

OVERVIEW

- ✘ BOMS is Administrative software that enables Personnel, Accounting and Inventory to work in conjunction with one another. The software has been enhanced so all staff members can use the web based program to complete their administrative duties/requirements.

ADMINISTRATIVE FUNCTIONS

- ✘ Attendance/timesheet
- ✘ Batching State/county (Electronically submission)
- ✘ All yearend reports
- ✘ Surplusing inventory
- ✘ PAR/Position Description (Electronically submission)
- ✘ New Hire Paperwork
- ✘ Certified Forwards
- ✘ Travel

ADMINISTRATIVE FUNCTIONS

- ✘ Data Base Management(tracking what outside data bases employees have access to)
- ✘ Capability to track items staff members has been given (books, laptops, etc)
- ✘ Imaging (HR, Accounting, Inventory)
- ✘ OPS Payroll
- ✘ ID Badge Production
- ✘ Purchase Order Production
- ✘ Policy and Procedure repository
- ✘ Motor Vehicle Reports
- ✘ Photo Album for supervisors

ADMINISTRATIVE FUNCTIONS

- ✘ Email Notifications of work productions:
 - a) Leave (when leave is requested an email can be sent to approve that leave is pending for approval)
 - b) Timesheets (when timesheet is submitted an email can be sent to approver that timesheet is pending approval)
 - c) OPS hours (when hours are posted an email can be sent to approver that hours are pending waiting for their approval)
 - d) Comp/OT hours (when hours are posted an email can be sent to approver that hours are waiting to be approved)
 - e) Travel (when an employee enters travel an email can be sent to approver notifying them of pending issue.)
 - f) Evaluations (when completed approvers are notified by email of pending evaluation)
 - g) Any information submitted electronically batch sheet , PAR, Position Description, etc. email notification can be received on all these actions

FUTURE BOMS ENHANCEMENTS

- ✘ New Deposit module
- ✘ Electric transmission of Purchase Orders
- ✘ Finalize tab in Travel to electronically attach documents

FUNCTIONS FOR STAFF

- ✘ Submission of timesheet and leave requests electronically(FTE, OPS and volunteers)
- ✘ Leave Balances available for viewing
- ✘ Submission of vehicle logs electronically
- ✘ On line view and approval of office policy's
- ✘ Supervisor approval of leave requests, timesheets and vehicle log
- ✘ Employee updates office phone, room #, emergency contact , address and phone #,
- ✘ Submit travel information electronically

SECURITY ADMINISTRATION

Click on Security box in BOMS Web. The following screen will open.
Then Click on help menu and click on Manage security (CIP has instructions there)

The screenshot displays the BOMS Security Administration interface. At the top, there is a navigation bar with 'Module v', 'Manage security', and 'Help v'. The 'Help v' menu is circled in orange. Below this, the 'Manage Security' section is visible, featuring buttons for 'Add +', 'Edit', 'Regular options v', 'Administrative options v', 'Show: Profile: employee v', and 'Containing v'. A search field labeled 'Find' is also present. Below the navigation, there are navigation controls including arrows and a page indicator '1-50 of 278'. The main content is a table with the following columns: 'Usercode *', 'Email address', 'Employee', 'Profile', 'Rights', 'Active directory user', 'AX usercode_personnel', and 'AX p'.

Usercode *	Email address	Employee	Profile	Rights	Active directory user	AX usercode_personnel	AX p
adamsa	aadams@sao.cjis20.org	Adams, Ashley N.	Employee	Standard	No		
Alberton	nalberto@sao.cjis20.org	Alberto, Nicholas A.	Employee	Standard	No		
Andersonm	manderson@sao.cjis20.org	Anderson, Mary C.	Employee	Standard	No		
andersons	sanderson@sao.cjis20.org	Anderson, Susan L.	Employee	Standard	No		
andersonsj	sanderson2@sao.cjis20.org	Anderson, Shaina J.	Employee	Standard	No		
ashbyb	bashby@sao.cjis20.org	Ashby, Brian M.	Employee	Standard	No		
hazen	nhazen@sao.cjis20.org	Hazen, Patricia A.	Employee	Standard	No		

CIP INSTRUCTION (FROM HELP SCREEN)



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MANAGE SECURITY

1 – How To Access Manage Security Screen.....Page 2

2 – How To Add Usercode ...|.....Page 3

3 – How To Assign Permissions.....Page 4

4 – Regular Options Menu.....Page 7

5 – How To Set Active Directory.....Page 8

Browsers compatible with the New BOMS Platform:

- Mozilla Firefox
- Google Chrome
- Internet Explorer 11.0 and later

New BOMS platform requirements:

