

Quick Reference Guide Order Request Process using smartsheet®

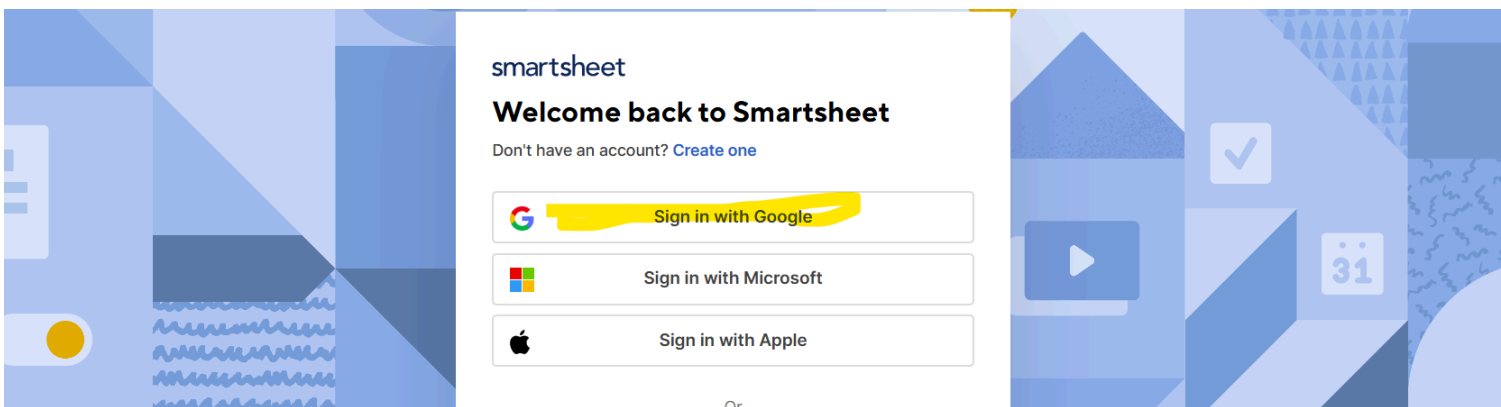
- EGTC uses smartsheet® for all order and travel requests!
- Go to the dashboard located at <https://dynamicview.smartsheet.com/>
 - bookmark this link for future use
- Use either Chrome or Firefox since the new view isn't compatible with Internet Explorer.



Welcome to Dynamic View
Select or create a view

New View




- The first time you login, select "Don't have a login? Sign up"
- Register with your Emily Griffith email ending in @emilygriffith. An email will be sent to you to confirm your login, and then you will be redirected to the dashboard.
 - Log in with "Google." after that.



Once you login, you will view the screen shown below. Smartsheet® calls this Dynamic View. From here you can make new order requests and see the status of all prior requests submitted in smartsheet®.

☰ Smartsheet Dynamic View

☆ Order Form ⓘ

▼ Filter   

Order form #

Is this a resale order

Grant name or other funding source

Account Code #

Comments

Date Submitted

Submitted by


Grand total

Vendor Name

Program Name


Manager Approval

Busi Offi App






New

- There are multiple forms that will be accessible to you. For the purpose of this reference guide you will select the “**Order Form**” on the left hand side under the views. If the word "view" is not visible then click the hamburger icon on the top left hand side.



☰ Smartsheet Dynamic View

☆ Order Form ⓘ

▼ Filter   

Order form #

Is this a resale order

Grant name or other funding source

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New

Submitting a new order request

- Select “New” to submit a new order request. It is located on the right corner.

☰ Smartsheet Dynamic View

☆ Order Form ⓘ

▼ Filter   

Order form #

Is this a resale order

Grant name or other funding source

Account Code #

Comments

Date Submitted

Submitted by


Grand total

Vendor Name

Program Name

Manager Approval

Busi Offi App



New

- The form below will appear to the right:

Details

×

Data

Vendor Name *

Vendor's contact number *

Delivery Address

Where do you want items to be delivered

Is this a resale order *

Is this purchase "supplies for resale" (related to a CTE program flat fee)? If yes, please make sure to replace the XXXX on the account code in Smartsheet with 9615 when reconciling your expense.

×

▼




Is this a food purchase *

- Fill in the form with the appropriate information.

1. The Department cell will trigger the automation. This will send an email to the department manager for approval. SEE LIST AT THE END OF THIS GUIDE.

2. The **program** cell will be the charge account. This cell will tell us what program/budget you want the purchase to be charged to.

3. The supplies for resale drop down cell is important for those individuals who have their own Pcard. If you select yes on this cell, please replace the XXXX from the account populated on their dynamic view with 9615 in Oracle for your visa reconciliation

Smartsheet Dynamic View									
☆ Order Form ⓘ									
Filter   									
Order form #	Is this a resale order	Grant name or other funding source	Account Code	Comments	Date Submitted	Submitted by	Grand total	Vendor Name	Program Name
O5909	No	General Fund	27-2479-xxxx-6000-3400-00000-000		2025-05-21T	ap@emilygrifi		Douglas Parking	Facilities Fee

- Once you have entered all of the required information, a "Save" button will appear on the bottom right hand side of your form.

