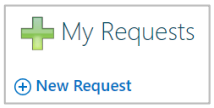
Data Circuit Requests – quick guide

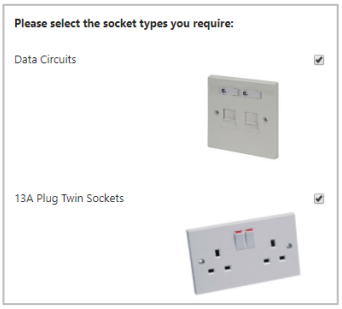
Please submit a separate request for each room.

Submit a request

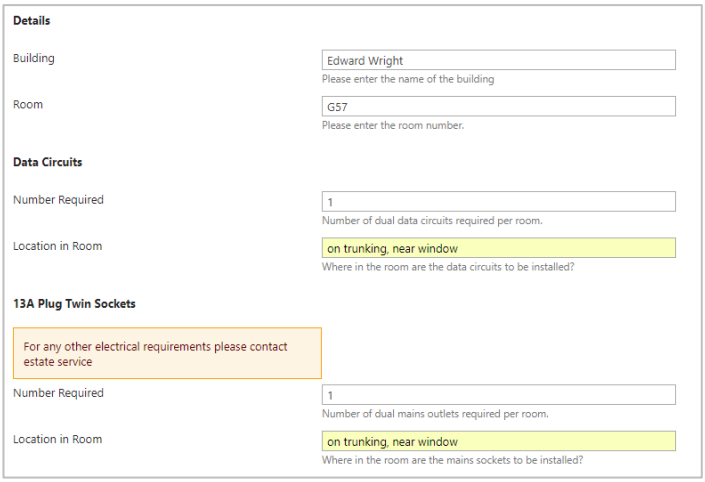
1. Go to https://365abdn.sharepoint.com/projects/circuit-request
2. Log into SharePoint with your University username – in the format *username@abdn.ac.uk* – and password.
3. On the **Data Circuit Requests** screen, under **My Requests**, click **New Request**.



4. On the new request screen, select the socket types you require by ticking the relevant checkboxes, e.g. **Data Circuits** and/or **13A Plug Twin Sockets**.



5. Provide **Building** and **Room** details, including the number of data circuits and/or dual mains outlets required and the location within the room where you would like them to be installed.



6. Add **Additional Information** relevant to your request if required.
7. Click **Save** to submit your request.
8. You are returned to the **Data Circuit Requests** screen, where you'll see your new request displayed under **My Requests**.

What happens next?

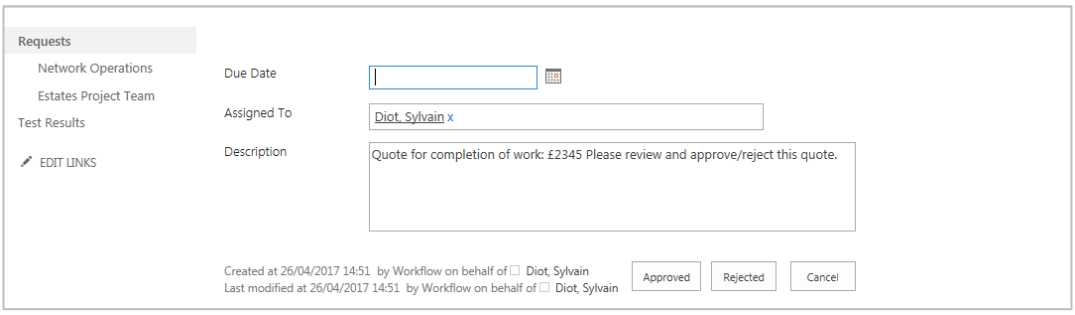
- You will receive an email confirmation, acknowledging receipt of your request. This will have the subject line: **Data/Mains Request Received** and will include your request reference number.
- We will pass your request to our colleagues in Estates, who will obtain a quote from the contractors.
- Once Estates have a quote, you will receive another email. This will ask you to review the quote and to either approve or reject it.

To review your quote

1. Click the link provided in the second email (with subject "*Task Assigned - Quote Approval - Request #<request_number>*") to open your request within SharePoint.
2. Click **Edit Item** on the top left of the screen.

3. Review the quote, then click **Approved** or **Rejected**, as appropriate.

   Make sure you have your line manager or School admin officer's approval before going ahead.



What happens next?

- If you select **Approved**, you must then arrange for your department to raise an internal purchase order to Estates for the work required.
  - We will contact you to arrange a suitable time for the work to be carried out.
- If you select **Rejected**, both the IT Services and Estates will receive notification indicating that your request has been cancelled.
  - Note: Once a request has been cancelled, it cannot be re-activated. If you rejected a request by mistake, you will need to log a new request.

Check request progress

You can check the progress of your request at any time.

1. Log into https://365abdn.sharepoint.com/projects/circuit-request with your University – in the format *username@abdn.ac.uk* – and password.
2. Your request is displayed under **My Requests** on the **Data Circuit Requests** screen. Details of your request include:

Request Ref	Unique reference number for your request
Building	Requested location for new sockets
Created	Date on which you created your request
Created by	Request owner
Quote	Amount quoted for work. Note this will be £0.00 until Estates provide a quote.
Completed?	Request status.
Quote Approval	Whether you have approved or rejected the quote from Estates.
Request Progress	Request progress, e.g. which team the request is currently sitting with, or if the work is complete.