



USER'S MANUAL

AGWM's LFTL Project Application system

IT's Systems Development and Support group
"...leveraging technology to fulfill ministry needs"

General Council of the Assemblies of God
Springfield, Missouri

October 2005

USER'S MANUAL

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1.0 GENERAL INFORMATION

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1.1 System Overview

The AGWM LFTL Project Application (the major deliverable for Phase One of the AGWM - LFTL System Concept as proposed by LFTL Executive Committee in September 2003) has been created by IT Systems Development and Support for AGWM and certain of its Missionary family.

The MAJOR FUNCTIONS provided to the AGWM Missionary family, include:

- Database collection of LFTL project applications submitted by AGWM missionaries on-line.
- Auto-creation and distribution of e-mail invitations sent to selected AGWM Missionaries who may choose to become a “co-applicant” of the LFTL project request being submitted. The level of acceptance provided by the invitees is also enabled via the Internet and logged.
- Appropriate leadership review (with full edit privileges) of submitted LFTL project application, at each level of AGWM’s hierarchical leadership structure; namely, Missionary Fellowship Moderators, Area Directors, and Regional Directors.
- Re-use of appropriate LFTL project application information collected for other AGWM purposes by other systems, such as (but not limited to) the detailed reports of LFTL project applications submitted for review and action by the Foreign Literature Committee.

The AGWM LFTL Project Application system is entirely web-based, and requires access to a computer running a browser [*designed for IE6, per IT’s standards*] and having Internet access.

All end-user access is secured through AGPassport, IT’s security and user-authentication solution. All actions that are saved to the database are logged within this user-authentication model; as such the ownership of those actions can be identified with each specific end-user logged into the application.

Note: This system was built to function within established AGWM policy for submitting LFTL Project applications. If an apparent conflict occurs between functionality provided in this system and the guidelines set by AGWM policy, in every case AGWM policy shall prevail.

1.2 Project References

The AGWM LFTL Project Application and this document have been created collaboratively among the **Strategic Initiatives / Web Systems team** and the **Missions Systems team** members of the Information Technology Group’s Systems Development Support department.

1.3 Authorized Use Permission

The AGWM LFTL Project Application has been designed and is being deployed by the Information Technology Group of the General Council of the Assemblies of God for the express use of specific members of the AGWM Missionary family throughout the world, including members of the Administrative teams in AGWM and LFTL offices located at the General Council of the Assemblies of God headquarters in Springfield, Missouri.

1.4 Point of Contact

The initial point of contact for all needs related to the use of the AGWM LFTL Project Application is the Manager of the AGWM Technical Services office. He may be reached at (417) 862-2781 extension 3154 during regular office hours. To leave a voice mail message before or after hours, please call (417) 862-1447 extension 3154. To send a fax, please dial (417) 862-0978. Or, send an email message to help@agmd.org.

Coordination of Help Desk requests will flow through the AGWM Technical Services office and its staff (contact information as noted above). If secondary assistance by IT personnel is required, that will be initiated by and delivered back to the AGWM Technical Services Manager.

1.5 Acronyms and Abbreviations

AGP	AGPassport
AGWM	Assemblies of God World Missions
LFTL.....	Light For the Lost
IT.....	Information Technology
ITQA.....	Information Technology Quality Assurance
SDS	Systems Development and Support (department of IT)

1.6 Definition of terms: “Leader” and “Subordinate”

Leaderdesignates any Missionary who serves in an official role of Missionary Fellowship Moderator, Area Director, or Regional Director, within the approval hierarchy for LFTL Project requests

Subordinatedesignates any Missionary who serves under the leadership and oversight of another Missionary (see reference to Leaders, above)

2.0 GETTING STARTED

2.0 GETTING STARTED

In order to access the AGWM LFTL Project Application system, each end-user must have been assigned an AGPassport login (with his/her assigned Username and Password) and have access to a computer that is connected to the Internet.

Note: Secure A/G web sites require JavaScript and Cookies to be enabled. Please be aware some desktop software firewalls [such as ZoneAlarm] may also block cookies. This may require you to change your browser's and/or firewall's security settings.

