FOR THE ADMINISTRATOR WHO HAS TO SEE ALL OF IT

Your account, and who sees what

One account for the whole organisation, with a level for every campus, billing account and department underneath it.

ALL 23 CAMPUS PORTALS LIVE AT IPRONTO.COM

All campuses /Cal-State

Cal State Long Beach /CalState/long-beach

Cal State San Jose /CalState/san-jose

Cal State Sacramento /CalState/sacramento

THE RULE THE WHOLE ACCOUNT RUNS ON

Each level sees everything inside it and nothing above it. A department sees its own trips. A billing account sees every department under it. Systemwide procurement sees every trip, at every campus, without asking anyone for a status. Nobody has to send anybody a spreadsheet.

WHAT YOU CAN DO FROM THE TOP

- See every trip in the organisation — requested, confirmed, running, complete
- Filter by campus, billing account, department, date range or PO
- Pull invoices and spend in aggregate or one campus at a time
- Add, move or remove users yourself, at any level
- Set who may request and who must approve, per billing account
- Export trip history and spend for a board paper or an audit

SETTING IT UP

1. **Tell us your structure**
   campuses, billing accounts, departments, and who owns each one. A list is enough; it does not have to be tidy.
2. **We build it**
   We create the levels and load your rates, so nobody starts from a blank form.
3. **You add your people**
   Invite them at the level they belong to. They see exactly what that level sees.
4. **It changes when you do**
   A new department, a new budget holder, a reorganisation — you make the change yourself, or we do it the same day.

WHY ADOPTION STALLS, AND HOW TO AVOID IT

The portal only saves anyone time when the people who book are actually on it. Start with the two or three departments that book most, get them through one real trip, and the rest follow. We run a one-hour onboarding session for each campus — that is the whole ask.

START HERE

iPronto.com/Cal-State

Ask us to map your structure. It takes one call and we build it for you.

iPronto.com/Cal-State
Cal State Customer Care · CalState@iPronto.com · 833.CSU.0008



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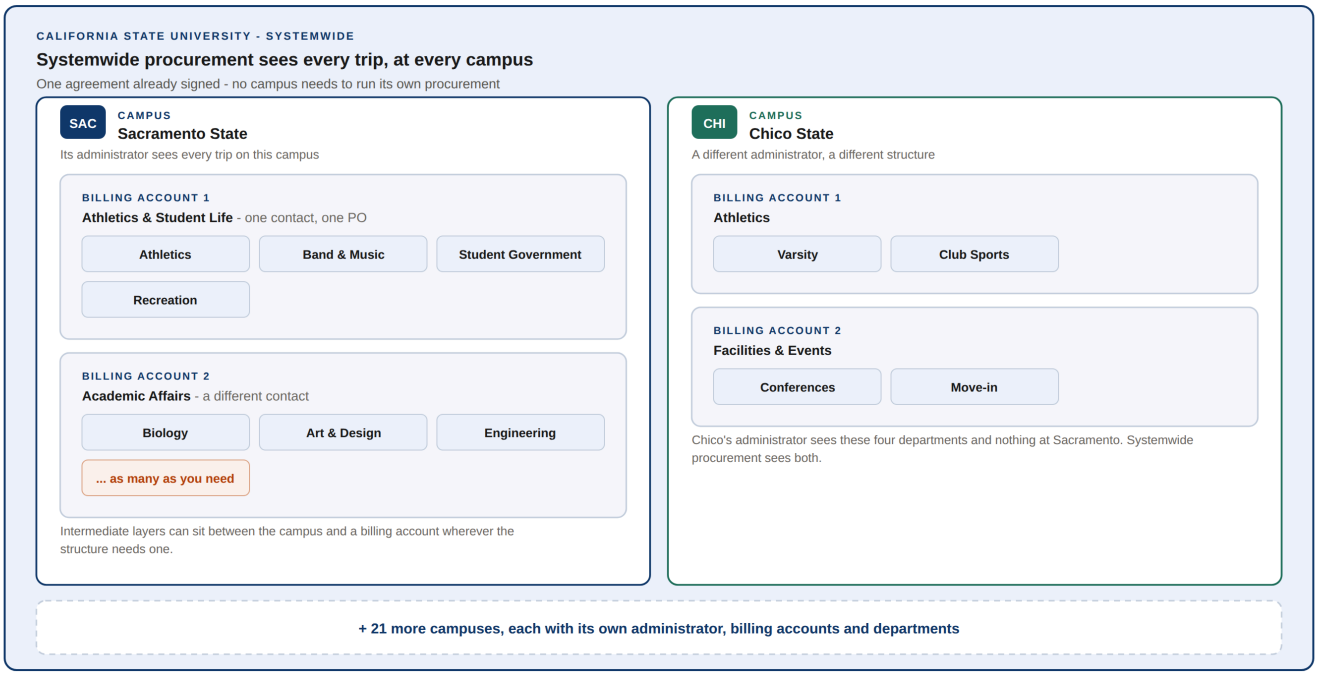
HOW YOUR ACCOUNT IS ORGANISED

One account, a level for every part of it

Each level sees everything inside it and nothing above it. Every campus books independently; Systemwide procurement sees all of it. Intermediate layers can sit anywhere the structure needs one.

Cal State: one agreement, 23 campuses, one portal

Each level sees everything inside it and nothing above it. Every campus books independently; the Chancellor's Office sees all of it.



Run your own vehicles?
Campus fleets and drivers live in the same portal - managed by your team or ours - beside every chartered trip.

Departments shown are illustrative. Tell us your structure and we build it to match — there is no limit on levels, billing accounts or departments.

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