USC
UNIVERSITY
OF SOUTHERN
CALIFORNIA

Bi-Weekly Project Status Report
3/13/2015 – 3/27/2015

Submitted by Auxiliary Services, IT

Submitted On 3/27/2015

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1 Discovery Project Summary

Priority	Project Name	Requestor	Description
1	TSP – Campus Cruiser Enhancements	Michelle Garcia	Online and Dispatch upgrades
1	BKS – Mobile friendly Website	Holly Bedwell	Create a Mobile friendly Website for USC Bookstore
1	ACCT – Check Scanning	Greg Laporte	The University no longer offers scanning solution. Currently, checks are scanned manually. Accounting would like to implement an effective solution (ITS – Laserfiche/RBS/Other) to remedy this process.
1	TSP – Update maps	Tony Mazza	Add maps to website showing similar map to housing for consistency.
2	HOU – Implement Meeting Room tablets	Keenan Cheung	Mount tablets to each meeting room door so requesters can view availability
2	BKS – Mobile app for catalog	Darren James	Create a mobile app for catalog
2	BKS – Create separate websites for Stanford, San Fran State and others to replace OsCommerce	Darren James	Create separate websites for schools to offer functionality to replace OsCommerce
2	BKS – Online Computer Store	Darren James	Offer Computer Store products online
2	UCP – Online Copyright Clearance Center	Darren James	Offer online solution to replace the current software that was initially written around 1990 in older version of VR, which now has limitations that either makes it impossible or difficult to incorporate new functions and to streamline daily functions with CCC.
2	HR – HR Website	Barbara Sladeck	Create a new website for HR
3	HSP – Create a Mobile App	Kris Klinger	Create a mobile app for USC Hospitality
3	HOU – Mobile Website	Keenan Cheung	Implement a Mobile Website for USC Housing
3	MonoPad Post Installation Support Plan	Keenan Cheung	Create a support plan for the installed Monopads
3	BKS – eCommerce for USC Flower Shop	Darren James /Jerry Wingate	Add eCommerce functionality to USC Flower Shop website

3	BKS – Electronic Shelf Tag	Darren James	Implement a system to use electronic merchandise tags
3	BKS – Redesign Gamble House Bookstore	Darren James	Gamble House website is changed with the new design so the bookstore would like to match the Gamble House bookstore website to the Gamble House website

2   Active Project Summary

Project	Project Name	Status	Assessment
3	COL – Changes to the Coliseum Website	**Concern**	Next Milestone – Project Start Target Project Completion Date – 4/3/2015
4	HOU – Translate Housing website to Chinese	**On Target**	Next Milestone – Development Target Project Completion Date – TBD
5	HSP – Food and Beverage Vendor Assignment Discovery	**On Target**	Next Milestone – Project Start Target Project Completion Date – 4/30/2015
6	TSP – Update Transportation App for IOS and Android	**On Target**	Next Milestone – Development Target Project Completion Date – TBD
7	SS – Contract management System Implementation	**On Target**	Next Milestone – Development Target Project Completion Date – 6/1/2015
8	SS – Kronos (Purchase & Implementation of addition clocks)	**On Target**	Next Milestone – Development Target Project Completion Date – TBD
9	SS – Kronos Clock Firmware Upgrade	**On Target**	Next Milestone – Development Target Project Completion Date – 4/22/2015
10	SS – Kronos Scheduler Module Upgrade	**On Target**	Next Milestone – Development Target Project Completion Date – TBD
11	SS – Kronos Custom Time Edit Report	**On Target**	Next Milestone – Development Target Project Completion Date – TBD
12	SS – 2014 External PCI Audit Support	**On Target**	Next Milestone – Development Target Project Completion Date – 6/30/2015
13	TSP – T2 Flex Credit Card Gateway Upgrade	**On Target**	Next Milestone – Implementation Target Project Completion Date – TBD
14	SS – AS IT Ticketing Payroll System (Zendesk) Implementation	**On Target**	Next Milestone – Development Target Project Completion Date – 4/31/2015
15	HSP – MICROS Point-of-Sale System Implementation	**Warning**	Next Milestone – Development Target Project Completion Date – TBD
16	UCP – Create a new website for EMBA	**On Target**	Next Milestone – Development Target Project Completion Date – TBD
17	SS – MS 365 Email Implementation Phase III	**On Target**	Next Milestone – Phase III Target Project Completion Date – TBD