The computer must remain connected to the Internet during each usage session. The end-user launches a browser (such as Internet Explorer or Firefox), navigates to the <http://agpassport.ag.org> web site, and logs into AGPassport. Once authenticated the end-user must navigate to and click on the Light for the Lost Assistance Request System link to launch the system. When finished, the end-user can log-out and then close the browser session to exit the system.

2.1 Logging On

1. Go to the AGPassport site, at <http://agpassport.ag.org>
2. Enter your user name and password and click the "Enter" button.

3. If this is your first time to login to AGPassport or your password has been reset, the following steps will take place:

- (a) You will be asked to create a "new" password of your choice. Enter this new password and then click on the "Submit New Password" button.

- (b) The next screen displayed will be the Account Confirmation screen. Print a copy of this screen to keep for future use, when signing on to AGPassport.

agpassport@ag.org.' At the bottom, it says 'After printing a hardcopy of this screen for future reference' and there is a 'CLICK HERE TO CONTINUE' button."/>

- (c) Click on the "Continue" button
4. The next screen displayed will be the Linked Sites screen from which you can launch the application.

2.2 Launching the AGWM – LFTL Project Application system

AGPassport

[Linked Sites](#) [Document Station](#) [Newsletters](#) [Personal Data](#) [FAQ's](#) [Logout](#)

Link a Site by Invitation Number:

Current Linked Sites:

	Member Since:	Membership Expires:
Light for the Lost Assistance Request System	10/17/05	Never
Minister's Letter	10/14/05	Never
Ministers Only	10/14/05	Never

In the “Current Linked Sites” section, you should see a list of links for all sites/applications you have access to. Click the “LFTL Assistance Request System” link to access the LFTL Assistance Request Application. [See Section 3 of this User Manual for further instructions.]

2.3 Exiting System

Once you are finished using the application, you may exit by navigating to the upper right-hand corner of any of its web pages and clicking the “Logout” link.

Site Status: Dev

ASSEMBLIES of GOD
WORLD MISSIONS

David Thompson
[Profile] [Logout]

Start New Request

Light for the Lost Assistance Requests Requests Summary

▼ Your Requests

Date Submitted	Region	Area	Fellowship	Project	Approval Status
11/12/2012	Africa	East Africa	Kenya	test	Pending approval from Area Director
	Africa	East Africa	Kenya	(Project not titled)	new request - not submitted

► Requests For Which You Are an Applicant

Assemblies of God World Missions | Light for the Lost | Application Home | AGPassport | Technical Support | Print Group Feedback
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Doing so will log you out of the application and out of AGPassport as well.

**3.0 MISSIONARIES WORKING ON A
LFTL PROJECT APPLICATION**

3.0 MISSIONARIES WORKING ON A LFTL PROJECT APPLICATION

All AGWM Missionary personnel (that have been pre-selected and authorized to do so) can “work on” a LFTL Project Application request and perform the various functions below. The following provides an overview of those functions that the AGWM LFTL Project Application system supports.

3.1 Starting and saving a LFTL Project Application Request

Starting a request:



From the “Request Summary” webpage of the LFTL Project Application system (shown above), click on “Start a Request” in the upper left-hand corner of the screen.

(a) Navigate to the “Project Name” field and click in the text entry box.



(b) Type in a descriptive name for your LFTL Project Application request.

(c) Navigate the mouse to and then click on “Save Request” at the top of the screen.

- (d) **For Missionary leaders only:** In the “Request on Behalf Of” region of the webpage, use your mouse to select the radio button to indicate whether the request is yours, personally, or is being submitted on behalf of another Missionary. You may also submit requests on behalf of an entire fellowship, area, or region within your domain of responsibility. For example, an area director may not submit requests on behalf of the entire region, but rather his/her area only.

