

## Global CRUISE 2 Quick Guide for the Service Provider Assigner (SPA)

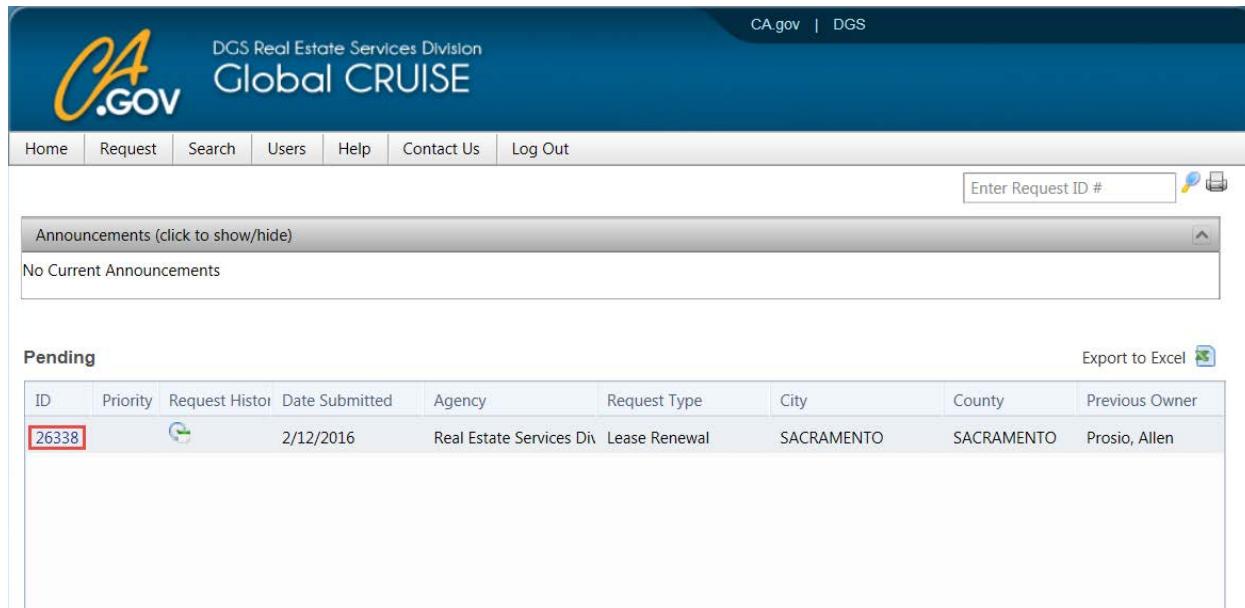
### ENTER STAFF ASSIGNMENTS

The CRUISE Summary contains information entered by the agency or organization requesting services from RESD, as well as the Customer Services Manager (CSM) and Regional Portfolio Manager (RPM) who reviewed the request.

To enter the system and view the Summary, click on the link in the email you received or access the site (globalcruise.dgs.ca.gov) from your Favorites on your web browser. The system uses your DGS network credentials to automatically log you in.

If a Log In page displays, enter your DGS network user name in the field labeled Email Address and your DGS network password. For example, Alice Klinger enters her user name, aklinger, in the Email Address field and uses the same password she uses to log into her computer every morning.

Once you are logged in, your Home page displays. Your Home page contains two grids, a Pending and Tracking grid. Your Pending grid contains requests that require your action, and your Tracking grid displays requests that you returned to the Branch Catcher (BC). Click on the ID number in your Pending grid to open the request and view the Summary (Fig. 1).



The screenshot shows the Global CRUISE 2 system interface. At the top, there is a navigation bar with links for Home, Request, Search, Users, Help, Contact Us, and Log Out. On the right side of the top bar, there are links for CA.gov and DGS. Below the navigation bar, there is a search bar with the placeholder "Enter Request ID #".

