summary (or anywhere within a request), **click Track on the Request Menu** to add the request to your Tracking grid for easy accessibility.

The screenshot shows a web browser window displaying the 'Global CRUISE - State of California' application. The page title is 'Request 64: Direct Construction Services - Real Estate Services Division, DGS - YOLO COUNTY'. A navigation menu at the top includes 'HOME', 'REQUEST', 'ANNOUNCEMENTS', 'USERS', 'HELP', and 'LOG OUT'. Below the menu, a horizontal bar contains several tabs: 'Summary', 'Routing', 'Notes to File', 'Status', 'Staff Assignments', 'Email Summary', and 'Track'. The 'Track' tab is circled in red. The main content area is titled 'GLOBAL CRUISE Request Summary' and contains the following information:

Agency: Real Estate Services Division, DGS  
City: w sac County: YOLO  
Requested Completion Date: 8/18/2011  
Date Submitted to RESD: 8/5/2011  
Project Number(s):  
Lease File Number(s):

**DIRECT CONSTRUCTION UNIT WORK ITEMS**

<input type="checkbox"/> Site Work (Earthwork)	<input type="checkbox"/> Walls/Ceiling
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Underground Utilities
<input type="checkbox"/> Doors/Glazing	<input checked="" type="checkbox"/> Fire Sprinklers/Alarms
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> HVAC/Balancing
<input type="checkbox"/> Security	<input type="checkbox"/> Demolition
<input type="checkbox"/> Electrical	<input type="checkbox"/> Cabling (Voice/Data)
<input type="checkbox"/> Other (ADA signage, restroom partitions, etc.)	

**PROJECT INFORMATION**

Project Description/Scope:  
fire  
Agency's Project Name or Reference Number:  
Fire alarm

The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, RE: SP Team Members Q..., DRAFT Global Cruise Qui..., Global CRUISE - State...), and the system clock showing 8:55 AM.

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## Instructions for RESD Service Provider (SP) Team Members

6. Your Tracking grid is located on the HOME page (also referred to as your Dashboard).

- To view a request Summary from your Tracking grid, **click the ID**.
- To view the Staff Assignments page, **click the ID** to view the Summary and then **click Staff Assignments from the Request Menu**.

The screenshot shows the Global CRUISE website interface. The top navigation bar includes links for HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP, and LOG OUT. Below the navigation bar is an 'Announcements' section with a 'Welcome to Global CRUISE!' message. The main content area features a 'Tracking' section, which is circled in red. This section contains a table with columns for ID, Routing His, County, Date Sub, Agency, Request Type, City, and Status. An 'Export to Excel' button is located to the right of the table. The table lists several requests, including one with ID 98 from SAN LUIS OBISPO.

ID	Routing His	County	Date Sub	Agency	Request Type	City	Status
98		SAN LUIS OBISPO	8/24/2011	Real Estate Services	Lease Renewal	SAN LUIS OBISPO	Pending
14		SACRAMENTO	7/20/2011	Real Estate Services	Relinquishment of DG	SACRAMENTO	Pending
73		SACRAMENTO	8/15/2011	Real Estate Services	Sustainable or Resou	Sacramento	Broadcasted
69		SACRAMENTO	8/12/2011	Real Estate Services	Sustainable or Resou	Elk Grove	Broadcasted
68			8/12/2011	Real Estate Services	Sustainable or Resou		Pending

# GLOBAL CRUISE QUICK GUIDE

## Instructions for RESD Service Provider (SP) Team Members

### 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 and click the magnifying glass icon.**

CA.gov | DGS | RESD

Enter Request ID #

HOME | REQUEST | ANNOUNCEMENTS | USERS | HELP | LOG OUT

**Announcements** (Click to Show/Hide)

**Welcome to Global CRUISE! - 7/21/2011**  
Have fun creating CRUISE requests and checking out the features of the new Global CRUISE. Refer to the 'Quick Guide' for help creating requests and the 'Testing Features' document for more detailed info on the Read More...