- Excel 2007 with PDF and later

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PowerPoint Presentation - Google Chrome
172.25.1.64/bomsweb/Help/Office2007/StepByStepManageSecurity.pdf?version=495

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Module ▾ Activities ▾

- BOMS Accounting ▾
- BOMS Imaging
- BOMS Inventory
- BOMS Personnel
- BOMS Security**

To access the Security module, you MUST have permission to access the module first. Once you have the permission granted, log in to BOMS, then go to Module->BOMS Security to access the screen below

Manage Security

Add + Edit Regular options ▾ Administrative options ▾ Show: Profile: employee ▾ Containing ▾ Find

Usercode	Email address	Employee	Profile	Rights	Active directory user	AX usercode_personnel	AX pa
doe_j		Doe, John	Employee	Standard	No		
EA		employee, authorization E.	Employee	Standard	No		
jack_w		Jack, William	Employee	Standard	No		
jacko_w		Jackson, Michael	Employee	Standard	No		
jane_j		Jungle, Jane	Employee	Standard	No		
johns_m		Johnson, Mary E.	Employee	Standard	No		
lmanco		Manco, Luis pupu	Employee	Standard	No		
plant_r		Plant, Robert	Employee	Standard	No		

2

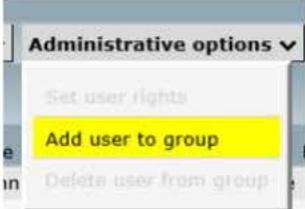
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PowerPoint Presentation - Google Chrome

172.25.1.64/bomsweb/Help/Office2007/StepByStepManageSecurity.pdf?version=495

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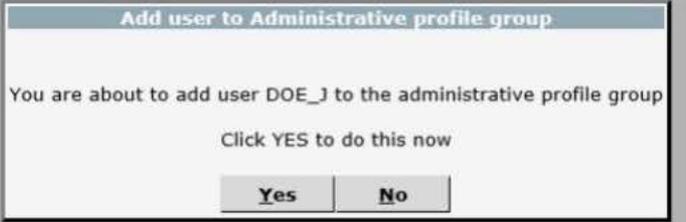
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Administrative options ▾

- Set user rights
- Add user to group**
- Delete user from group

To assign permissions through out the BOMS program, first you need to move the employee to the administrative group. Go to Administrative Options->Add User To Group.



Add user to Administrative profile group

You are about to add user DOE_J to the administrative profile group

Click YES to do this now

Yes **No**

You will get this message. Click "Yes" to proceed.



One user added to administrative profile group

Module ▾ Manage security Help ▾

You'll get this confirmation message.

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PowerPoint Presentation - Google Chrome
172.25.1.64/bomsweb/Help/Office2007/StepByStepManageSecurity.pdf?version=495

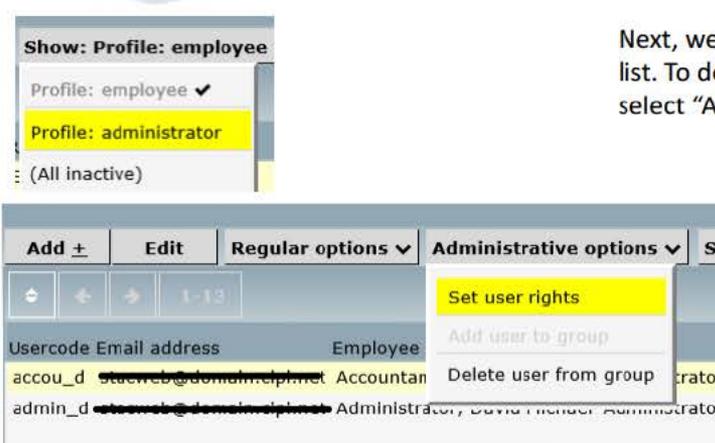
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Next, we need to switch to the Administrator list. To do this, go to "Show: Profile" and select "Administrator."

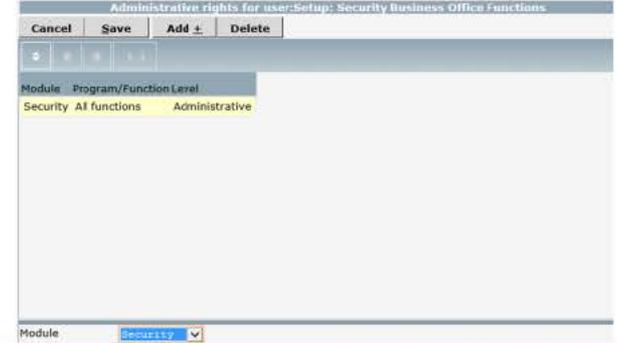
Select the employee you are going to assign permissions. Then, go to Administrative Options->Set User Rights.