18	HSP – AS Business Unit Website NextGen Project Hospitality	<mark>Concern</mark>	Next Milestone – Development Target Project Completion Date – 4/30/2015

3 COL – Changes to the Coliseum Website

Project Description	☐ **On Target** ☒ **Concern** ☐ **Warning**
IT Project Manager: Sonali Bodiwala	**Business Project Owner: Joe Furin**
Start Date: 3/11/2015	**Target Completion Date: 4/3/2015**

Coliseum team has requested following changes to the website:

    1) Add Avatars to Social Media

    2) Change BG for 8 pages

    3) Add Photo Gallery

    4) Enlarged Lightbox for Seating Charts with Hover Zoom

    5) Update Home Page to add Videos Section and create a new Videos page

    6) News page (15 stories per page)

    7) Email Subscription Pop Up on Home Page

Accomplishments (for previous two weeks)

- The following requests were sent to users, approved and pushed to production:
    1) Add Avatars to Social Media
    2) Change BG for 8 pages
    3) Add Photo Gallery
- Additional changes were requested by the coliseum:
    1) Change approved background to the original background (Events page)
    2) Add a new background for Sports Arena Seating Chart
    3) Update header with a new tagline

Planned for Next Two Week

- Continue development

Open Issues

- Due to change of scope, target completion date is now changed to 4/30.
- This change may also impact the hospitality project.

4 HOU – Translate Housing website to Chinese

Project Description	☒ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Sonali Bodiwala	**Business Project Owner: Keenan Cheung**
Start Date: 2/4/2015	**Target Completion Date: TBD**

Housing would like offer Chinese translation of the website.

Accomplishments (for previous two weeks)

- Got quote from WPML 3rd party contractors
- Received some translations from users

Planned for Next Two Week

- Continue development
- Have 3rd party contractors to translate few pages
- Meet with users for additional demo

Open Issues

- N/A

5 HSP – Food and Beverage Vendor Assignment Discovery

Project Description	☒ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Frank Juarez	**Business Project Owner: Kris Klinger**
Start Date: 2/10/2015	**Target Completion Date: 4/30/2015**

Auxiliary Services has contracted with Merrill to implement their Datasite Contract Management system. The system will scan, store and flag Auxiliary Services contracts (excluding sales/events contracts/BEOs, hotel groups, etc.). This will make all of our contracts searchable by keyword, contract type and several other user-defined search criteria. It will also allow us to establish early warning notifications for due dates within a contract, or simply a contract's expiration date.

The first phase of this tool's implementation will focus solely on the Coliseum documents. The project team will define future project phases so that the remainder of the Auxiliary Services contracts can be entered into the system.

Accomplishments (for previous two weeks)

- Project approved by the AS IT Governance Committee
- Initial meeting with CAPS to discuss current Campus Event Permit process

Planned for Next Two Week

- Meet with Hospitality to discuss their Food and Beverage Vendor approval process
- Identify potential system solutions

Open Issues

- N/A

6 TSP – Update Transportation App for iOS and Android

Project Description	☒ On Target ☐ Concern ☐ Warning
IT Project Manager: Sonali Bodiwala	**Business Project Owner: Tony Mazza**
Start Date: 3/1/2015	**Target Completion Date: TBD**

Add HSC routes, additional functionality (metro, metrolink, LADOT integration, redesign, optimize for new devices)

Accomplishments (for previous two weeks)

- Sitemap was generated by Design Studio
- Met with Syncromatics to review functionality of their app

Planned for Next Two Week

- Set up a meeting with users to go over Syncromatics app review.

