

# Instructions for accessing SPP PRC-002 DDR

## List and associated files

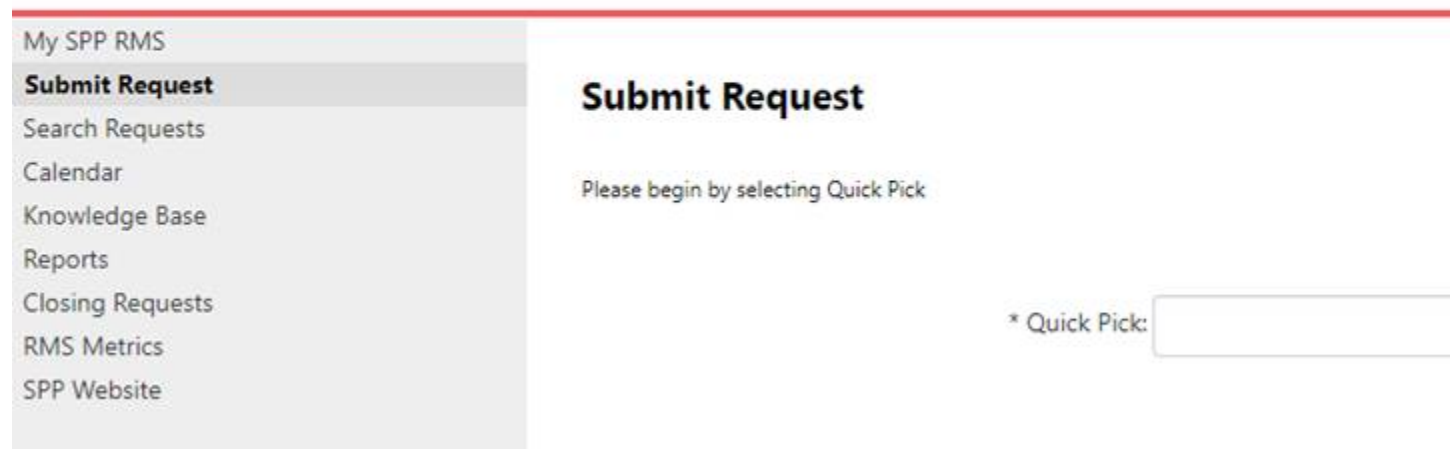
Use this link if you do not have an RMS account.

<https://www.spp.org/stakeholder-center/customer-relations/request-management-system/>

Use this link if you have an RMS account to request Globalscape access.

<https://spprms.issuetrak.com/>

Within RMS there is a Quick Pick option to request Globalscape access.

A screenshot of the SPP RMS web application. On the left is a vertical navigation menu with a grey background and white text. The menu items are: "My SPP RMS", "Submit Request" (highlighted with a darker grey background), "Search Requests", "Calendar", "Knowledge Base", "Reports", "Closing Requests", "RMS Metrics", and "SPP Website". The main content area has a white background. At the top of this area is the heading "Submit Request" in bold black text. Below the heading is the instruction "Please begin by selecting Quick Pick". To the right of this instruction is a label "\* Quick Pick:" followed by an empty rectangular input box.

## Submit Request

Submit Request

Quick Pick: GlobalScape (Docushare/State E) ▼

To access Globalscape <https://xfer.spp.org/eftclient/account/login.htm>

Navigate to “Studies\_West\Report Tools\PRC-002 Dynamic Disturbance Recorder List” for file access.

“SPP DDR (PRC-002) Process V1.0.docx”

“SPP PRC-002 DDR List.xlsx”

“SPP RC WI PRC-002 Contact List.xlsx”