On this screen is where you will add the module(s) and function(s).



The screenshot shows a user management interface. At the top, there is a 'Show: Profile: employee' dropdown menu with 'Profile: employee' selected and 'Profile: administrator' highlighted. Below this is a table of users with columns for 'Usercode', 'Email address', and 'Employee'. The 'Employee' column is highlighted, and a context menu is open over it with 'Set user rights' highlighted.

Usercode	Email address	Employee
accou_d	stueweb@domdmh.dpl.net	Accountan
admin_d	stueweb@domdmh.dpl.net	Administrator, David Fender, Administrator



The screenshot shows a dialog box titled 'Administrative rights for user: Setup; Security Business Office Functions'. It has buttons for 'Cancel', 'Save', 'Add +', and 'Delete'. Below the buttons is a table with columns for 'Module' and 'Program/Function Level'. The table contains one row: 'Security AI functions' with 'Administrative' in the 'Program/Function Level' column.

Module	Program/Function Level
Security AI functions	Administrative

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Click "Add" to grant the permission(s) to the employee. Once you're done assigning permissions, click "Save".

Administrative rights for user: Setup Security Business Office Functions

Cancel Save Add ± Delete

Module	Program/Function	Level
Accounting	All functions	Administrative
Inventory	All functions	Administrative
Personnel	All functions	Administrative

Module: Accounting
Program/Function: All functions
Level: None

Add ± Edit Regular options Administrative options Show: Profile: administrator

Usercode	Email address	Employee	Profile	Rights
accou_d		Accountant, Daniel	Administrator	Security - super user
admin_d		Administrator, David Michael	Administrator	Accounting - super user Imaging - super user Inventory - super user Personnel - super user Salary - super user Security - super user
assis_m		Assist SA, Michael	Administrator	Imaging - super user Inventory Personnel - super user Salary - super user
burns_b		Burns, Barbara J.	Administrator	Accounting - read only Inventory - read only

This is the screen to review permissions assigned to the employee.

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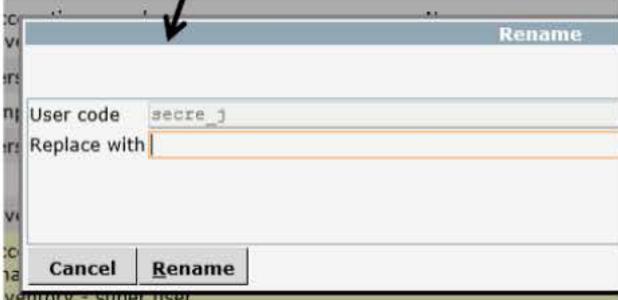
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Regular options ▾

- Clear password
- Delete usercode
- Rename usercode
- Export to excel

The "Regular Options" menu on the Manage Security screen will let you do the following functions:

- Clear password:** Reset the password to be the same as the usercode.
- Delete usercode:** Removes usercode from the database.
- Rename usercode:** Changes the usercode of an employee. The screen below will come up when using this option.
- Export to Excel:** Exports the usercode list to a spreadsheet.



Cancel Rename

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Module ▾ My activities ▾ Reports ▾ Approval ▾ Management ▾ Administration ▾ Help ▾ Notifications ▾

Post evaluations
Print W-4
Configurations
Test authentication
Inventory update
Vehicles
Pool car mileage
Pool car expense
Reopen vehicle log
Community service

In order to set the Active Directory, first, go to Administration->Configurations.

From the configuration list, select "Security Options". Enter the LDAP path for your office under the "LDAP Path For Use Authentication" setting.

Code
Acknowledge categories
Acknowledge documents
Attendance options
Client tool options
Community service events
Course categories
E-mail options
Evaluations
Evaluation rating scales
Exchanges
External data options
Image categories
Legacy options
Merge documents
OPS options
Overtime options
Security options

LDAP Path for user authentication
LDAP://SERV003.bomls.sigs.net/DC=bomls,DC=cipi,DC=net

Super user authentication method
Allow employees to edit their home address, mailing address, room number, and office phone
Require employees to change their password after how many days
Require employees to change their password when password equals the user code
Lock the system after how many unsuccessful attempts
How many minutes the system will be locked after unsuccessful attempts to login?
Password must contain alphabetic and numeric characters
Minimum password length
Allow employees to edit punch in/out time
Allow employees to print their W-4 form

Yes ▾
No ▾
No ▾
No ▾
Yes ▾
Yes ▾

If you don't know the path, click the button above and BOMS will retrieve the path for you.