Details
×

Data

Grant name
If you selected grant from the drop down above please type the name of the grant you will use. Example: Stimulus, back to work, RSS, etc.

Paying with your Own Department Pcard *
Will you use your own department credit card for this purchase?

Items to purchase *
Name your order form. For example: Tool kits, Barbering Books, etc.

Already ordered but need invoice paid
If order was already placed by you but you have an invoice that need to be paid please select this box.
☐

Comments

(1) Item Description *

(1) Item number *

(1) Quantity needed *

1) Units of measure *

(1) Price Per Unit *
All orders with a total of 10k or more require two quote. Please

Discard Changes
Save

- Choose Save at the bottom.

- When the data is saved you will need to click on the line request to add additional documents or comments. You can add your quotes under the attachments tab and/or comments for additional instructions or information you want to share about the request.

Details

[Data](#) **Attachments (1)** **Comments (0)**

(2) Quantity Needed

2) Units of Measure

(2) Price Per Unit

(3) Item Description

- Comment added under the data sheet will show in the Dynamic View as well.

Smartsheet Dynamic View

Order form #	Is this a resale order	Grant name or other funding source	Account Code #	Comments	Date Submitted	Submitted by	Grand total	Vendor Name	Program Name	Manager Approval	Business Office Approval	Pe- ap-	Ordered / Sent / requested	Date Ordered / sent / requested	PO#
05909	No	General Fund	27-2479-xxxx-6000-3400-00000-000		2025-05-21T	ap@emilygriff		Douglas Parking	Facilities Fee	Approved	Approved		05/22/25	DPSP39	

Details

[Data](#)

Grant name

If you selected grant from the drop-down above please type the name of the grant you will use. Example: Stimulus, back to work, RDS, etc.

Paying with your Own Department Pcard *

Will you use your own department credit card for this purchase?

Items to purchase *

Name your order form. For example: Tool kits, Barbering Books, etc.

Already ordered but need invoice paid

If order was already placed by you but you have an invoice that need to be paid please select this box.

☐

Comments

- Added comments on comments tab will not show in the Dynamic View and smartsheet® will not notify you if a comment is added here. You must check each line request to see if any information was added.

☐ Check the form by clicking on the relevant row from the dynamic view.

☐ By clicking on the row, the data form will appear again on the right, then you will be able to see your attachments and any new comments.

Smartsheet Dynamic View

Order Form

Filter

Order form #	Is this a resale order	Grant name or other funding source	Account Code #	Comments	Date Submitted	Submitted by	Grand total	Vendor Name	Program Name	Manager Approval	Business Office Approval	Ordered / Sent / requested	Date Ordered / sent / requested	PO#
05908	No	General Fund	4724797000-0000-3400-00000-000		2025-05-21T	ap@emilygnt		Douglas Parking	Facilities Fee	Approved	Approved	✓	05/22/25	DPS939

Details

Data Attachments (1) Comments (1)

(2) Quantity Needed

(2) Units of Measure

(2) Price Per Unit

(3) Item Description

(3) Item Number

- If you are requesting items paid by the **Perkins Grant** or by the **Vocational Teachers Council**, use the “grant funding source” cell and select your grant from the drop down menu. If your grant is not listed, please type the name of the grant in the space provided on the following cell titled “grant name”.

Grant name or other funding source *

Select Grant from the drop down if the grant/fund you need is not listed.

Grant name

If you selected Grant from the drop down above please type the name of the grant/fund you will use. Example: Stimulus, back to work, RSS, etc.

Paying with your Own Department Pcard *

- Attach all backup documents (screenshot, quotes, Sole source, emails..etc) in the Attachments tab. Remember that all orders over 10k require two quotes.
- When your request is approved by your Supervisor, you will see that request went from Submit to Approved in Dynamic View. The same applies to all other approvals. All required approvals must be completed before proceeding with the purchase.

Smartsheet Dynamic View

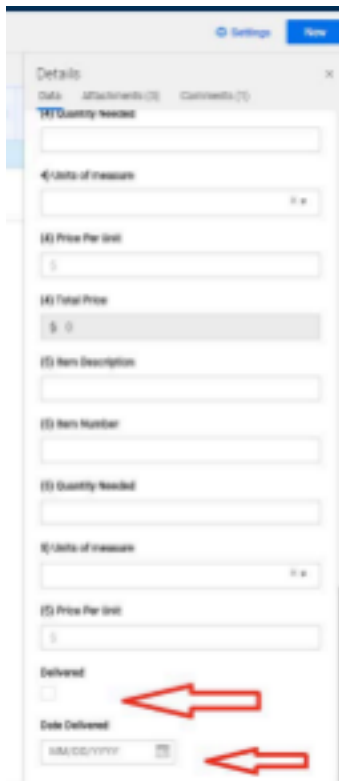
Vendor Name	Program Name	Manager Approval	Business Office Approval	Perkins approval	On Site
Nelnet	ADMINISTRATION IT	Approved	Approved		

- When the order is placed the Ordered box is then checked and the date order is added by the purchase agent



Vendor Name	Program Name	Manager Approval	Business Office Approval	Perkins approval	Ordered / Sent / requested	Date Ordered / sent / requested	PO:
Douglas Parking	Facilities Fee	Approved	Approved		<input checked="" type="checkbox"/>	05/22/25	DP

- When an order is delivered (**mostly Perkins orders**), click on the original request line in dynamicview. The data form will appear and here you will scroll to the bottom to check the "Delivered" box and enter the "Date delivered" as shown below.
- Also attach any packing slips and invoices you received for that particular order.



