Welcome to Princeton DEMAND—the custom business solution that uses uPortal technology to streamline and make more effective administrative and managerial departmental processes. Princeton DEMAND offers Department Managers the ability to access—from a single web site—the systems, tools, and reference materials that relate to the key functional areas of their business.

The DEMAND Functional Business Areas...

The major functional business areas of Princeton Managers are represented as tab pages in Princeton DEMAND; the information within each tab page is further organized into separate channels, which provide application, system, and reference information.

Manage Business and Finances
- References
- Enter Accounts Payable Forms
- Web Sites:
  - Purchasing
  - ORPA
  - Office of the Graduate School
- Access and Training
- Purchasing, Receiving & Financial Accounting—University Financial System
- Departmental Financial Reports
- Manage E-Commerce Procurement
- Manage Labor Accounting
- DataMall Direct Access:
  - Gift Notification
  - Research Proposal Data
  - Financial Data
  - Investment Data
  - Telephone Billing
  - E-Commerce Data
  - OIT Billing
- Manage Data & Report – DataMall

Manage People
- Time Collection Business Process
- HR & Time Collection References
- People Safety References
- Web Sites:
  - Human Resources
  - Dean of the Faculty
  - Office of the Graduate School
- Access and Training
- Record & Approve Employee Time:
  - Time Collection
- Manage Human Resources:
  - Human Resources Management System (HRMS)
  - Manage Labor Accounting:
    - Labor Accounting

Manage Events and Meetings
- References
- Princeton University Campus Maps
- Web Sites:
  - Communications Office
  - Woodrow Wilson School Events
- Access and Training
- View Resource 25 Events & Meetings
- Frist Campus Center Web Site

Manage Facilities and Equipment
- References:
  - Maintenance & Building Services
  - Equipment
  - Construction & Renovation
  - Facilities Safety
- Web Sites:
  - Geographic Information Systems
  - Real Estate Department
  - Housing Department
- Manage Facilities Services
  - Facilities Customer Service Center
  - Princeton University Campus Maps

Office Tools
- On Vacation
- Air Travel
- Search for People at Princeton
- Search Princeton Web
- Search (Google ™)
- Help Desk
- On-Time Calendar
- Webmail
- Manage E-Commerce Procurement
- Personal Calendar - Outlook

In the News
- Weather
- Education, World, and Financial News
- Personal Portals
- The Chronicle of Higher Education
- CNN Interactive
- TIAA-CREF

Manage the Academic Program
- Academic Calendars
- References
- Web Sites:
  - Office of the Registrar
  - Office of the Dean of the College
  - Office of the Graduate School
- Access and Training
- Student Administration:
  - Course Information System (CIS)
  - Grad Admissions
  - Courses (Blackboard CourseInfo)

Manage the Academic Program
- Academic Calendars
- References
- Web Sites:
  - Office of the Registrar
  - Office of the Dean of the College
  - Office of the Graduate School
- Access and Training
- student administration:
  - course information system (CIS)
  - Grad Admissions
  - Courses (Blackboard CourseInfo)

DEMAND Home
- Search for People at Princeton
- Search Princeton Web
- Search (Google ™)
- DEMAND Tips, Tricks and Traps
- Princeton Web Site
- DEMAND Community

Quick Reference Card - 2/02
Signing On...

PrincetonDemand is accessible through the Princeton University web site. To sign on to PrincetonDemand:

1. Navigate to the PrincetonDemand web site at www.princeton.edu/demand. (See Helpful Hints… below, for browser tips)
2. Select Sign In from the menu options on the PrincetonDemand Home Page.
3. Enter your Email ID and password in the fields of the Sign In channel:

   - Email ID: [Your Email ID]
   - Password: [Your Password]

4. Click the Sign In button.

Tabs...
The PrincetonDemand tab pages represent the key functional business areas of Princeton Managers. By default, the Demand Home Page displays. To switch to another 'business' page, click the text label on the tab for that page.

Channels...
Channels are the small window-like areas on a tab page, which perform specific business functions, hold collections of related references, and provide access to applications and people through community tools, such as e-mail and Resource 25.

The arrangement of the channels on a tab page is such that all reference-type channels are organized in the left column and all business applications and systems channels are organized in the right column.

Helpful Hints…

♦ Place the business tools of PrincetonDemand within easy access. Make the PrincetonDemand home page your browser’s default home page (www.princeton.edu/demand), or create a bookmark for the Demand Home page.

♦ PrincetonDemand is best viewed using Microsoft Internet Explorer (version 5.5 or higher) or Netscape Communicator (version 4.5 or higher). Microsoft Internet Explorer fully supports channels within frames, automatically displaying channel contents. If you choose to use Netscape Communicator, you must click the links provided within application channels to view the channel contents. This opens a separate Netscape Navigator window, which displays the contents of the channel.