SUBJECT: RealSource Gets a New “Look” on Monday

Over the weekend, the RealSource tool will undergo an upgrade that will affect the general “look” of the system. To accommodate the upgrade, the system may be down for brief periods starting Friday (April 3) at 5pm through Sunday (April 5) at 5pm. The RealSource team will be monitoring emails to the RealSource HelpDesk throughout the weekend in case you need help. A notification will be sent once the upgrade is completed.

So, what does the upgrade do? First, it does not affect the flow of screens, screen content or functionality. The classic style of the system will remain intact; however, certain fonts, graphics and icons will be updated. These changes focus on de-cluttering screens, building consistency among modules, and improving the overall visual experience. For a quick peek of what to expect, see

https://realsource.vcu.edu/media/real-source/content/media/RealSource%20Upgrade.pdf

Also on Monday, the RealSource Help-Guide, located on the Departments Only tab, will be republished to include new screen shots and additional content around receiving and vendor/other forms.

Finally, the New and Existing Vendor Request forms have been slightly modified, and a new form has been added for student-vendors only. A table to assist you in selecting the appropriate form will be included in the Help-Guide.

We hope you will like the new look of the tool, the changes to the Help-Guide and the addition of the Student Request form. If you have suggestions, comments or questions, please let us know.

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