If the request is on behalf of another missionary, fellowship, area, or region, please key in the account number in the text box provided. Then click on “Save Request” at the top of the screen. (*Missionaries not in a leadership role need to skip this step.*)

NOTE: After a request has been started, modifications to that request [such as changing the name] can be saved at any point by clicking on the “Save Request” button at the top of the page. In this way, the details of a request can be “fleshed out” over time, and the request can be saved and not yet be submitted for review.

3.2 Working with Line Items

The term “line items” in the manual refers to the detail lines that need to be specified for and make up the body of the LFTL Project application. In order to work with line items, a request must be first created, named, and then saved. [See Section 3.1]

To get started, click on the “Add Funds” button at the top of the page.

Site Status: Dev

ASSEMBLIES of GOD
WORLD MISSIONS

Greg Mundis
REGIONAL DIRECTOR
[LOGOUT]

<< Return to Requests Summary **Add Funds** Add Applicants Save Request Delete Request Submit Request

Light for the Lost Assistance Requests Request Details

- Currently, the deadline for submitting LFTL Assistance Requests is April 15, 2006.
- If approved by your regional director, the earliest date your request would receive consideration by the FLC will be at the June 2006 FLC meeting.

Project Name:

Name:	Greg Mundis	Country:		Status:	New request - not submitted
Submitted by:	Greg Mundis	Region:	Europe	Date Submitted:	

Request On Behalf Of

You may submit requests requests for:

- yourself
- missionaries within your region
- your entire region
- any fellowship or area in your region

Myself

On Behalf of another missionary, fellowship, area, or region

3.0 Missionaries Working on a LFTL Project Application

To ADD a line item....

Select the desired Approved Expenditures item from the drop-down list and then TAB to type in any comments you desire, TAB to enter the item's Quantity and TAB again to the Estimated Cost.

Once the "line item" is completed [see next screen shot], click on the "save icon" [Diskette image] to the right of the screen to add the line item to your request.

3.0 Missionaries Working on a LFTL Project Application

Site Status: Dev

ASSEMBLIES of GOD
WORLD MISSIONS

Greg Mundis
REGIONAL DIRECTOR
[LOGOUT]

<< Return to Requests Summary


Light for the Lost Assistance Requests Request Details

- Currently, the deadline for submitting LFTL Assistance Requests is April 15, 2009.
- If approved by your regional director, the earliest date your request would receive consideration by the FLC will be at the June 2009 FLC meeting.

Project Name: This is a test project...

Name: Greg Mundis Country: Status: New request - not submitted
Submitted by: Greg Mundis Region: Europe Date Submitted:

Projected Use of Funds

Date Added	Approved Expenditures	Comments	Qty	Estimated Cost	Added By
	A Time for Healing	This is a comment for the first line item.	1000	\$ 220	

Applicants

To CANCEL / DELETE a line item...

Click on the "delete icon" [Red X image] located at the far right-hand side of the screen. *[If deleting the record, you will be asked to confirm this deletion. If you approve, click the OK button, otherwise click the Cancel button. The action you confirmed will be executed.]*

To EDIT / CHANGE a previously entered line item...

System Message:
Your funding item was successfully added to this request.

- Currently, the deadline for submitting LFTL Assistance Requests is April 15, 2006.
- If approved by your regional director, the earliest date your request would receive consideration by the FLC will be at the June 2006 FLC meeting.

Project Name:

Name: Greg Mundis **Country:** **Status:** New request - not submitted
Submitted by: Greg Mundis **Region:** Europe **Date Submitted:**





Request On Behalf Of

You may submit requests requests for:

- yourself
- missionaries within your region
- your entire region
- any fellowship or area in your region

Myself
 On behalf of another missionary, fellowship, area, or region

Projected Use of Funds

Date Added	Approved Expenditures	Comments	Qty	Estimated Cost	Added By	
11/22/2005	A Time for Healing	This is a comm...	1000	\$220.00	Greg Mundis	 
11/22/2005	Acts of the Holy Spirit (FBI:F106E-90)	Another comment...	9000	\$1,250.00	Greg Mundis	 

Click on the “Edit icon” [Pencil image] to the right side of the screen within the Projected Use of Funds section; this opens the line item for edits.