**Tracking** Export to Excel

ID	Routing His	County	Date Sub	Agency	Request Type	City	Status
98		SAN LUIS OBISPO	8/24/2011	Real Estate Services I	Lease Renewal	SAN LUIS OBISPO	Pending
14		SACRAMENTO	7/20/2011	Real Estate Services I	Relinquishment of DG	SACRAMENTO	Pending
73		SACRAMENTO	8/15/2011	Real Estate Services I	Sustainable or Resou	Sacramento	Broadcasted
69		SACRAMENTO	8/12/2011	Real Estate Services I	Sustainable or Resou	Elk Grove	Broadcasted
68			8/12/2011	Real Estate Services I	Sustainable or Resou		Pending

Session Time Remaining: 13:19

Start | Inboxes - Microsoft Outlook | DRAFT Global Cruise Qui... | Global CRUISE - State... | 9:02 AM

# GLOBAL CRUISE QUICK GUIDE

## Instructions for RESD Service Provider (SP) Team Members

### 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 ID** for the request you want to see.
5. To add a request to your Tracking grid from the Search Results grid, **click the Track/Remove icon** for the request you want to add.

Global CRUISE - State of California - Windows Internet Explorer

http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/SPDashboard.aspx

File Edit View Favorites Tools Help

Global CRUISE - State of California

CA.gov | DGS | RESD

Enter Request ID #

HOME REQUEST ANNOUNCEMENTS USERS HELP LOG OUT

Search

Generate Blank Request (Click to Show/Hide)

Announcements

Welcome to Global CRUISE! - 7/21/2011

Have fun creating CRUISE requests and checking out the features of the new Global CRUISE. Refer to the 'Quick Guide' for help creating requests and the 'Testing Features' document for more detailed info on the Read More...

Tracking [Export to Excel](#)

ID	Routing His	County	Date Sub	Agency	Request Type	City	Status
98		SAN LUIS OBISPO	8/24/2011	Real Estate Services I	Lease Renewal	SAN LUIS OBISPO	Pending
14		SACRAMENTO	7/20/2011	Real Estate Services I	Relinquishment of DG	SACRAMENTO	Pending
73		SACRAMENTO	8/15/2011	Real Estate Services I	Sustainable or Resou	Sacramento	Broadcasted
69		SACRAMENTO	8/12/2011	Real Estate Services I	Sustainable or Resou	Elk Grove	Broadcasted
68			8/12/2011	Real Estate Services I	Sustainable or Resou		Pending

Session Time Remaining: 14:55

Trusted sites +

100%

Start | Inboxes - Microsoft Outlook | DRAFT Global Cruise Qui... | Global CRUISE - State... | 9:01 AM

# GLOBAL CRUISE QUICK GUIDE

## Instructions for RESD Service Provider (SP) Team Members

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". The navigation menu includes links for HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP, and LOG OUT. A search bar is located in the top right corner with the placeholder text "Enter Request ID #".

The main content area is titled "Search For Service Requests" and contains the instruction "Enter one or more fields to find request(s)". Below this instruction is a form with the following fields:

- Request ID:
- Project Number:
- Request Type:
- Agency:
- Billing Code:
- Street Address:
- City:
- County:
- State:
- Zip Code:

Below the form, there is a link labeled "More Search Options" with the text "(Click to Show/Hide)" next to it. At the bottom of the form area, there are two buttons: "Search" and "Clear".

Red annotations are present on the screenshot:

- A red arrow points to the "Request ID" input field with the text "Enter information for search".
- A red arrow points to the "More Search Options" link with the text "Click for more options".
- The "Search" button is circled in red.