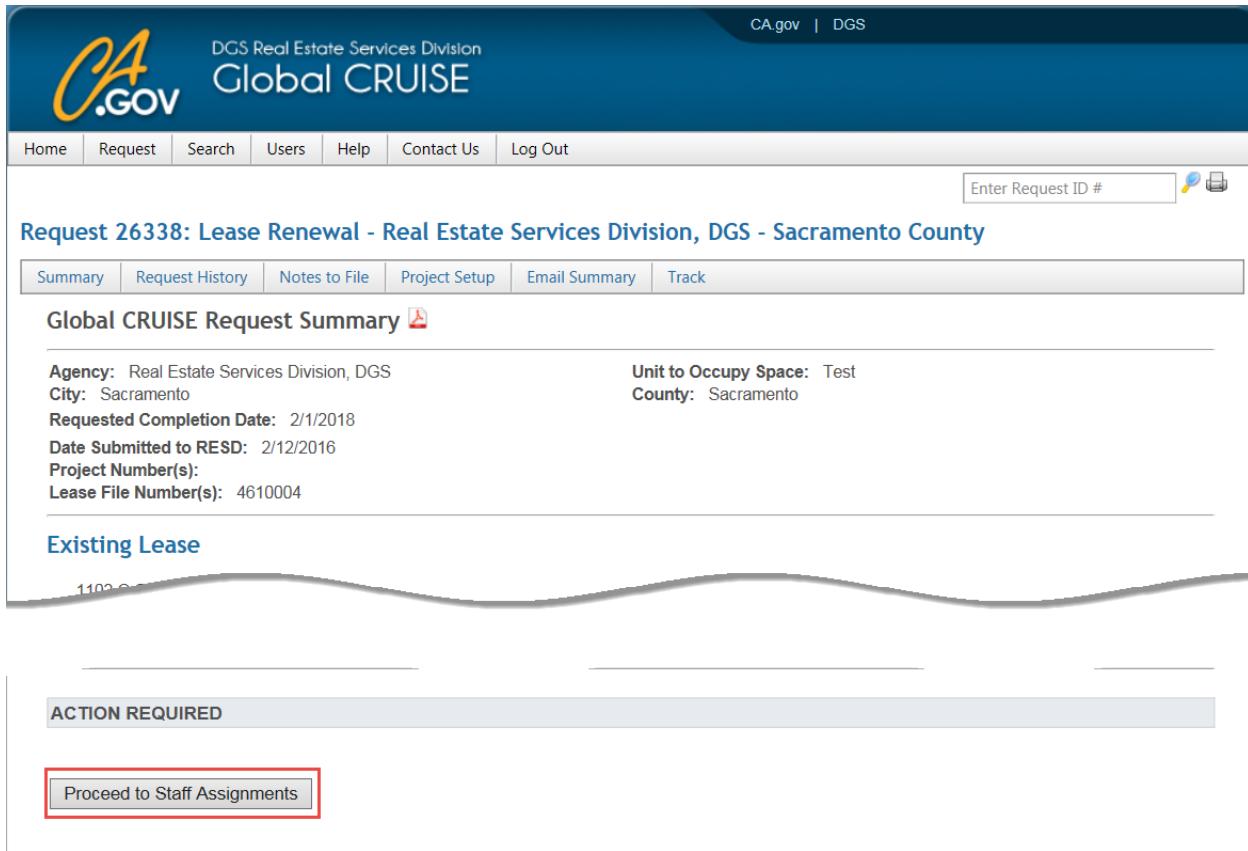
Under the search bar, there is a section titled "Announcements (click to show/hide)" which displays the message "No Current Announcements".

The main content area features a "Pending" grid table. The table has the following columns: ID, Priority, Request Histor, Date Submitted, Agency, Request Type, City, County, and Previous Owner. The first row of the grid is highlighted with a red border, and the ID "26338" is visible. The "Export to Excel" button is located at the top right of the grid table.

ID	Priority	Request Histor	Date Submitted	Agency	Request Type	City	County	Previous Owner
26338			2/12/2016	Real Estate Services Div	Lease Renewal	SACRAMENTO	SACRAMENTO	Prosio, Allen

Figure 1

After reviewing the Summary, scroll to the bottom of the page and click on the Proceed to Staff Assignments button (Fig. 2).



