

## Tutorial to order one or more books – new procedure starting at 1.1.2015

### I Order request

1. Go to the **FintrA-application**: <https://fintra.uhasselt.be/>.

[You find the FintrA-application on the Intranet of Hasselt University. Go to [www.uhasselt.be/en](http://www.uhasselt.be/en) and click in the topnavigation on "staff" to go to the Intranet. In the footer (at the bottom of the page) you find a link to "FintrA".]

#### Veelgebruikte documenten

Algemene vakantiekalender  
EHBO - Defibrillator

#### ICT-faciliteiten (CID)

Download software  
Teamviewer (PC-hulp op afstand)  
Hulp bij computergebruik  
Bestellingen CID  
Informatieveiligheidscommissie

Genereer je e-mail handtekening  
Ultimo (storingen, auto's, ...)  
**FintrA**  
Blackboard  
Toledo

#### Veelgebruikte applicaties

E-mail versturen naar personeel  
E-mail versturen naar studenten  
Document server  
Tikklok  
Sharepoint

2. Go to the screen “Requests” and then click on the green cross beneath the item “Add new”.

[If you have placed an order previously, you can open this order using the item “Add duplicate” and change the request where necessary (ISBN, title, price). This can save you a lot of time.]

The screenshot shows the FINTRA dashboard home page. At the top, it says "Welcome De heer LERNOUT Pieter (lucp8156)! [Log out] NL / EN". The navigation bar includes: START PAGE, REQUESTS, APPROVALS, REPORTS, YEAR BUDGET, STAFF PLANNING, and PREFERENCES. The main content area has several widgets:
 

- Requests:** Orders, work trips, reimbursement of expenses, tenders for service agreements, staff, ... Status to follow up for: 2 order requests. A red circle highlights the "To requests >>" button.
- Approvals:** All personal approvals have been handled. Button: "To approvals >>"
- Reports:** Project monitoring and reporting with information about budgets, transactions and inventory. Button: "To reports >>"
- Year budget:** Budget: Start-up, filing, assigning, tracking and reporting. Button: "To year budget >>"
- Staff planning:** Planning of staff / projects: staff allocation to projects, FTE distribution, staff budget, ... Button: "To staff planning >>"

 At the bottom, there is an information icon and text: "If you require access to (more options of) FintrA, please send an e-mail to your financial cell coordinator with the desired access level + potential motivation."

The screenshot shows the FINTRA "REQUESTS" screen. At the top, it says "Welcome De heer LERNOUT Pieter (lucp8156)! [Log out] NL / EN". The navigation bar includes: START PAGE, REQUESTS, APPROVALS, REPORTS, YEAR BUDGET, STAFF PLANNING, and PREFERENCES. The breadcrumb trail is "Start page » Requests". The main content area is titled "REQUESTS" and contains a table with the following columns: Request order, Awaiting further processing, Processed: To follow-up, Archive / Search, Add new, and Add duplicate. A red circle highlights the "Add new" button in the table.

Request order	Awaiting further processing	Processed: To follow-up	Archive / Search	Add new	Add duplicate
Request order	(1)	(2)	🔍	+	📄
Request budget work trip (in advance)	(0)	(0)	🔍	+	📄
↳ Request payback expenses	(0)	(0)	🔍	+	📄
Aanvraag offerte dienstverleningsopdracht CAD	(0)	(0)	🔍	+	📄
Aanvraag aanstelling/wijziging arbeidsovereenkomst CAD	(0)		🔍	+	📄

At the bottom, there is an information icon and text: "If you require access to (more options of) FintrA, please send an e-mail to your financial cell coordinator with the desired access level + potential motivation."

3. Fill in the fields marked in pink:

- **Summary:** 'Book purchase'
- **Supplier:** 'BIB-UHASLT'

## Request order

### 1. ADMINISTRATIVE INFORMATION

Provide a short summary that describes the request

Summary

Does this request require urgent handling?

Urgent

To which supplier is this order addressed?

Supplier  Choose from existing supplier codes  \* (Search)

Unknown supplier codes or new supplier

Contact person at firm (if relevant?)

For attention of

To which financial cell do you wish to submit this order request?

Financial cell

4. Fill in the email address of your **budget owner** (your tutor, your project manager, your administrative director,...). In the field "Further handling" you choose the option "**The financial cell handles the order online**".

### 2. WHO SHOULD CONFIRM (APPROVE OF) THIS REQUEST?

To which budget owner should the request be sent?

I will enter the budget owner below

Email budget owner  (Select from list)

I'm the budget owner and I will enter info about the cost center below

Provisional approval by proxy

In what language should the budget owner be addressed?

Language budget owner

After approval: in what way should the further handling of the order proceed?

Further handling

The financial cell handles the order by letter, e-mail or fax

The financial cell handles the order online

I will handle the order (online) myself (I will first wait for approval of this request via email)

5. In the section “**Details of the order**” you fill in the amount, the price (if you don’t know the exact price, you can fill in an indicative price) and a description of the wanted book (at least the title and the ISBN).

**3. DETAILS OF THE ORDER**

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Which currency is used?  
 Currency

Provide the detail lines of the order

#	Number	Unit price (excl. vat)	Description, packaging, article nbr.	
1	1,00	50,0000	ISBN 978-90-334-7762-1 Rechtsvergelijking	✗
2	1,00	30,0000	ISBN 978-90-5210-784-4 De grote paddenstoelengids voor onderweg	✗
3	1,00	46,0000	ISBN 978-90-313-6588-3 Onderzoek en behandeling van de knie	✗
4				✗
5				✗
Total:		126,00		

[Add extra order lines](#)

6. In the section “**Optional additional information**” you choose the library as place to deliver.

In “**optional note for supplier**” you can indicate that you immediately want to lend the ordered book using the extensive lending procedure, which gives you the opportunity to use the book during the rest of the academic year.

In this field, you can also ask the university library to place a rush order (delivery within 1 or 2 days), although this implies an extra cost. The library will inform you in advance which extra cost will be charged. Afterwards you can still decide whether or not you choose this option.

[Ideally, you also give a UDC code to the ordered books. UDC ([Universal Decimal Classification](#)) is an international library classification scheme that accommodates hundreds of thousands of concepts. This system makes it possible to classify and unlock books in a structured way.]

**5. OPTIONAL ADDITIONAL INFORMATION**

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Please select the correct delivery info  
 Delivery info

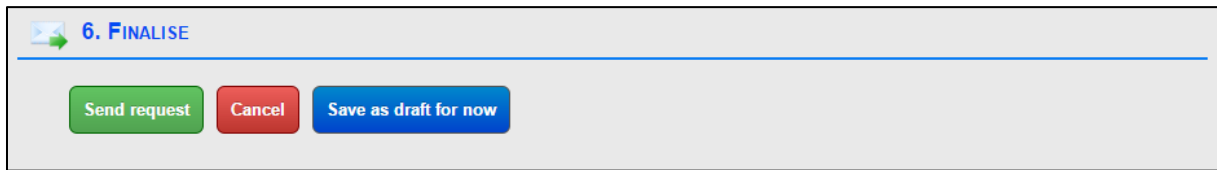
Do you wish to provide extra instructions/information to the supplier? For example: time of delivery, delivery location, ...

Optional note for supplier:

Do you wish to add a motivation or additional information (for internal usage)?

Motivation/info (optional):

7. Finally, you click on the button **"Send request"**.



## II Handling of the order

Your order is sent to the mailbox of your budget owner; he or she will (or won't) approve your request.

After the request order is approved, the financial cell will send the order to the university library, who is responsible for further processing and of course keeps the applicant informed.