Make any changes needed to the Approved Expenditures selection, your Comments, Quantity, and Estimated Cost details.

Click on the “Save icon” to save your changes or the “Cancel icon” to discard your changes.

IMPORTANT NOTE: There are three distinct categories of items listed within the “Approved Expenditures” drop-down list; each category has one or more specific items. The categories are:

- 1) **Literature** –standard LFTL literature pieces that have been pre-approved by LFTL.
- 2) **Other items** – non-standard LFTL items that LFTL has sponsored typically in the past that will be reviewed and may likely be approved by LFTL.
- 3) **Non-listed Items** – The only value that can be selected within this category is “Other” (see comments). A comment must be added to describe the specific request in sufficient detail to justify its consideration by the Foreign Literature Committee.

3.3 Inviting others to be “Co-applicants” of request

NOTE: During AGWM leaders’ review of subordinates’ submitted requests (for subsequent approval) each of those leaders may also add/edit/delete line items to such requests [see Section 3.2]

Before a request is submitted/approved, you may invite others to “sign on” as co-applicants. In accepting an invitation, co-applicants “sign-off” as agreeing with your request and with Light for the Lost using their names in raising funds for the proposed LFTL project.

Search for all available co-applicants

- Click on the “Add Applicants” button at the top of the page. This opens the search webpage.

Site Status: Dev

ASSEMBLIES OF GOD
WORLD MISSIONS

David Thompson
MISSIONARY
[LOGOUT]

<< Return to Requests Summary View This Request Add/Remove Selected Applicants

Light for the Lost Assistance Requests Add Applicants

First Name:

Last Name:

Region:

Area:

Fellowship:

Search Applicants

Current Applicants

Remove	Region	Area	Fellowship	Name
No current applicants on file.				

* Cannot remove co-applicants already invited to support this request.

Available Applicants

Add	Region	Area	Fellowship	Name
-----	--------	------	------------	------

- Next enter the desired search criteria (any combination of First name, Last name, Region, Area, Fellowship) and click on the “Search Applicants” button, as shown above.

IMPORTANT NOTE:

- ❑ To search for ALL records, leave the First Name and Last Name fields blank. The search results returned to the screen (sorted by Fellowship) will include all potential co-applicants available within the system for that specific request (based upon the requestor’s domain of responsibility/influence – whether for/within the Missionary Fellowship, the Area, or the Region).
- ❑ To search for ONLY specific individuals, type in the first two or three letters of their last name. The search results returned to the screen (sorted by Fellowship) will include only those people whose last name starts with the letters supplied.

Your search results will be displayed within the “Available Applicants” section of the page.

The screenshot shows the 'ASSEMBLIES of GOD WORLD MISSIONS' interface. At the top right, it identifies the user as 'Craig Mathison, AREA DIRECTOR' with a '[LOGOUT]' link. The navigation bar includes '<< Return to Requests Summary', 'View This Request', and 'Add/Remove Selected Applicants' (the latter is circled in red). The main heading is 'Light for the Lost Assistance Requests' with an 'Add Applicants' link on the right. Below this are search filters: 'First Name', 'Last Name', 'Region' (set to Europe), 'Area' (set to Eastern Europe / Balkans), and 'Fellowship' (set to [All Fellowships]). A 'Search Applicants' button is present. The 'Current Applicants' section is empty, displaying 'No current applicants on file.' A note states '* Cannot remove co-applicants already invited to support this request'. The 'Available Applicants' section contains a table with three rows of data, each with a checked 'Add' checkbox.

Add	Region	Area	Fellowship	Name
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans		Mathison, Dana
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Hartmann, David
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Hartmann, Sue

To ADD a specific missionary to the request as a co-applicant...

Check the box to the left of the record for each missionary you wish to add to the request.

After you have selected all co-applicants you want to add to the request, click on “Add/Remove Selected Applicants” at the top of the page.

You will then see a list of the applicants who are a part of your request in the “Current Applicants” section of the page. Co-applicants you select will receive an e-mail requesting their approval to place their name upon your request as a co-applicant after you submit the request.