Open Issues

- N/A

7 SS – Contract Management System Implementation

Project Description	☒ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Frank Juarez	**Business Project Owner: Mark Ewalt**
Start Date: 2/10/2015	**Target Completion Date: 6/1/2015**

Auxiliary Services has contracted with Merrill to implement their Datasite Contract Management system. The system will scan, store and flag Auxiliary Services contracts (excluding sales/events contracts/BEOs, hotel groups, etc.). This will make all of our contracts searchable by keyword, contract type and several other user-defined search criteria. It will also allow us to establish early warning notifications for due dates within a contract, or simply a contract's expiration date.

The first phase of this tool's implementation will focus solely on the Coliseum documents. The project team will define future project phases so that the remainder of the Auxiliary Services contracts can be entered into the system.

Accomplishments (for previous two weeks)

- Software License Agreement has been reviewed and approved by Legal and USC Purchasing
- Initial meeting with Merrill Project Manager completed

Planned for Next Two Week

- Get Software License Agreement signed
- Complete initial system configuration session with Vendor

Open Issues

- N/A

8   SS – KRONOS (Purchase & implementation of additional clocks)

Project Description	☒ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: Barbara Sladeck**
Start Date: 3/27/2015	**Target Completion Date: TBD**

Through a recent audit report, it has been identified that there is a need to install additional Kronos clocks throughout the Hospitality and Housing business unit.

The goals of this project are to assess, quote, and implement the amount of additional clocks needed for operations

Accomplishments (for previous two weeks)

- Project Start

Planned for Next Two Week

- Review vendor quote with the BU

Open Issues

- N/A

9   SS – KRONOS Clock Firmware Upgrade

Project Description	☒ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: Barbara Sladeck**
Start Date: 2/16/2015	**Target Completion Date: 4/22/2015**

Kronos clocks have been experiencing sporadic functionality issues over the past few months. Kronos team has made a recommendation to perform a firmware upgrade on all Kronos clocks deployed is AS to stabilize performance. Additionally, the scope of this project would also include the purchase and installation of additional Kronos Clocks

Accomplishments (for previous two weeks)

- Kronos that will require upgrade have been identified
- Communicated schedule to Aux Managers
- Ordered spare clocks

Planned for Next Two Week

- Implementation will begin on Monday 4/13/2015

Open Issues

- N/A

10 SS – KRONOS Timekeeping – Scheduling Module Implementation

Project Description	☒ On Target ☐ Concern ☐ Warning
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: Barbara Sladeck**
Start Date: 1/14/2015	**Target Completion Date: TBD**

The AS business units have a complex and dynamic work schedule process. There is a need to have greater visibility for both the planning of work schedules and to dynamically assign employees to these schedules.

The scope of this project is to work with the AS IT Payroll team to define requirements and to implement the KRONOS work scheduling package. This will include updating of the KRONOS timekeeping system and the time clocks to integrate with this new functionality

Accomplishments (for previous two weeks)

- Reviewed second demo

Planned for Next Two Week

- Request a quote for live training session and training material from Kronos
- Define Pilot group, which will serve as system testers prior to scheduling training session with Hospitality managers

Open Issues

- N/A

11 SS – KRONOS Custom Time Edit Report

Project Description	☒ On Target ☐ Concern ☐ Warning
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: Barbara Sladeck**
Start Date: 3/27/2015	**Target Completion Date: TBD**

Sr. Management has requested a custom time edit report to be built by the Kronos team.

The scope of this project is to review the requirements found in the audit report and contract Kronos professional services for development.

Accomplishments (for previous two weeks)

- Project Start

Planned for Next Two Week

- Schedule a meeting with the audit consultant and Kronos Developer to review the scope and the details of the report

Open Issues

- N/A

12 SS – 2014 External PCI Audit Support

Project Description	⊠ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Frank Juarez	**Business Project Owner: Dan Stimmler**
Start Date: 1/19/2015	**Target Completion Date: 6/30/2015**

USC is a PCI Level 2 Merchant and as such is required to have an external PCI assessment performed on an annual basis.

