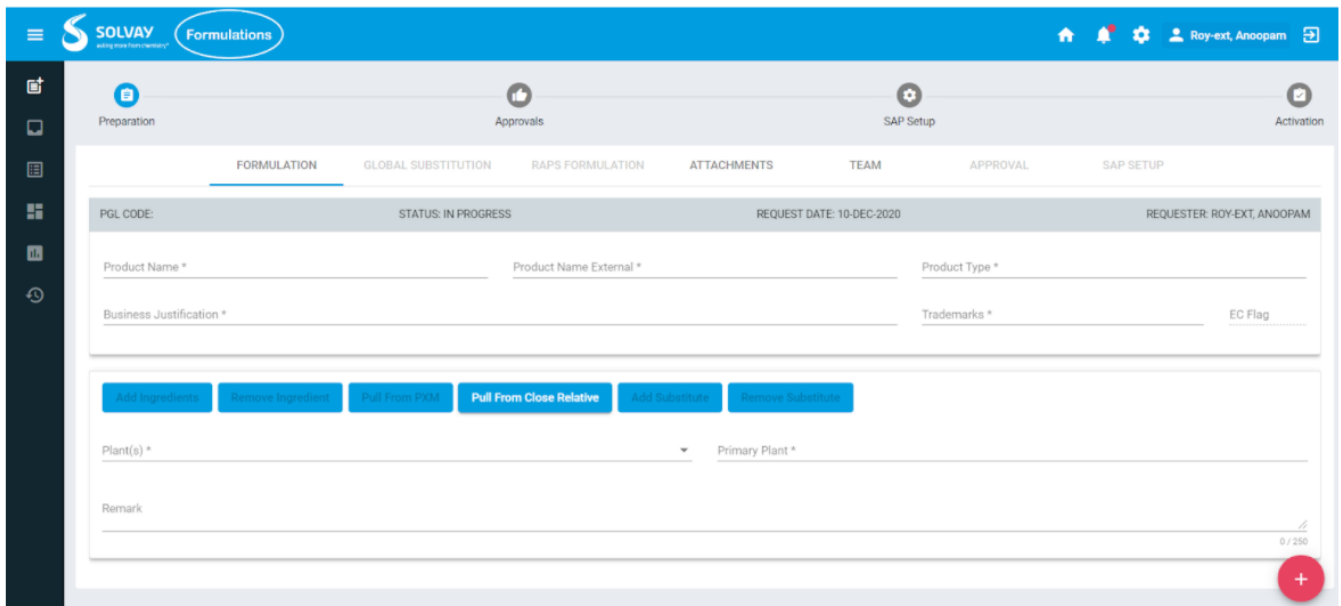
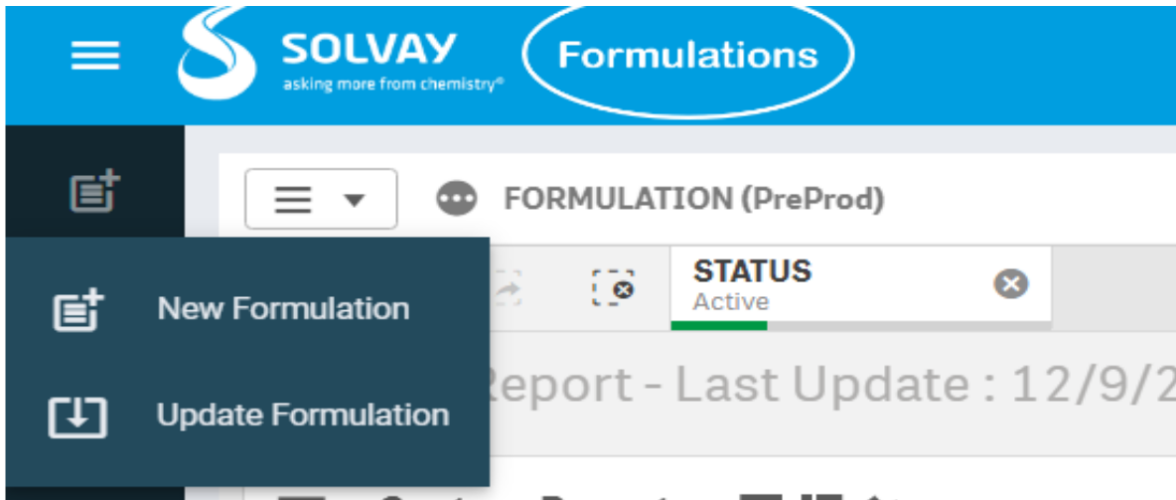


# Create a new process/project/request

Initiating a Process: The process is capable of initiating below types of request:



**Request Initiation:** As soon as the user puts in all the relative information and select the project team the 'Submit' button will be enabled.

**Project Team Creation during Initiation:** If any function or department has only one user identified via business rules then the system will pre populate the user.

**Successful Request Creation:** As soon as user clicks on 'Submit' button in request screen, the request will be created in the system and it will display below success message containing the 'Project Name' in the format 'PGLCode\_CurrentYear/SystemGeneratedUniqueNumber'