NOTE: You may remove co-applicants as long as they have not yet been notified of your earlier intention to ask them to become co-applicants.

To REMOVE a specific missionary from the request as a co-applicant...

For each, select the check box to the left of their name in the “Current Applicants” section. [See screenshot on the next page]

Once you have selected all co-applicants to remove from the request, click on “Add/Remove Selected Applicants” at the top of the page.

The “Current Applicants” section of the page will be updated to reflect your changes.

Light for the Lost Assistance Requests Add Applicants

First Name:

Last Name:

Region:

Area:

Fellowship:

Current Applicants

Remove	Region	Area	Fellowship	Name
<input type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Hartmann, David
<input type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Hartmann, Sue
<input type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Mathison, Dana
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Plagenhoef, Kurt
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Plagenhoef, Stephanie

* Cannot remove co-applicants already invited to support this request

Available Applicants

Add	Region	Area	Fellowship	Name
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Roberts, Patti
<input checked="" type="checkbox"/>	Europe	Eastern Europe / Balkans	Albania	Roberts, Rick
<input type="checkbox"/>	Europe	Eastern Europe / Balkans	Bulgaria	Beery, Kevin
<input type="checkbox"/>	Europe	Eastern Europe / Balkans	Bulgaria	Beery, Wendy

Tip: Once the first set of co-applicants have been added to the request, you can Remove previously added co-applicants and Add others at the same time (as noted in the screen above).

3.4 Checking the status of a saved/submitted request

On the “Requests Summary” (or landing) page, click on the link under the “Approval Status” column (on the far right side of the screen) to view its current status (example shown below).

Site Status: Dev

ASSEMBLIES of GOD WORLD MISSIONS David Thompson
MISSIONARILY
[LOGOUT]

Start New Request Requests Summary

Light for the Lost Assistance Requests

▼ Your Requests

Date Submitted	Region	Area	Fellowship	Project	Approval Status
10/12/2005	Africa	East Africa	Kenya	test	Pending approval from Area Director
	Africa	East Africa	Kenya	(Project not titled)	New request - not submitted

► Requests For Which You Are an Applicant

Assemblies of God World Missions | Light for the Lost | Application Home | AGWMSupport | Technical Support | Plant Group Feedback
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3.0 Missionaries Working on a LFTL Project Application

On the “Requests Status” page (example shown below), you may either “View This Request” or “Return to Requests Summary” by clicking the appropriate link found under the AGWM logo.



