

## New OUC Forms Website Creates Improved User Experience <sup>[1]</sup>

May 31, 2024

Welcome to the OUC's new Forms website! We're excited to introduce our re-engineered webpages and to highlight some of the enhancements we've implemented. These enhancements are based on OUC experience ... and on your direct feedback. So, **thank you!**

Among the key enhancements to the [Main OUC Forms webpage](#) <sup>[2]</sup>:

- *Previously*, our main Forms page listed the OUC finance-focused forms (e.g., Cash Receipt), but not the OUC-guided forms that are required for certain Procurement Service Center (PSC) processes (e.g., Official Function). Furthermore, other than form title, no additional information was provided.
- *Now*, you see a consolidated listing of both longstanding "Finance" forms *and* select "PSC" forms that have previously only appeared on the PSC Forms webpage. For all forms, you see a "Purpose" statement explaining when/why the form is needed. If you are looking for a form and are not sure of the form name: our new search function lets you type in a key word, and the webpage will search form title and form purpose description to help you find the form you need.
- *In addition*: We've fine-tuned the main Forms page to provide links to other campus/CU System forms sites, connect to OUC News feeds about our forms, and provide guidance on how to get help, including a direct question/feedback webform. Remember that we always welcome your feedback - so feel free to use this webform to share your comments as well as your questions.

Among the key enhancements to the **Individual OUC Forms webpages**:

- *Previously*, you had a different experience/different format when you went to an OUC finance-focused form on the OUC website (such as Cash Receipt) vs. when you went to an OUC-guided procurement-related form on the PSC website (such as Official Function).
- *Now*, you have a similar user experience when you visit any of the forms that the OUC manages. This includes a streamlined webpage with immediate access to the form download link. No more scrolling to the bottom of the page to download the form you want.
- *In addition*: We've fine-tuned the individual Forms pages to offer FAQs, document revision history, OUC News feeds about the specific form, and guidance on how to get help.
- *In process*: We're adding form business process maps to the individual form pages. Based on your input, we know that the process maps will facilitate department understanding and management of each form.

## **Our redesigned Forms webpages create a positive foundation/framework for the redesign of the forms themselves.**

The enhanced website supports the OUC Forms Redesign Project, as we work with you - our campus experts - to review individual form business process, pain points, and potential reengineering out of Excel into automated platforms.

Questions/comments? Reach out to the Financial Services & Solutions (FSS) Help team at [FSS@cu.edu](mailto:FSS@cu.edu) [3].

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**Source URL:**<https://www.cu.edu/controller/news/office-university-controller-news/may-31-2024-edition/new-ouc-forms-website-creates>

### **Links**

[1] <https://www.cu.edu/controller/news/office-university-controller-news/may-31-2024-edition/new-ouc-forms-website-creates> [2] <https://www.cu.edu/controller/forms-0> [3] <mailto:FSS@cu.edu>