

# PROWORKFLOW (PWF) QUICK GUIDE

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SMARTER

## SUBMITTING A PROJECT REQUEST IS EASY USING OUR PROJECT MANAGEMENT SYSTEM PROWORKFLOW. BECOME A PWF EXPERT TODAY USING THE FOLLOWING QUICK GUIDE.

### 1 GETTING ACCESS

- Get a PWF account by attending a ProWorkflow Training session. Sessions are held throughout the year and are advertised in The Flame. For more information about the next upcoming training session, visit [txwes.edu/communications](http://txwes.edu/communications)
- After you've completed a training session, your login credentials will be sent to your university email account.

### 2 SUBMITTING A PROJECT REQUEST

- Login to PWF using your login credentials: [proworkflow6.net/texaswesleyanuniversity](http://proworkflow6.net/texaswesleyanuniversity)
- After you login, click the green button that says, "New Project Request"
- Complete the request form by providing the following information below:
  - Project title (be specific)
  - Provide a brief description of your project
  - Fill out table as much as possible (event date, due date, quantity, size/s, colors, etc.)
  - Provide finalized content. Finalized content should be received by *all interested parties* prior to submission and should not require any modifications or changes.
  - If necessary, upload supporting materials (Word, Jpeg, PDF, etc.)
- Once a project is submitted, the creative services manager will contact you and assign your request a project number and provide details on deadlines and project costs (if necessary).

### 3 PROWORKFLOW TIPS

- Be sure to review our average timelines for projects prior to submitting a project request. This will provide you with a general guide as to the time frame needed to either complete your project or provide you with a proof of the artwork. Project timelines can be found at [txwes.edu/communications](http://txwes.edu/communications)
- Make sure your supervisor is aware of your project. By submitting a project request, you affirm you have your supervisor's approval to make this request.
- Remember to include all project details and finalized content when submitting your project. We can't start the project until we have everything we need from you.
- You can view your project messages without logging into PWF. Messages sent in PWF are directly sent to your university email account.
- Once you receive a quote for your project, if the quote is approved, go ahead and work on getting a purchase order created. Our department cannot submit approved artwork to vendors without it.

### QUESTIONS? CONTACT US

#### OFFICE OF MARKETING & COMMUNICATIONS

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