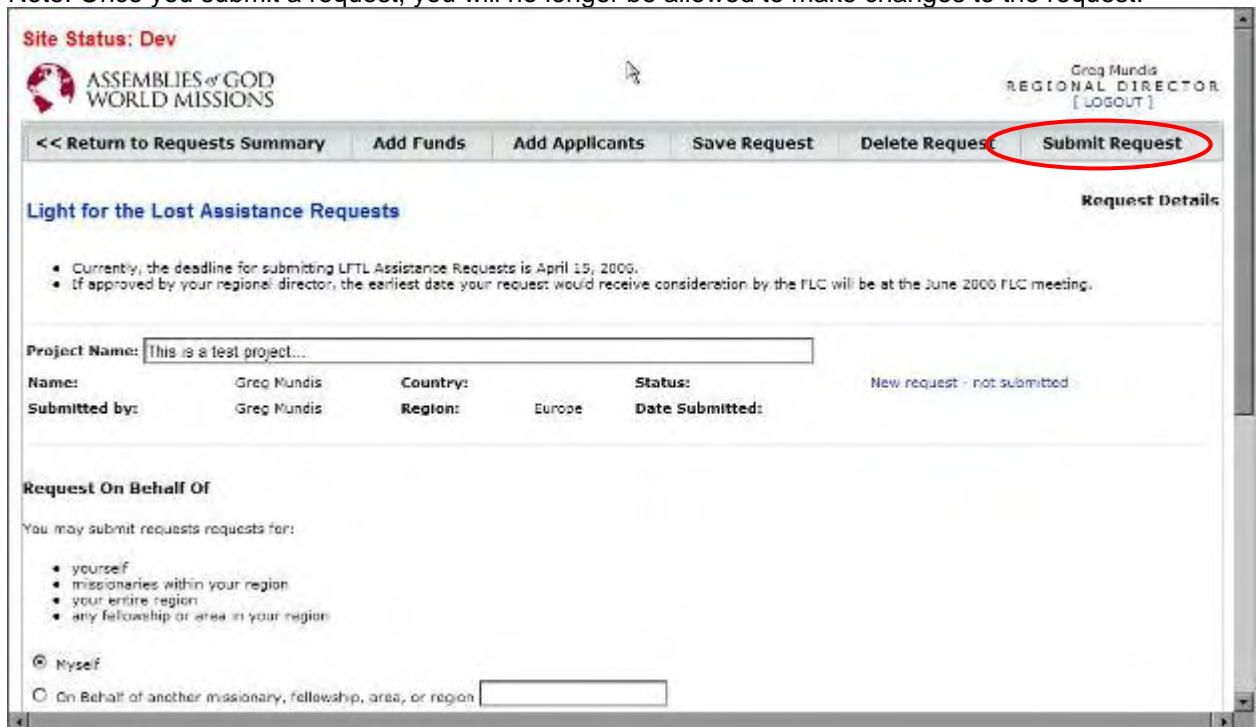
3.5 Submitting a LFTL Project Application request

NOTE: Once all the line items have been added and the co-applicants added, the LFTL project request must be submitted for review by AGWM leaders. This effectively locks the record, prevents adding line items (at that status level), and fires off system-generated notification emails.

To submit the request...

While viewing your specific Light For The Lost Assistance Request, click on the “Submit Request” button at the top of the page. You will be asked to confirm this submission. If you approve, click the OK button, otherwise, click the Cancel button.

Note: Once you submit a request, you will no longer be allowed to make changes to the request.



**4.0 CO-APPLICANTS RESPONDING TO AN
EMAIL INVITATION**

4.0 CO-APPLICANTS RESPONDING TO AN EMAIL INVITATION

The LFTL Project Application system automatically generates email notifications when a request has been either submitted or when additional co-applicants have been added and the request is subsequently approved by one the AGWM leaders within the approval hierarchy. By AGWM policy, email notifications will be sent to official missionary email accounts [@hqmail.agmd.org](mailto:agwm@hqmail.agmd.org).

4.1 Receiving LFTL Application system-generated email

If you are selected as a co-applicant for a request, you will receive an e-mail asking you to accept or decline this invitation. Open the email to find the imbedded links for your response and **be sure you are connected to the Internet** before attempting to respond. (Sample shown below.)

NOTE: The text of the sample email notification shown below is subject to change prior to or after the general release of this system. If you have questions about the request or want to know its background information, please contact the identified requestor directly before taking any action.

From: gmundis@ag.org
Sent: Thursday, October 20, 2005 4:03 PM
To: rick@hmail.agmd.org
Subject: Light for the Lost Assistance Request: Co-Applicant Invitation

Hello Rick,

You have been invited to lend your support as a co-applicant for the Light for the Lost Assistance request below. Please understand that by accepting this invitation, you are giving permission to Light for the Lost to use your name in raising funds for this project. If you have questions about the request or desire further background information, please contact the identified requestor directly.