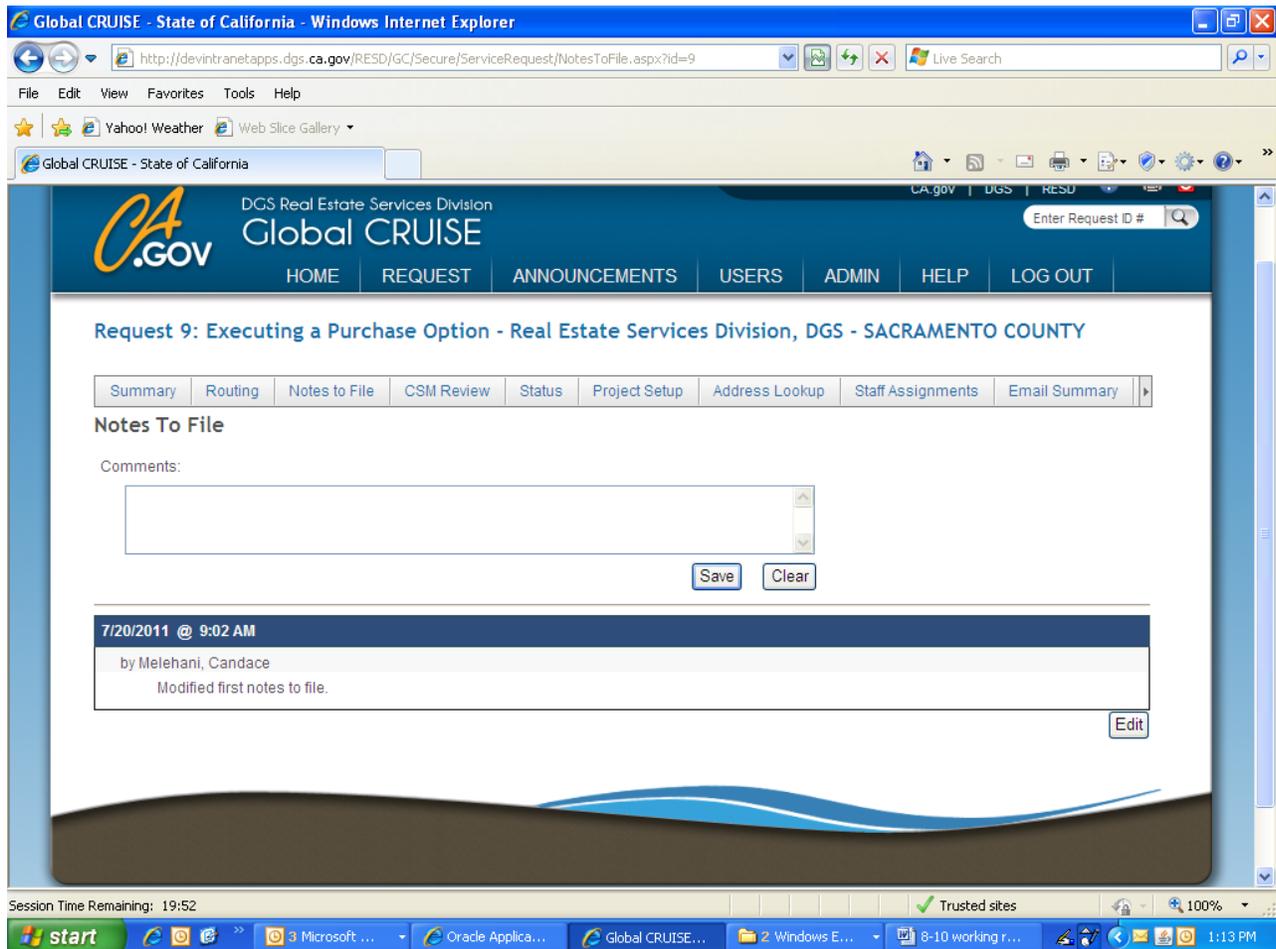
The browser window title is "Global CRUISE - State of California - Windows Internet Explorer". The address bar shows the URL "http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/Search.aspx". The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:35 PM".

