Global CRUISE 2 Quick Guide
for the Service Provider Assigner (SPA)

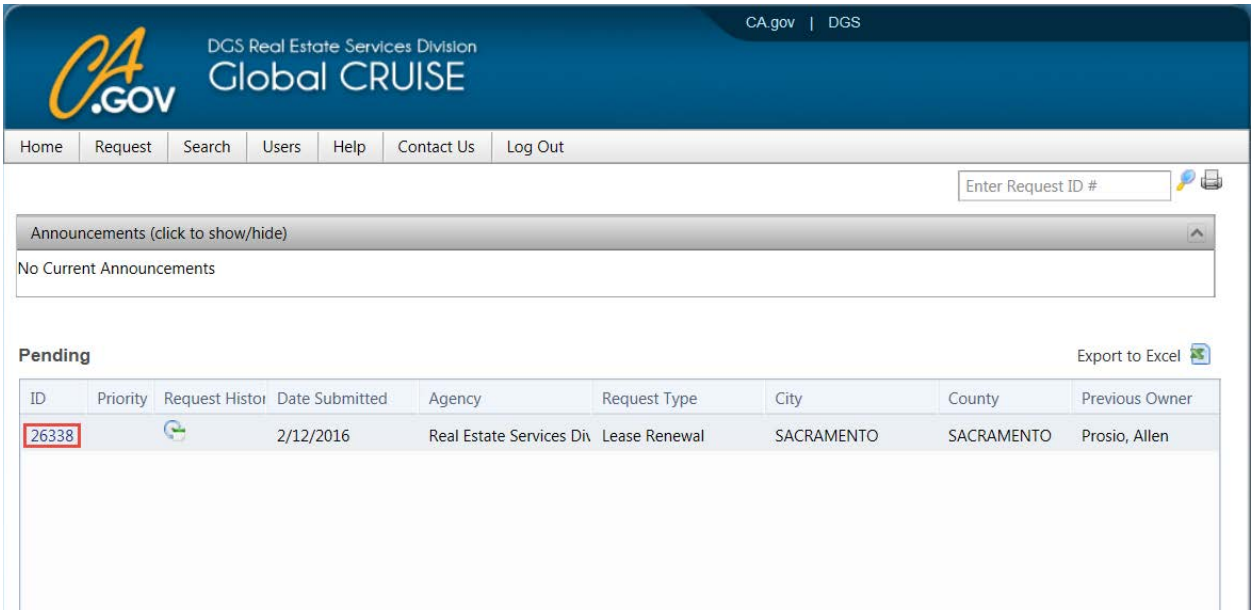
ENTER STAFF ASSIGNMENTS

The CRUISE Summary contains information entered by the agency or organization requesting services from RESD, as well as the Customer Services Manager (CSM) and Regional Portfolio Manager (RPM) who reviewed the request.

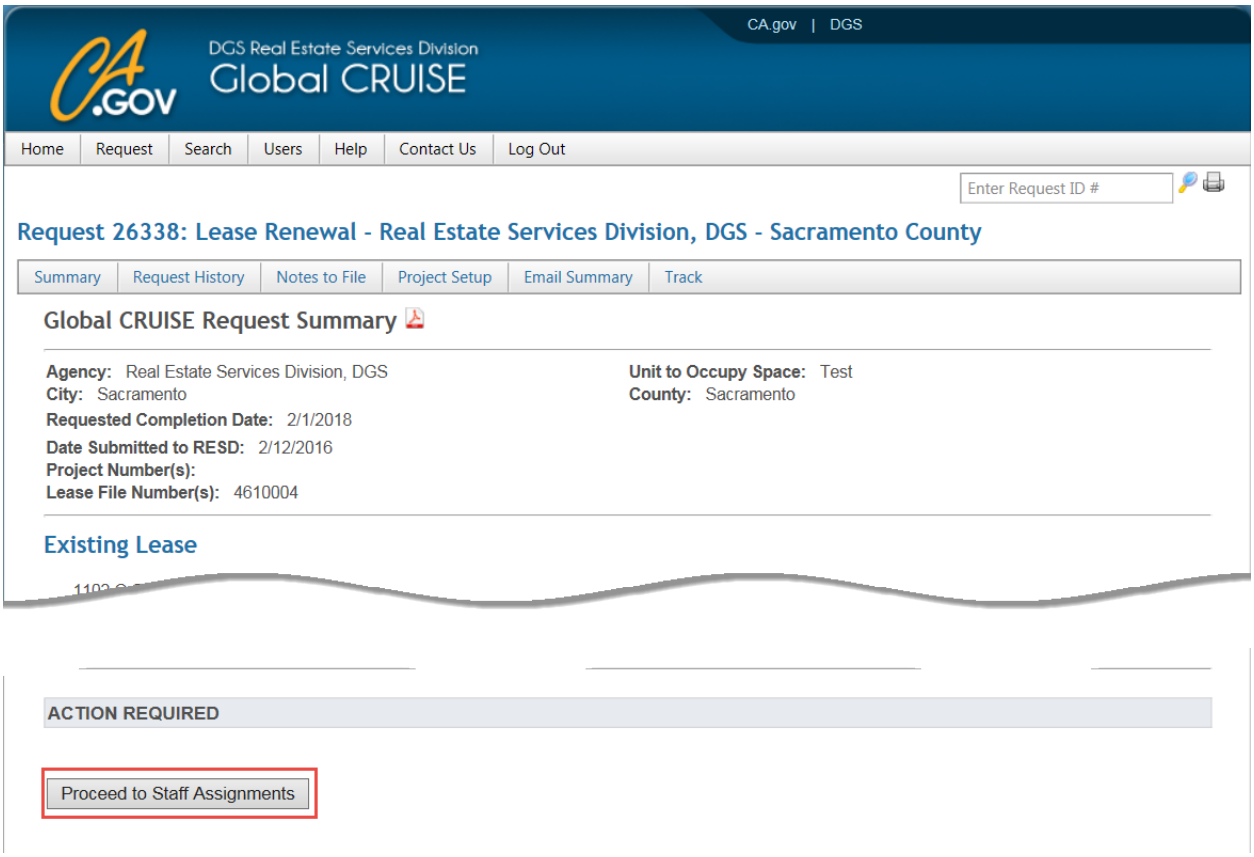
To enter the system and view the Summary, click on the link in the email you received or access the site (globalcruise.dgs.ca.gov) from your Favorites on your web browser. The system uses your DGS network credentials to automatically log you in.