Details

Tab: Attachments (2) Comments (7)

(1) Quantity needed

(4) Units of measure

(4) Price Per Unit

(4) Total Price

(5) Item Description

(5) Item Number

(5) Quantity needed

(4) Units of measure

(5) Price Per Unit

Delivered ☐
















Date Delivered MM/DD/YYYY

• NOTES FROM THE BUSINESS OFFICE:

1. Requests will be approved by the Business office twice each week (Monday and Thursdays).
2. The program selected is the budget that will be used to pay for the re

DEPARTMENT/COLLEGE	PROGRAM	L
Pre-College	English Language Acquisition	
Pre-College	IEL Civics Match	
Pre-College	Pre-College Administration	
College of Creative Arts	Barbering	
College of Creative Arts	BARX	
College of Creative Arts	Continuing Ed Creative Arts	
College of Creative Arts	Cosmetology	
College of Creative Arts	College of Creative Arts & Design	
College of Creative Arts	Culinary Arts	
College of Creative Arts	Esthetician	
College of Creative Arts	Massage Therapy	
College of Creative Arts	Multimedia and Video Production	
College of Creative Arts	Salon at 1820 Lincoln	
College of Health	Continuing Ed Health	
College of Health	Dental Assisting	
College of Health	College of Health Science & Admininst	
College of Health	Medical Assisting	
College of Health	Nurse Assisting	
College of Health	Pharmacy Technician	
College of Health	Practical Nursing	
College of Health	Prerequisites	
College of Health	Dental Administrative Assistant	
College of Health	Behavioral Health Assistant	
College of Health	Psychiatric Nurse Aid Assistant	
College of Trades	Accounting	
College of Trades	Automotive Collision Repair	
College of Trades	Automotive Service	
College of Trades	CAD-Building Information Modeling	
College of Trades	Computer Networking	
College of Trades	Construction Essentials	
College of Trades	Continuing Ed Trades	
College of Trades	Clock Repair	
College of Trades	DIY Home Repair	
College of Trades	HVAC	
College of Trades	College of Trades & Professional Studi	
College of Trades	Water Quality Management	
College of Trades	Welding 1	
College of Trades	Welding 2	
Administration - Education	Administration - Education	
Administration - Executive Director	Administration - Executive Director	
Administration - Finance & Operations	Facilities Fee	
Administration - Finance & Operations	EGTC - Marketing	
Administration - Finance & Operations	Operations	
Administration - Finance & Operations	Parking/Security	
Administration - Finance & Operations	Technology Fee Special Revenue Fund	
Administration - Finance & Operations	EGTC ADMINISTRATION BSO	
Administration - Finance & Operations	Concurrent Enroll Offset	
Administration - Finance & Operations	Digital Learning Mill Levy	
Administration - Finance & Operations	DPS TV Mill Levy	
Administration - Finance & Operations	Financial Aid	
Administration - Finance & Operations	School Wide	
Administration - Finance & Operations	SRF QALICB	
Administration - Finance & Operations	State Support	
Administration - Finance & Operations	Stimulus Federal Revenue	
Administration - Finance & Operations	Stimulus Lost Revenue	
Administration - Finance & Operations	Voc Teachers Council	
Administration - Student Services	Admissions, Recruiting & CE	
Administration - Student Services	Career Navigation & Concierge	
Administration - Student Services	Administration - Student Services	
Administration - Student Services	CAREERS	

3. Department automation will be sent out as follows. This is used for route the request for manager approval

Department ①	Department Head	Fu
Apprenticeship	 kevin.riebau@emilygriffith.edu	
English, High School Equivalency and Career Services	 Ryan.Yates@emilygriffith.edu	Pe
Hospitality, Services and Multimedia	 molly.martinez@emilygriffith.edu  Sara Holzberlein	Vo
Health Science	 marie.quinn@emilygriffith.edu	Ge
Trades, Business and Technology	 gideon.geisel@emilygriffith.edu  juan.pineda@emilygriffith.edu	Gr
Student Services	 Tisha Lee  tisha.chapman@emilygriffith.edu	
Finance & Operations	 erin.pepper@emilygriffith.edu	
Education VP office	 Linda Van Doren	
Executive Director	 randy.johnson@emilygriffith.edu	
Operations	 Uta Greunke	
Information Technology	 chris.jones@emilygriffith.edu	
Business Services	 Grant Proctor	