

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

WISPER Record Routing

Routing a record in WISPER allows the user to transfer ownership to another person, which emulates the previous physical hand-off of the T-form. 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 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, select the Search link at the bottom of the page and search for the record.

2. Route the Record:

1. Click the "Route to Another Person" button in the footer of the record.
2. To route to a specific person, click the top button. In the next screen, look up the next recipient by name or department (UDDS). That next 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.
3. To route to the administering division, click the second button and verify that you want to route to the specified division. The division users for the Administering Department of the record (based on the administering department on the General page) will receive notification that the record is awaiting their review.

Route Ownership of this Record

Record currently owned by