# Intellect FAQs

## Contents

- Intellect FAQs ................................................................................................................................................1
- What could Intellect support at RUL? ........................................................................................................2
- How do I setup a project in Intellect? ........................................................................................................2
- How will I learn Intellect? ..........................................................................................................................2
- What kind of reports can I generate in Intellect? .........................................................................................2
- How do I share the reports generated in Intellect? .....................................................................................2
- Interested in using Intellect? .......................................................................................................................2
- Glossary .......................................................................................................................................................3
What could Intellect support at RUL?

Intellect can be applied in multiple ways within the Libraries including, but not limited to, classic project management, digital projects tracking, project request/initiation, project status reporting, document management, workflow management, resource tracking, and issue handling.

How do I setup a project in Intellect?

As with any new software, there is a learning curve to acquire skills in using Intellect. We will be glad to assist you to design your project and train you to use Intellect to help manage your project. If you have project management responsibilities and would like to use Intellect, please contact the Integrated Information Systems department at the following email address: intellect_help@rulmail.rutgers.edu.

How will I learn Intellect?

If you have project management responsibilities, please contact the Integrated Information Systems department at the following email address: intellect_help@rulmail.rutgers.edu. We will be glad to assist you to design your projects and train you to use Intellect to help manage your projects.

What kind of reports can I generate in Intellect?

The reports are not defined by the system; they are defined by you, the user. The reporting function draws from the data within the system and naturally the more robust the data the more powerful the reporting possibilities. Reports can be generated based upon current or overdue tasks, project managers, participating staff or whatever information is being captured for the project. Bottlenecks can be more readily identified and, as a result, resource allocation can be more efficiently and systematically managed.

How do I share the reports generated in Intellect?

Reports generated in Intellect can be exported in PDF or Excel and can be shared with your team members or managers.

Interested in using Intellect?

Please contact the Integrated Information Systems department at the following email address: intellect_help@rulmail.rutgers.edu.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>A work performed by an organization that has a definite beginning and a definite ending to produce a unique outcome.</td>
<td>Absolute Beginner’s Guide to Project Management by Gregory M. Horine</td>
</tr>
<tr>
<td>Process</td>
<td>A systematic series of actions directed to some end.</td>
<td>Dictionary.com</td>
</tr>
<tr>
<td>Workflow</td>
<td>The set of relationships between all the activities in a project, from start to finish. Activities are related by different types of trigger relation. Activities may be triggered by external events or by other activities.</td>
<td>Dictionary.com</td>
</tr>
<tr>
<td>Template</td>
<td>A form that contains information about the project such as project manager, start date, end date etc.</td>
<td>Interneer</td>
</tr>
<tr>
<td>Instance</td>
<td>A record that contains information about the project entered in the form. Also called as record.</td>
<td>Interneer</td>
</tr>
<tr>
<td>Table</td>
<td>A container that stores multiple instances or records.</td>
<td>Interneer</td>
</tr>
</tbody>
</table>