CA.GOV DGS Real Estate Services Division Global CRUISE

Home Request Search Users Help Contact Us Log Out

Enter Request ID #   

**Request 26338: Lease Renewal - Real Estate Services Division, DGS - Sacramento County**

Summary Request History Notes to File Project Setup Email Summary Track

**Global CRUISE Request Summary** 

**Agency:** Real Estate Services Division, DGS **Unit to Occupy Space:** Test  
**City:** Sacramento **County:** Sacramento

**Requested Completion Date:** 2/1/2018  
**Date Submitted to RESD:** 2/12/2016  
**Project Number(s):**  
**Lease File Number(s):** 4610004

**Existing Lease**

1102 Q Street

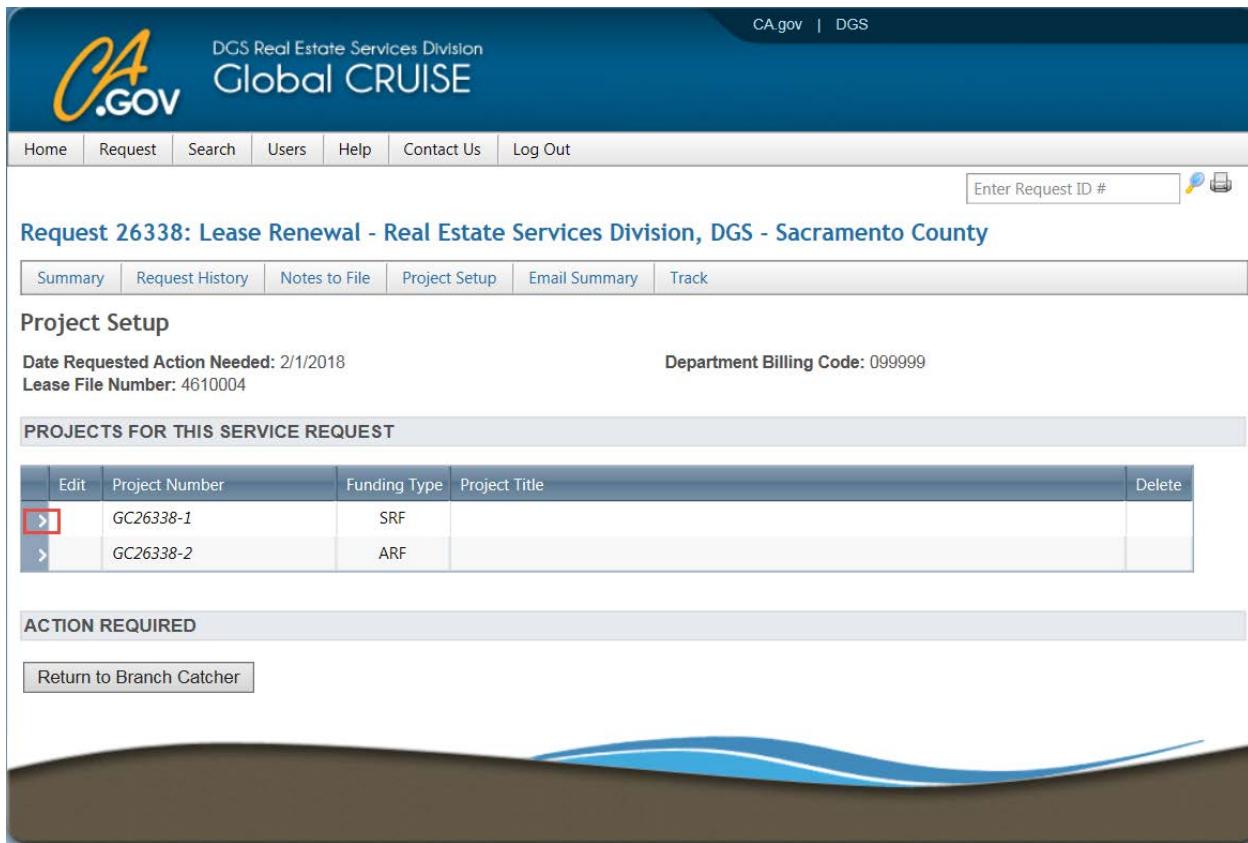
**ACTION REQUIRED**

**Proceed to Staff Assignments**

Figure 2

See next page

The Project Setup page opens and displays project details for one or more projects identified for the request. If only one project is identified, the project is already expanded. If more than one project is identified, the projects are collapsed. Click on one of the > symbols near the left margin to expand and view the project details for each project (Fig. 3 and Fig. 4).