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## Instructions for RESD Service Provider (SP) Team Members

### 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) Team Members

### 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.*

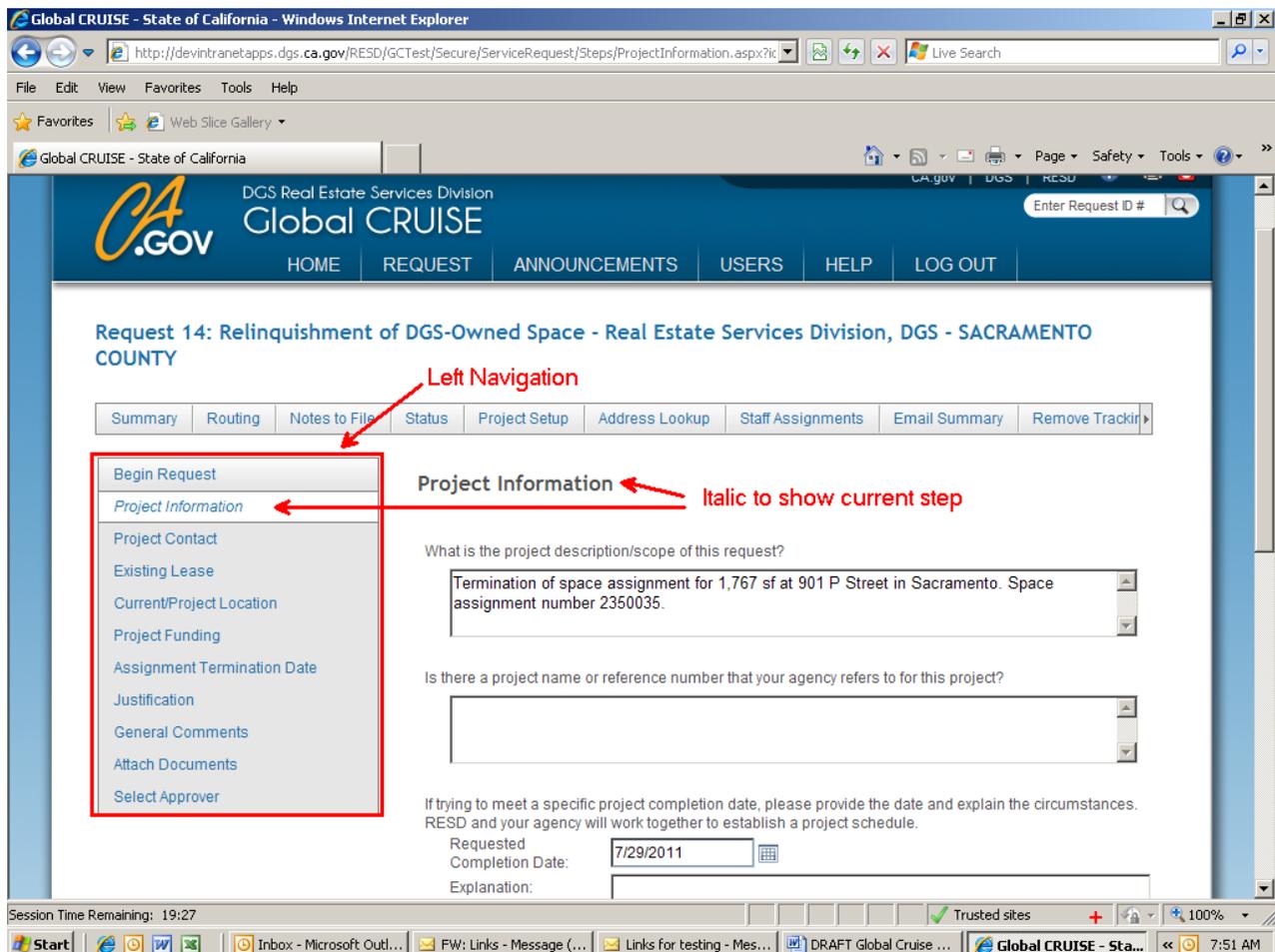
The screenshot displays the Global CRUISE web application interface. At the top, the browser address bar shows the URL: <http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/ViewSummary.aspx?Id=68>. The main navigation bar includes the CA.GOV logo, the text "DGS Real Estate Services Division Global CRUISE", and a search box labeled "Enter Request ID #". Below this, a horizontal menu contains the following items: HOME, REQUEST, ANNOUNCEMENTS, USERS, HELP, and LOG OUT. A red arrow labeled "Main Menu" points to this menu. The main content area displays the title "Request 68: Sustainable or Resource Efficiency Related Building Project - Real Estate Services Division, DGS" in a red-bordered box. Below the title is a sub-menu with the following items: 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. Below the sub-menu, the text "GLOBAL CRUISE Request Summary" is followed by "Request ID number and Request Type" in red. The main content area also 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): . Below this is the "PROJECT INFORMATION" section with the following details: Project Description/Scope: ; Agency's Project Name or Reference Number: ; RESD Already Contacted: ; Related RESD Projects: ; Has Assessment of Audit Been Performed? . At the bottom, the "ENVIRONMENTAL REVIEW" section is visible. The browser's 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...), and the Global CRUISE application. The system tray shows the session time remaining as 19:53 and the current time as 8:13 AM.