If a Log In page displays, enter your DGS network user name in the field labeled Email Address and your DGS network password. For example, Alice Klinger enters her user name, aklinger, in the Email Address field and uses the same password she uses to log into her computer every morning.

Once you are logged in, your Home page displays. Your Home page contains two grids, a Pending and Tracking grid. Your Pending grid contains requests that require your action, and your Tracking grid displays requests that you returned to the Branch Catcher (BC). Click on the ID number in your Pending grid to open the request and view the Summary.

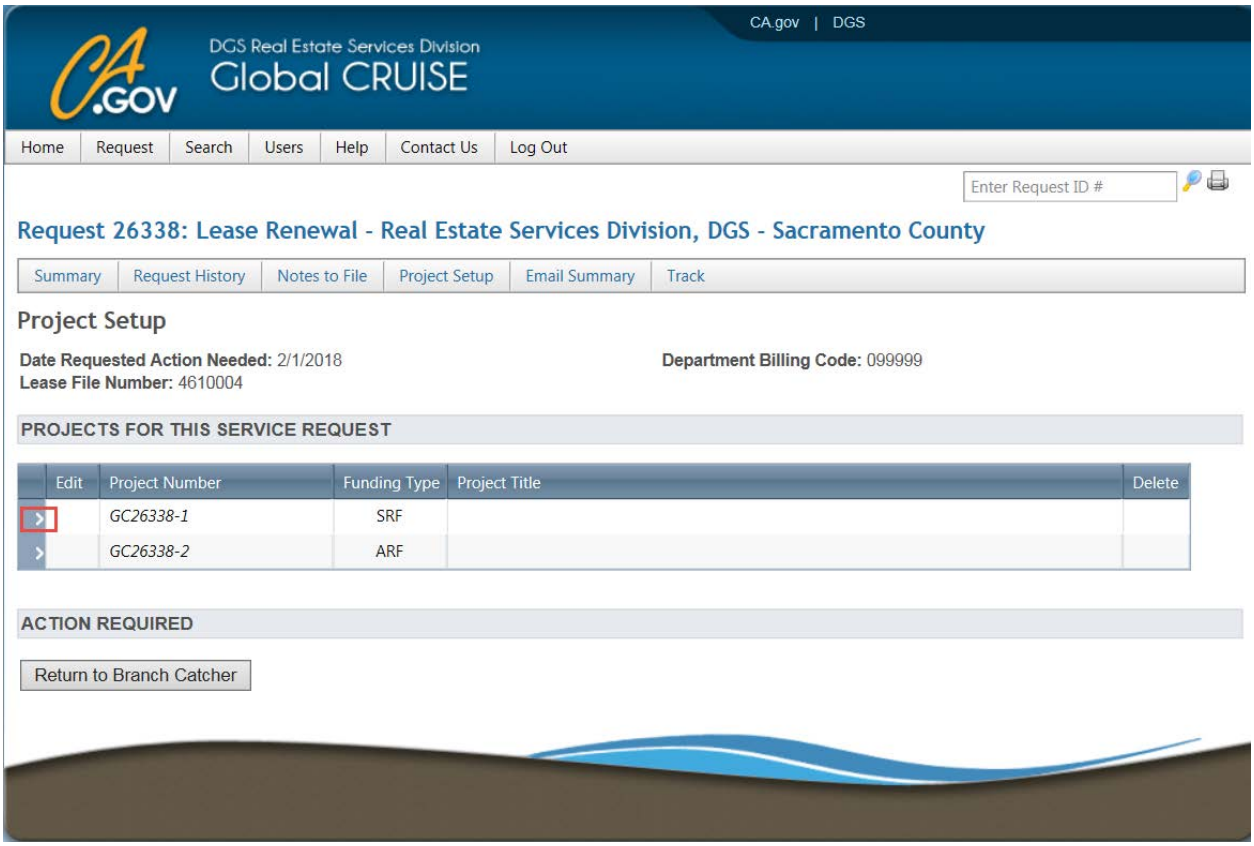


After reviewing the Summary, scroll to the bottom of the page and click on the Proceed to Staff Assignments button.



See next page

The Project Setup page opens and displays project details for one or more projects identified for the request. If only one project is identified, the project is already expanded. If more than one project is identified, the projects are collapsed. Click on one of the > symbols near the left margin to expand and view the project details for each project.



See next page

CA.gov | DGS

DGS Real Estate Services Division
Global CRUISE

Home | Request | Search | Users | Help | Contact Us | Log Out

Enter Request ID #

Request 26338: Lease Renewal - Real Estate Services Division, DGS - Sacramento County

Summary | Request History | Notes to File | Project Setup | Email Summary | Track

Project Setup

Date Requested Action Needed: 2/1/2018
Lease File Number: 4610004
Department Billing Code: 099999

PROJECTS FOR THIS SERVICE REQUEST

Edit	Project Number	Funding Type	Project Title	Delete
	GC26338-1	SRF		

Project Number: GC26338-1
Project Title:
Project Scope:
Location: 1102 Q STREET SACRAMENTO SACRAMENTO CA 95811 STR: 4610 Lease: 4610004
Managing Branch/Section: RELPS Leasing - Sacramento
Supporting Branch (Optional): RELPS Planning - Sac
Project Template: RESD-PMDB-SEC1 LEASNG-SRF
Funding Type: SRF

Project Setup Instructions:

2/12/2016 @ 3:31 PM

by Klinger, Alice
Enter information for the Branch Catcher.

Enter Project Setup Instructions

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

Role	RESD Staff	Hours
Leasing Unit Manager	Zadel, Kerry	
Planning Unit Manager	Nguyen, Diem	

Enter/Edit Staff Assignments

Project Type Code:
Project Type Code not selected
Intra-Agency Instructions :

- [ ] 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

