University of Wisconsin
University of Wisconsin **Grants Project** **Desk Reference** *Madison * Milwaukee * Extension*

WISPER Routing

Routing a record in WISPER allows the user to transfer ownership to another person. There are two options available for routing a WISPER record:
1. Route the record to a specific person
2. Route the record to the administering division

Please refer to your department or division for specific direction on who the record should be routed to for further processing.

The following steps will guide you through the process of routing a record in WISPER:

1. Login:

1. Navigate to the WISPER login page via **http://www.rsp.wisc.edu/WISPER** to enter your user ID and password. Locate the record to be routed.
   a. If it is on your MY WISPER worklist, select the record.
   b. If it is not on your MY WISPER worklist, use the Search function to locate the record.

2. Route the Record:

1. Click the *Route to Another Person* button in either the header or footer of the record. The Route Ownership of this Record page will open.

2. If you wish to enter a note or comment to the recipient, enter the information in the text box. This information will be transmitted to the next recipient in the email and be stored as a routing comment on the WISPER Comments tab.

3. To route to a specific person, click the appropriate button. In the subsequent screen, look up the recipient by name and/or department (UDDS). That recipient will receive an email

notification that a record is waiting for their action. It will also appear on their MY WISPER worklist in the *In Box* section.

4. To route to the administering division, click the appropriate button and verify that you want to route to the specified division. The users with Division Role status for the Administering Department of the record will receive an email notification that the record is awaiting their review and the record will appear on the Division worklist.

5. At any time you may view the routing comments and routing history on the Comments tab.

Routing History			
Route Date Time	**Routed To**	**Routing note to recipient**	**Routed by**
1 04/21/08 3:24PM	BALSER,TERESA C	TEST ROUTING NOTE	LAWTON,NOELLE H