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## Instructions for RESD Service Provider (SP) Team Members

- **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 displays the Global CRUISE web application interface. The browser title is "Global CRUISE - State of California - Windows Internet Explorer". The URL is "http://devintranetapps.dgs.ca.gov/RESD/GCTest/Secure/ServiceRequest/Steps/ProjectInformation.aspx?it". The page header includes the "CA.GOV" logo and "DGS Real Estate Services Division Global CRUISE". The navigation menu includes "HOME", "REQUEST", "ANNOUNCEMENTS", "USERS", "HELP", and "LOG OUT". The main content area is titled "Request 14: Relinquishment of DGS-Owned Space - Real Estate Services Division, DGS - SACRAMENTO COUNTY". Below the title is a "Left Navigation" menu with the following items: "Begin Request", "Project Information", "Project Contact", "Existing Lease", "Current/Project Location", "Project Funding", "Assignment Termination Date", "Justification", "General Comments", "Attach Documents", and "Select Approver". The "Project Information" item is highlighted in blue and italicized. A red arrow points from the text "Left Navigation" to the "Project Information" item in the menu. Another red arrow points from the text "Project Information" to the "Project Information" item in the main content area. The text "Italic to show current step" is also present. The main content area contains the following form fields: "What is the project description/scope of this request?" (text area with value "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?" (text area), and "Requested Completion Date:" (text box with value "7/29/2011"). The footer shows "Session Time Remaining: 19:27" and the Windows taskbar with the time "7:51 AM".

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## Instructions for RESD Service Provider (SP) Team Members

### 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 application interface in a Windows Internet Explorer browser. The main content area displays a "Tracking" grid with the following data:

ID	Routing History	Request Type	County	Date Sub	Agency	City	Status
68		Sustainable or Resou		8/12/2011	Real Estate Services I		Pending
69		Sustainable or Resou	SACRAMENTO	8/12/2011	Real Estate Services I	Elk Grove	Broadcasted
73		Sustainable or Resou	SACRAMENTO	8/15/2011	Real Estate Services I	Sacramento	Broadcasted
14		Relinquishment of DG	SACRAMENTO	7/20/2011	Real Estate Services I	SACRAMENTO	Pending
98		Lease Renewal	SAN LUIS OBISPO	8/24/2011	Real Estate Services I	SAN LUIS OBISPO	Pending

Annotations on the screenshot include:

- "Re-sized column to view entire label" pointing to the "Routing History" column.
- "Sorted City column in ascending order" pointing to the "City" column header.
- "Re-ordered Request Type column to the right side of Routing History" pointing to the "Request Type" column.
- "Change number to view more requests in grid" pointing to the "Page size" field (set to 5).
- "Number of requests in grid" pointing to the "Item 1 to 5 of 5" indicator.