

Web Design Job Ticket Instructions

Submitting a Web Design Job Ticket

On Campus: NCCC FYI home page > Public Relations > **IssueTrak Login**

Off Campus: NCCC home page > Faculty/Staff > **IssueTrak Login**

1. Click on **IssueTrak Login**
2. Log in with your College provided username and password.
3. Click on **Submit Issue**.
4. Type a brief description of what the issue is about for the **Subject**.
5. Then, in the **Full Description** box, providing specific details, explain what the issue is.
6. To choose an **Issue Type** click on the **Down Arrow** to show the options, select **Web Design**.
7. Choose applicable ***Sub-Type (see page 2)** by clicking on the **Down Arrow** that will give more specific options pertaining to your **Issue Type**.
8. If you have a specific time frame in which you need the issue completed, please enter a **“Required By Date:”** You can use the Calendar to the right of the field to determine and select a date.
9. If you have no files to attach, skip to number 11.
10. **Check the checkbox** at bottom of form that says, **‘Include Attachment’**.
11. Click on **Submit Issue**.
12. Attach related project files to complete the design job.
13. Click on **Save** to complete your Web Design Job Ticket.

*Sub-Type

When requesting Web Design work, please make note of **the following options as they are the considered 'Sub-Type' of Web Design job tickets** that can be submitted.

<ul style="list-style-type: none">• Banner Ad• Button• EBlast• Virtual Fair / Booth Graphics	<ul style="list-style-type: none">• Web Form• Web Page Creation
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Specific Questions to Ask Yourself:

Banner Ad

Please specify:

- Where will the Banner Ad be displayed?
- Text to be included i.e. dates, times, event name or other message for Banner Ad.

Button

Please specify:

- Give website address button should be linked to
- Text to be included i.e. dates, times, event name or other message for button.

EBlast

Please specify:

- When should EBlast be sent?
- Text to be included i.e. dates, times, event name or other message for EBlast.
- Please provide Excel data file with email addresses of recipients.

Web Form

Please specify:

- Do you require any images to be used in the form?
- Who will receive submission data? (Can be multiple email addresses).
- List the form fields you need.
- Text for confirmation email sent to user.