CA.gov | DGS

DGS Real Estate Services Division  
Global CRUISE

Home Request Search Users Help Contact Us Log Out

Enter Request ID #

**Request 26338: Lease Renewal - Real Estate Services Division, DGS - Sacramento County**

Summary Request History Notes to File Project Setup Email Summary Track

**Project Setup**

Date Requested Action Needed: 2/1/2018      Department Billing Code: 099999  
Lease File Number: 4610004

**PROJECTS FOR THIS SERVICE REQUEST**

	Edit	Project Number	Funding Type	Project Title	Delete
>	<a href="#">Edit</a>	GC26338-1	SRF		
>		GC26338-2	ARF		

**ACTION REQUIRED**

[Return to Branch Catcher](#)

Figure 3

See next page

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DGS Real Estate Services Division  
Global CRUISE

Home Request Search Users Help Contact Us Log Out

Enter Request ID #  

**Request 26338: Lease Renewal - Real Estate Services Division, DGS - Sacramento County**

[Summary](#) [Request History](#) [Notes to File](#) [Project Setup](#) [Email Summary](#) [Track](#)

**Project Setup**

Date Requested Action Needed: 2/1/2018 Department Billing Code: 099999  
Lease File Number: 4610004

**PROJECTS FOR THIS SERVICE REQUEST**

Edit	Project Number	Funding Type	Project Title	Delete
▼	GC26338-1	SRF		

**Project Number:** GC26338-1  
**Project Title:**  
**Project Scope:**  
**Location:** 1102 Q STREET SACRAMENTO SACRAMENTO CA 95811 STR: 4610 Lease: 4610004  
**Managing Branch/Section:** RELPS Leasing - Sacramento  
**Supporting Branch (Optional):** RELPS Planning - Sac  
**Project Template:** RESD-PMDB-SEC1 LEASNG-SRF  
**Funding Type:** SRF

**Project Setup Instructions:**

2/12/2016 @ 3:31 PM  
 by Klinger, Alice  
 Enter information for the Branch Catcher.

**Staff Assignments**  
 The following RESD Staff is assigned to the Key Member Roles indicated:

Role	RESID Staff	Hours
Leasing Unit Manager	Zadel, Kerry	
Planning Unit Manager	Nguyen, Diem	

**Project Type Code:**  
 Project Type Code not selected

**Intra-Agency Instructions :**

New Project File - original information  
 New Space Planning File - copy all information  
 Pull Existing Project File - original information  
 Send Customer Relocation Advisory Memo (new space only)  
 Add project to Access Database  
[Generate Form 9](#)

GC26338-2 ARF

**ACTION REQUIRED**

[Return to Branch Catcher](#)

Figure 4

View the Project Title, Scope, and Managing Branch as well as any instructions from the CSM or BC that display under the heading, Project Setup Instructions. You may also enter any instructions you wish to convey to the BC. Click on the Enter Project Setup Instructions button, enter a note and click on the Save button. Project Setup Instructions display only on the Project Setup page and are visible only to RESD users.

Click on the Enter/Edit Staff Assignments button to enter staff assignments for the identified project. Select the Role and RESD staff from the filterable dropdown lists, and enter the number of hours assigned (optional). When all of your assignments are entered, click on the Save button. A red X appears next to your entries when the staff assignments are saved. Click on the red X to delete an entry. If the dropdown list does not contain an employee's name, inform the CSM or BC that a name does not display in the dropdown list.

If more than one project is identified for your Branch or Section, enter staff assignments for each project. If the staff assignments are the same for multiple projects, you may enter them for one project and leave a note to the BC under the Project Setup Instructions for the others.

Additional information is required for requests assigned to RELPS and RPSS: Project Type Code and/or Intra-Agency Instructions. To provide this information, click on the button labeled Enter/Edit RELPS/RPSS Instructions, make your selections and click on the Save button.

When your entries are complete, click on the Return to Branch Catcher button on the bottom of the Project Setup page. The optional routing comment displays in the Request History, which both Agency and RESD users can view. When you click on the Send button, a confirmation message displays, and the request automatically moves from your Pending to your Tracking grid for easy access. The system sends an email alert to the BC when all the staff assignments for a request are returned.

The BC completes the project setup in ABMS and then broadcasts the request. The system sends a broadcast email to the agency users who initiated and approved the request to inform them their project(s) has been assigned and to the individuals assigned to the project(s). Employees who processed the request are also included on the broadcast email.