The scope of this project is to work with the Auxiliary Services HSP, BKS, RAD, TRX, COL, and HOU business units to review all credit card processing systems, credit card technical architecture, and PCI Policies and Procedures for compliance to the PCI Data Security Standards. A remediation list of all non-compliant items will be created and tracked to completion.

Accomplishments (for previous two weeks)

- Completed on-site QSA audit of the L.A. Coliseum and Sports Arena
- Completed on-site QSA audit of the Housing Business Unit

Planned for Next Two Week

- Begin remediation items from the Coliseum and Housing audits

Open Issues

- N/A

13 TSP – T2 Flex Credit Card Gateway Upgrade

Project Description	⊠ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: David Donovan**
Start Date: 9/11/14	**Target Completion Date: TBD**

AS IT has received a notification from T2 Flex that they have selected Fusebox, a product from Elavon as the new credit card gateway for the T2 POS application . The Gateway vendor provides the software that will link T2 application to the credit card processor.

This is a required upgrade. The existing Gateway Protobase also a product of Elavon will reach end-of-life on September 30th 2014. ****Elavon provided assurance that we will not experince disruption of services while their legal team is reviwing the Security Addendum****

Accomplishments (for previous two weeks)

- Administrative documents been forwarded to Elavon for review
- Reviewed the issue with Elavon and negotiated an extension until the end of February.

Planned for Next Two Weeks

- OGC is reviewing the latest revisions of the Terms and Conditions and Security Addendum from Elavon

Open Issues

- N/A

14 SS – AS IT Payroll Ticketing System (Zendesk) Implementation

Project Description	☒ **On Target** ☐ **Concern** ☐ **Warning**
IT Project Manager: Frank Juarez	**Business Project Owner: Maria Mempin**
Start Date: 11/4/2014	**Target Completion Date: 4/31/2015**

AS Payroll receives constant requests from AS Employees to provide Payroll related information and to perform data analysis. Examples of these types of requests are manual check requests, WorkDay data analysis, and KRONOS update requests. These requests come to the department via email, phone calls, and drop by visits.

The scope of this project is to work with the AS IT Payroll team to define ticketing system requirements and to implement a ticket tracking system for all AS Payroll requests. This will include customization of the Zendesk ticketing system and the creation of management reporting on ticket activity.

Accomplishments (for previous two weeks)

- Conducted ZenDesk reporting session
- Conducted HR User Training
- Purchased license for new HR Payroll employee

Planned for Next Two Week

- Begin entering all requests in system
- Conduct Project Post Mortem

Open Issues

- N/A

15 HSP – MICROS Point of Sale System Implementation

Project Description	☐ On Target ☐ Concern ☒ Warning
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: Dirk De Jong**
Start Date: 6/24/2014	**Target Completion Date: TBD**

USC Hospitality has made a decision to replace the existing point-of-sale system provider. Purpose of this project is to replace existing POS hardware, migrate to a Cloud hosted solution provided by MICROS, implement security standards based on the PCI-DSS Guidelines and retire old POS and Server hardware.

Accomplishments (for previous two weeks)

- Pending delivery of the Blackboard Student Tax functionality.

Planned for Next Two Weeks

- Student Tax function is being tested by MICROS QA

Open Issues

- MICROS have announced that the student tax function will be available for testing at the end of Feb 2015.
- Project implementation has been set to TBD
- Exchange POS Terminals for Wireless Tablets
- Confirm Tablet Encryption method

16 UCP – Create a new website for EMBA

Project Description	☐ On Target	☒ Concern	☐ Warning

IT Project Manager: Sonali Bodiwala	Business Project Owner: Darren James
Start Date: 4/23/2014	Target Completion Date: TBD

Create a new website for EMBA

Accomplishments (for previous two weeks)

- No feedback is received from users about timeline for QA and target launch date.

Planned for Next Two Weeks

- Pending user feedback
- Waiting for the timeline for QA and production.