Project Description: E-Mail Co-Applicant Test
Submitted By: Greg Mundis

[Click here to Accept this invitation](#)

[Click here to Decline this invitation](#)

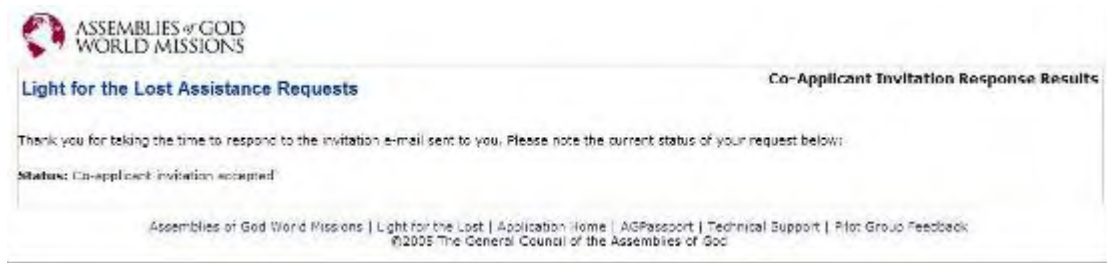
— AGWMLight for the Lost

NOTE: Although the email notification has been system-generated, the “Sender” and “Recipient” shown on the email message are intentionally set to the recipient’s email address only. The only response should be clicking on the preferred hyperlink provided within the email.

0

4.2 Accepting or Declining the email invitation

To **accept the invitation** and become a co-applicant for the request, click on the “Click here to Accept this Invitation” link; that will open a webpage confirming your acceptance.



To **decline the invitation** to become a co-applicant for the request, click on the “Click here to Decline this invitation;” that will open a webpage confirming your decline.



**5.0 LEADERS SUBMITTING [ON BEHALF OF] A
SUBORDINATE'S REQUEST**

5.0 LEADERS SUBMITTING A SUBORDINATE'S REQUEST

For the purpose of this document, remember that “Leaders” is a term used to designate those Missionaries who serve in an official role of Missionary Fellowship Moderator, Area Director, or Regional Director, within the approval hierarchy for requests.

5.1 Special Considerations to note

The application allows for a “Leader” Missionary (at any point in the AGWM approval hierarchy) to submit a LFTL Project Application request **ON BEHALF OF** a “Subordinate” Missionary or a fellowship, area, or region within their domain of responsibility.

While all functions explained in Sections 3.2 through 3.5 are available to the “Leader” once a request is “saved” the process for doing so is a special case, noted in the screenshot below.

The screenshot displays the 'Request Details' page for 'Light for the Lost Assistance Requests'. The user is logged in as a 'REGIONAL DIRECTOR'. The page includes navigation links: '<< Return to Requests Summary', 'Add Funds', 'Add Applicants', 'Save Request', 'Delete Request', and 'Submit Request'. A red oval highlights the 'Request On Behalf Of' section, which contains the following information:

- Project Name:** Testing subordinate request submission
- Submitted on behalf of:** Bill Prevette
- Country:** Romania
- Status:** New request - not submitted
- Submitted by:** Greg Mundis
- Region:** Europe
- Date Submitted:**

The 'Request On Behalf Of' section includes a list of options for whom the request can be submitted on behalf of:

- yourself
- missionaries within your region
- your entire region
- any fellowship or area in your region

Below the list, there are two radio button options:

- Myself
- On Behalf of another missionary, fellowship, area, or region

The 'On Behalf of another missionary, fellowship, area, or region' option is selected, and a text box next to it contains the value '123456'. The 'Projected Use of Funds' section is partially visible at the bottom of the screenshot.

NOTE: The “subordinate” **missionary, fellowship, area, or region** must be within your domain of responsibility, as a Missionary Fellowship Moderator, Area Director, or a Regional Director.

To initiate or “save” a LFTL request on behalf of another:

- (a) in the Project Name field, enter a descriptive project name; then
- (b) in the “Request On Behalf Of” section, navigate with your mouse to the second radio button, and
- (c) key in one of the following:
 - a. the “subordinate” missionary’s account number
 - b. the fellowship account number
 - c. the area account number
 - d. the region account number
- (d) navigate to the top of the screen and click on “Save Request.”

Once a request is saved, you may perform all the functions covered in Sections 3.2 through 3.5, to add/edit/delete “line items” and add/remove “co-applicants” prior to submitting the request.

NOTE: If the request is submitted by a Regional Director “Leader,” it will no longer require any further approval; it is ready to be considered by the Foreign Literature Committee.

