

# CAS Budget System

## College Tutorials

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### Logging in

1. Navigate to the [CAS-IT Budget System website](#) and log in using the **CentralLogin** button.
2. You will be brought to the **Home** page, where you can see a list of **Deadlines** for the budget planning process over this year.

### College Review

By selecting the **College Review** tab at the top of the page, you'll be taken to a new page with five buttons for viewing/exporting data, as well as the header **All Requests Quick View**.

### Viewing and Exporting Data

At the top of the page, there are several buttons labeled **View/Export [Report Type]**. These buttons will show you every report of that type in the system, regardless of whether it's been sent for college review. Clicking any of these buttons will display several options for viewing and exporting data:

- **Search by Keyword:** Search through applications and their contents with a specified keyword.
- **Add Filters:** Filter applications with specific criteria. After clicking the button, use the two drop-down boxes and text box to specify what you want to filter the applications by. If necessary, you may add another filter by using the **Add filter** button. Afterwards, select **Submit** to add the filter, and it will be added next to the **Add filters** button. If it needs to be removed, you can click the **(-)** next to the filter.
- **Export:** Export data to the selected file format. By clicking the **Export** button, a window will pop up showing you several options to export the data in, including **.csv**, **.txt**, and **JSON**. To cancel exporting the data, either click the **X** in the top-right of the **Export Data** window, or anywhere outside of the **Export Data** window.

## All Requests Quick View

This header contains a list automatically filtered to view all requests with the status of college review. The list has the following functions:

- **Priority:** View the priority the selected request has over the other requests.
- **View Request Details:** Click the name of the request to view the details. This will take you to a new page that displays the details of the request and a log of all actions taken on this request, including creation, submission, approval, and returns to the requester.
- **Return to Department:** Click the **Return** button to send the request to its department.
- **Status:** View the status of the selected request. It will read **College Review** by default.

## Download Files

By selecting the **Download Files** tab at the top of the page, you'll be taken to a new page with multiple buttons for downloading documents, as well as the header **Department Files**.

### Download Files as Zip

By clicking the **Download All [Category Type]** buttons, you'll download all the documents under the selected category to a **.zip** file.

### Department Files

Under this header, you'll see a list of documents uploaded to the department with the following headers:

- **Department:** View the department in which the files were uploaded to.
- **Budget and Planning Document, Scholarship and Creative Report, and Reassigned Time Report:** Display the respective documents that have been uploaded. By clicking on the document link, you will see a preview of the document and the option to download it at the bottom of the screen. If the document is not able to be previewed, you'll only have the option to download it.
- **Upload Date:** View the date in which the files were uploaded.