Open Issues

- N/A

17 SS – MS 365 Email Implementation Phase III

Project Description	☒ On Target ☐ Concern ☐ Warning
IT Project Manager: Ruben Khudaverdyan	**Business Project Owner: Dan Stimmler**
Start Date: 2/20/2013	**Target Completion Date: TBD**

USC is in the process to migrate to the University email and calendaring systems to the Microsoft Office 365 cloud based services. The first phase of this project will be to migrate all faculty and staff the MS 365 environment. Future phases will include rolling out the Link collaboration tool and MS 365 SharePoint.

Auxiliary Services has been identified as the 4th business unit that will migrate to the new environment. The first phase of this project will eliminate the auxiliary email domain and will have all users migrate to the new USC MS 365 tenancy.

Accomplishments (for previous two weeks)

- Completed SYMPA training

Planned for Next Two Weeks

- Delete remaining Organization Accounts. Target deletion date has been set to 4/3/15
- Begin Phase III
- Work with the Exchange Sys Admin and review remaining accounts in the Auxiliaries Exchange.

Open Issues

- N/A

18 HSP - AS Business Unit Website NextGen Project – Hospitality

Project Description	☐ On Target ☒ Concern ☐ Warning
IT Project Manager: Sonali Bodiwala	**Business Project Owner: Kris Klinger**
Start Date: 10/4/2012	**Target Completion Date: 6/30/2015**

The current design of the core Auxiliary Services websites (Bookstore, Housing, Hospitality, and Transportation) is outdated. The purpose of this project is to re-write these websites to vastly improve the user experience and website functionality. Additionally, this project will integrate existing Auxiliary Services social media content into the websites and create complimentary apps for mobile computing platforms.

The next phase of this project will address the Hospitality website.

Accomplishments (for previous two weeks)

- Continue development
- Met with users to review Residential Dining Menus.
- The project was delayed due to Coliseum changes. The delay was approved by the Governance Committee on 3/10/2015.

Planned for Next Two Week

- Continue development

Open Issues

- N/A

19 HSP – Catering Online Ordering Discovery

Project Description ☒ On Target ☐ Concern ☐ Warning
IT Project Manager: Ruben Khudaverdyan   **Business Project Owner: David Corral**
Start Date: 8/22/14   **Target Completion Date: TBD**CLOSED****

Currently USC Hospitality Catering utilizes an online ordering solution from CaterTrax that cannot process credit cards due to inability to meet PCI Compliance required by the Treasury Office.

The AS IT and USC Hospitality Catering team will be conducting a Request for Proposal (RFI) process to find a replacement website vendor that integrates with the upcoming MICROS point of sales system and that can be implementing in a manner that reduces the overall complexity of the credit card processing environment.

Accomplishments (for previous two weeks)

- Reviewed vendor demo

Planned for Next Two Weeks

- N/A

Open Issues

- N/A

20 HOU – WAMS Server Implementation Phase II

Project Description	☐ **On Target** ☐ **Concern** ☒ **Warning**
IT Project Manager: Sal Manzo	**Business Project Owner: Heidi Scribner**
Start Date: 6/1/2013	**Target Completion Date: **On Hold****

Housing Services requests the upgrade of the current WAMS System to enhance door locks performance and reporting from the WAMS application.

Accomplishments (for previous two weeks)

- Handed over to Stanley Hardware (Vendor) for completion of remaining tasks

Planned for Next Two Week

- Vendor to continue work with Heidi Scribner's assistance

Open Issues

- Current estimate from Housing is completion in November, 2014
- Recommend changing to end of Q1, 2015,

21 SS – Disaster Recovery Program

Project Description	☒ On Target ☐ Concern ☐ Warning
IT Project Manager: Frank Juarez	**Business Project Owner: Mark Ewalt**
Start Date: 4/1/2014	**Target Completion Date: 9/15/2014 **On Hold****

Currently the AS IT team backs up data from our storage devices and file servers to a local SAN device located in the Carol Little building. Although having data backups gives us some capability for recovering any lost data it does not give us the ability to recover data and resume systems operations if the Carol Little building or the ITS data center is compromised or unable to function due to local emergencies effecting its operations.