**6.0 LEADERS REVIEWING/APPROVING A
LFTL PROJECT REQUEST**

6.0 LEADERS REVIEWING/APPROVING A LFTL PROJECT REQUEST

For the purpose of this document, “Leaders” is a term that designates those Missionaries who serve in an official role of Missionary Fellowship Moderator, Area Director, or Regional Director.

Leaders can also add/edit/delete line items of a request **and add co-applicants** on a request prior to approving it [See Sections 3.2, 3.3, and 3.5]. These functions are in addition to those enumerated below, relating to the review and approval of LFTL project requests. These additional actions would not be needed if one were denying another’s request.

6.1 Email notification of the need to review a request

Once a request has been submitted by a missionary within your area of responsibility you will receive an e-mail indicating that a request has been submitted which needs your approval/denial.

From: Mike Mc Clafin
Sent: Thursday, October 13, 2005 9:13 AM
To: Mike Mc Clafin
Subject: Light for the Lost Assistance Requests: Request Pending Your Approval

Hello Mike,

A new Light for the Lost assistance request has been submitted for your approval. To review this request, please login to AGPassport (<http://agpassport.ag.org>) and then click on the "Light for the Lost System Requests" linked site.

— AGWMLight for the Lost

NOTE: Although the email will be system-generated, the “Sender” and “Recipient” shown on the email message are intentionally set to the recipient’s email address only. The only response should be clicking on the hyperlink provided to log into AGPassport, then selecting the LFTL Project Assistance Request System [See Section 2.2] to launch the landing page, below.

6.2 Viewing requests

On the Requests Summary screen, on the following page, please note the highlighted sections:

“Requests Pending Your Authorization” are those project requests that need your review; and

“Requests Pending Subordinate Authorization” contains those project requests that are in queue for review by an AGWM leader who is subordinate to you in the approval hierarchy. An Area or ultimately a Regional Director can review a project request and “fast-track” it by providing a pre-emptive approval that effectively skips over the need for a subordinate’s approval. Although the application provides this functionality, that should not be construed as a recommendation for doing so.

6.3 Acting on requests

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Mike Mc Clellin
REGIONAL DIRECTOR
[LOGOUT]

Start New Request

Light for the Lost Assistance Requests Requests Summary

▼ Your Requests

Date Submitted	Region	Area	Fellowship	Project	Approval Status
11/12/2005	Africa			r	Approved by Mike Mc Clellin
	Africa			81	New request - not submitted

▼ Requests For Which You Are an Applicant

Date Submitted	Region	Area	Fellowship	Project	Approval Status
No requests found					

▼ Requests Pending Your Authorization

Date Submitted	Region	Area	Fellowship	Project	Approval Status
11/13/2005	Africa	East Africa		abc	Pending your approval
11/12/2005	Africa	East Africa		this is a test	Pending your approval

▼ Requests Pending Subordinate Authorization

Date Submitted	Region	Area	Fellowship	Project	Approval Status
11/12/2005	Africa	East Africa	Kenya	test	Pending approval from Area Director

First, **open a project request** by clicking on the appropriate link within the “Project” column, such as project “abc” awaiting the Regional Director’s approval (above).

Site Status: Dev

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Greg Mundis
REGIONAL DIRECTOR
[LOGOUT]

<< Return to Requests Summary Add Funds Add Applicants Save Request **Approve Request** **Deny Request**

Light for the Lost Assistance Requests Request Details

Project Name:

Name: Craig Mathison Country: Status: Pending approval from Regional Director
Submitted by: Craig Mathison Region: Europe Date Submitted: 11/22/2005

Projected Use of Funds

Date Added	Approved Expenditures	Comments	Qty	Estimated Cost	Added By
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To approve the request, click on “Approve Request” at the top of the page. You will be asked to confirm your decision. If you wish to continue approving the request, click on the OK button, otherwise click on the Cancel button

To deny the request, click on “Deny Request” at the top of the page. You will be asked to confirm your decision. If you wish to continue denying the request, click on the OK button, otherwise click on the Cancel button.

