WISPER – Locate and Track a Record

The status of a WISPER record can be tracked using the status fields on the Search or MY WISPER page or by using the detailed information on the Comments, History and SPO Action tabs. The Comments tab provides any information not captured in the existing fields on the record and also captures the routing history and notes on each routing action. The History tab serves as a repository for key changes made to a record up to and including the generation of an spending projects. The SPO Action tab is the primary interface for all SPO staff with individual WISPER records and can be used to track progress in submission and negotiation.

I. Login and Search:
   1. Navigate to the WISPER login page via http://www.rsp.wisc.edu/WISPER, select the Log in to WISPER button, then enter your netID and password.
   2. Locate the record.
      a. If using the Search Page, WISPER provides many search fields by which to search for an existing record.
         i. Wildcards, such as “%” or “**” are not necessary as WISPER searches all records that contains the text you have typed.
         ii. The results list below includes the current owner and the current status of the record. If more information is needed, click on the record to launch and proceed with step II of this reference.
      NOTE: THE RECORD WILL OPEN IN A NEW WINDOW OR TAB. IF YOU EXPERIENCE NO ACTION OR A FLASHING OF YOUR SCREEN RATHER THAN THE OPENING OF A RECORD, PLEASE CHECK YOUR POP UP BLOCKERS.
      b. If using MY WISPER, simply select the record from your list that you wish to track.

II. Comments

All communication between campus users or information about the record which cannot be captured in existing fields is captured and can be reviewed on the comments tab.
The comments tab also tracks routing information in the “Routing History” section. This table captures route date/time, routed to, routed by, and any included routing notes.

<table>
<thead>
<tr>
<th>Route Date/Time</th>
<th>Routed To</th>
<th>Routing Note to Recipient</th>
<th>Routed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/04/2009 3:24PM</td>
<td>BALSER, TERESA C</td>
<td>TEST ROUTING NOTE</td>
<td>LAWTON, NOELLE H</td>
</tr>
</tbody>
</table>

### III. History

1. Select the History tab to view events tracked in the record history:
   - Change of PI, Sponsor, or Document Type
   - PI Signature
   - Division signature
   - Routing to a new owner
   - Change in WISPER Status
   - Change in Funding Status – including identification of Award or Project ID
   - Request of an Approval
   - Comments, Approval, or Denial of an Approval

### III. SPO Action page

1. Select the SPO Action tab to track RSP’s action and status of the record. The key fields to monitor have been listed and identified below:
   a. Document status
   b. Funding status
   c. RSP owner
   d. Award ID (if funded)
   e. Negotiation status