AS IT Disaster Recovery Program Description

This program will limit the disruption to our Auxiliaries organization in the wake of a disaster or other critical outage.   This plan once fully implemented will allow the organization to quickly resume mission-critical functions, and minimize the negative effects of a disaster. These file servers, storage devices and other critical system will be located at our offsite co-location facility located in Arizona.

Benefits

- Restoration of Servers.
- Restoration of Network Storage devices
- Restoration of critical Business Systems.
- Re-provisioning of the Auxiliaries Local Area Network to meet the immediate business needs.
- Minimize the down time during any disaster or critical outage.

Accomplishments (for previous two weeks)

- Continue configuration of replication sites
- Requested switch replacement configuration from ITS
- Replace faulty switch at Sunguard, AZ
- Continue replication testing and confirm functionality
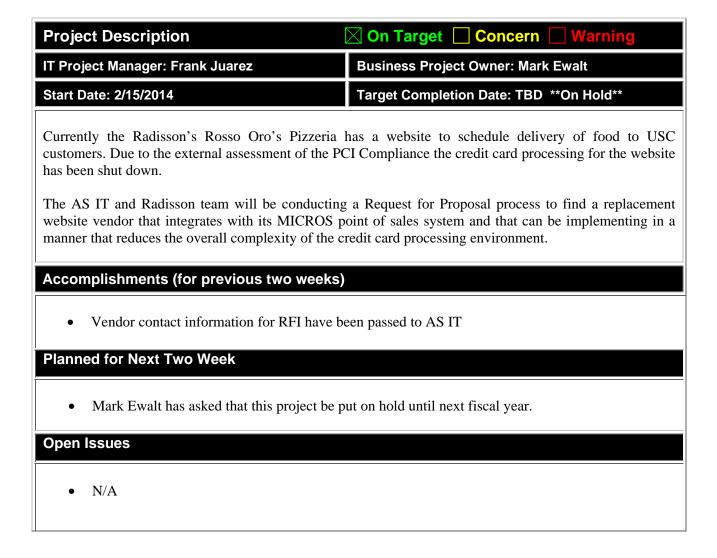- Begin initial Technical documentation

Planned for Next Two Week

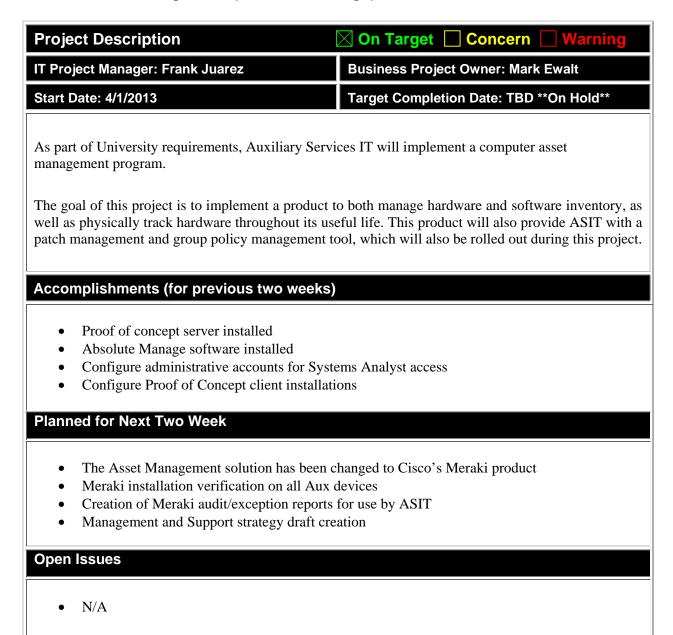- ** Due to project resource availability and higher priorities this project is being temporarily put on hold **

Open Issues

- N/A

22 RAD – Rosso Oro's Online Ordering Vendor Replacement

Project Description	⊠ On Target ☐ Concern ☐ Warning
IT Project Manager: Frank Juarez	**Business Project Owner: Mark Ewalt**
Start Date: 2/15/2014	**Target Completion Date: TBD **On Hold****

Currently the Radisson's Rosso Oro's Pizzeria has a website to schedule delivery of food to USC customers. Due to the external assessment of the PCI Compliance the credit card processing for the website has been shut down.