Enter/Edit RELPS/RPSS Instructions

GC26338-2	ARF	

ACTION REQUIRED

Return to Branch Catcher

View the Project Title, Scope, and Managing Branch as well as any instructions from the CSM or BC that display under the heading, Project Setup Instructions. You may also enter any instructions you wish to convey to the BC. Click on the Enter Project Setup Instructions button, enter a note and and click on the Save button. Project Setup Instructions display only on the Project Setup page and are visible only to RESD users.

Click on the Enter/Edit Staff Assignments button to enter staff assignments for the identified project. Select the Role and RESD staff from the filterable dropdown lists, and enter the number of hours assigned (optional). When all of your assignments are entered, click on the Save button. A red X appears next to your entries when the staff assignments are saved. Click on the red X to delete an entry. If the dropdown list does not contain an employee's name, inform the CSM or BC that a name does not display in the dropdown list.

If more than one project is identified for your Branch or Section, enter staff assignments for each project. If the staff assignments are the same for multiple projects, you may enter them for one project and leave a note to the BC under the Project Setup Instructions for the others.

Additional information is required for requests assigned to RELPS and RPSS: Project Type Code and/or Intra-Agency Instructions. To provide this information, click on the button labeled Enter/Edit RELPS/RPSS Instructions, make your selections and click on the Save button.

When your entries are complete, click on the Return to Branch Catcher button on the bottom of the Project Setup page. The optional routing comment displays in the Request History, which both Agency and RESD users can view. When you click on the Send button, a confirmation message displays, and the request automatically moves from your Pending to your Tracking grid for easy access. The system sends an email alert to the BC when all the staff assignments for a request are returned.

The BC completes the project setup in ABMS and then broadcasts the request. The system sends a broadcast email to the agency users who initiated and approved the request to inform them their project(s) has been assigned and to the individuals assigned to the project(s). Employees who processed the request are also included on the broadcast email.