The AS IT and Radisson team will be conducting a Request for Proposal process to find a replacement website vendor that integrates with its MICROS point of sales system and that can be implementing in a manner that reduces the overall complexity of the credit card processing environment.

Accomplishments (for previous two weeks)

- Vendor contact information for RFI have been passed to AS IT

Planned for Next Two Week

- Mark Ewalt has asked that this project be put on hold until next fiscal year.

Open Issues

- N/A

23 ASIT – Asset Management (Absolute Manage)

Project Description	⊠ On Target ☐ Concern ☐ Warning
IT Project Manager: Frank Juarez	**Business Project Owner: Mark Ewalt**
Start Date: 4/1/2013	**Target Completion Date: TBD **On Hold****

As part of University requirements, Auxiliary Services IT will implement a computer asset management program.

The goal of this project is to implement a product to both manage hardware and software inventory, as well as physically track hardware throughout its useful life. This product will also provide ASIT with a patch management and group policy management tool, which will also be rolled out during this project.

Accomplishments (for previous two weeks)

- Proof of concept server installed
- Absolute Manage software installed
- Configure administrative accounts for Systems Analyst access
- Configure Proof of Concept client installations

Planned for Next Two Week

- The Asset Management solution has been changed to Cisco's Meraki product
- Meraki installation verification on all Aux devices
- Creation of Meraki audit/exception reports for use by ASIT
- Management and Support strategy draft creation

Open Issues

- N/A

24 Archived Project Summary

Priority	Project Name	Requestor	Description
N/P	HSP – Expand URBNMRKT Landing Page to Website	Erika Chesley	Expand the existing single landing page for URNBMRKT into a complete, standalone website.
N/P	ADM – Automate Payroll Feed from Payroll to Accounting	Dave Racewicz	Automate the process so the feed from AIS is automatically converted into the data HR, the Controllers, and the Directors can use.
N/P	BKS – Sales Tax Table Integration Project	Marissa Tan	The ability to modify the backend so the process will update the sales tax according to shipper's zip code for the states we can collect sales tax.
N/P	BKS – Mobile Applications for USC Bookstores	Darren James	Develop one or more applications using mobile technologies
N/P	HSP – Delphi CC Safeguard	Erika Chesley	**Protect** against unauthorized access or use of records or information which could result in harm or inconvenience to customer.
N/P	HSP – Web Online Ordering Application	Kris Klinger	Online Ordering Application
N/P	TSP – Interactive displays at UPC Bus Stops	Michelle Garcia	Implement KIOSKs at selected bus stops displaying bus route information
N/P	Create/Update Commencement Website	Mark Ewalt	Create a new website or update the bookstore website to streamline ordering from Herf Jones for Commencement
N/P	BKS – Figueroa Press Rewrite	Mark Ewalt	Rewrite of Figueroa Press website.
N/P	TSP – Implement QR Functionality	Michelle Garcia	Begin using QR for marketing at Transportation locations.
N/P	HSP – Norris Healthcare Center POS Implementation	Kris Klinger	Implement POS solution at the NHC
N/P	ASIT – Arc-Sight Log Depository Implementation	Frank Juarez	Implement System Log archival solution for Auxiliary Services.

N/P	COL – Coliseum USCard Implementation	Joe Furin	Implement a process to accept USCard at the Coliseum
N/P	TSP – Flex/AIS Integration for IR	Noel Aguilar	When parking permits are issued against interdepartmental requisitions, the posting to both AIS and Flex is manual and managed separately.