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Module ▾ **Activities** ▾

- BOMS Accounting ▾
- BOMS Imaging
- BOMS Inventory
- BOMS Personnel
- BOMS Security**

Next, go to BOMS Module->Security.

Add ± **Edit** **Regular options ▾** **Administrative**

Usercode	Email address	Employee
doe_j	ereyes@domain.cipi.net	Doe, John
EA	marcia@domain.cip.com	employee, authorrization E.
jack_w		Jack, William
jacko_w	marcia@domain.cip.com	Jackson, Michael
mercu_f	marcia@domain.cip.com	Mercury, Freddie
SSSSSS	marcia@domain.cip.com	sss, sss

Edit

Cancel **Save** **Next user**

Usercode: accou_d
Email address: [redacted]@net
Employee: Accountant, Daniel ▾
Active directory user: Yes ▾
AX usercode_personnel: [redacted]

Set to 'YES' the 'Active directory user' field. Repeat the steps on this page with each user that will use Active Directory.

Make sure the BOMS usercode and WINDOWS Usercode are the same before you set the Active Directory. The BOMS and WINDOWS password do not need to be the same. Once you select the employee, click "Edit".

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NOTES AND TIPS

- ✘ When setting up security there are two types of profiles Regular and Administrator, please note all employees originally are setup as regular. After original setup they are moved to be administrators.

NOTES AND TIPS

If you wish to have the users Active Directory password linked to the boms password.

Edit

Cancel Save Next user

Usercode	canizaresa
Email address	acanizares@sao.cjis20.org
Employee	Canizares, Andrea D. ▼
Active directory user	No ▼
AX usercode_personnel	
AX password personnel	
Inventory custodian	No ▼

Ignore these boxes are no longer used.

If you wish this individual to have access to specific inventory items. Then click yes and go to inventory and assign the items.

NOTES AND TIPS

***Use this box to move a regular employee to an Administrative Employee

The screenshot shows the 'Manage Security' interface in a web browser. At the top, there are navigation buttons for 'Module', 'Manage security', and 'Help'. Below these are tabs for 'Add ±', 'Edit', 'Regular options', 'Administrative options', and 'Show: Profile: administrative'. A table lists employees with columns for 'Usercode', 'Email address', 'Employee', 'Profile', 'Rights', and 'Active'. Callout boxes provide instructions: one points to the 'Regular options' tab, another to the 'Administrative options' tab, and a third to the 'Edit' tab.

Usercode	Email address	Employee	Profile	Rights	Active
adamsa	aadams@sao.cjis20.org	Adams, Ashley M.	Employee	Standard	No
Alberston	nalberto@sao.cjis20.org	Alberston, Nicholas A.	Employee	Standard	No
Andersonm	manderson@sao.cjis20.org	Anderson, Mary C.	Employee	Standard	No
andersons	sanderson@sao.cjis20.org	Anderson, Susan L.	Employee	Standard	No
andersonsj	sanderson2@sao.cjis20.org	Anderson, Shaina J.	Employee	Standard	No
ashbyb	bashby@sao.cjis20.org	Ashby, Brian M.	Employee	Standard	No
baasp	pbaas@sao.cjis20.org	Baas, Patricia A.	Employee	Standard	No
bakerm	mhbaker@sao.cjis20.org	Baker, Marcia H.	Employee	Standard	No
barnetta	abarnett2@sao.cjis20.org	Barnett, Andrew H.	Employee	Standard	No
battagliac	cbattaglia@sao.cjis20.org	Battaglia, Charles J.	Employee	Standard	No
beaglem			Employee	Standard	No
begleys			Employee	Standard	No
belcherv			Employee	Standard	No
belohlavekl			Employee	Standard	No
bendecks			Employee	Standard	No
benitezs	sbenitez@sao.cjis20.org	Benitez, Shirley P.	Employee	Standard	No
bentleyb	bbentley@sao.cjis20.org	Bentley, Bianca R.	Employee	Standard	No
bentleys	sbentley@sao.cjis20.org	Bentley, Steven M.	Employee	Standard	No

Click here to display standard(regular) employees or click administrative for those staff members who have administrative rights.

This Box enables you to rename/delete/clear passwords and export information to excel.

This box allows you to edit user that has been setup

USER/APPROVER PATH

Users ->

Assigned Group(s)->

Each group has functions assigned to it and a group workflow they should follow->

Each workflow has approvers assigned to them.

SETTING UP APPROVERS

- ✘ Please keep in mind that every user must be assigned to a group or groups so the system knows what workflow they are under and what function they approving their submissions.

TIPS AND NOTES FOR APPROVER

- ✘ Approvers do not have to have administrative rights, they can have regular rights and still be approvers.
- ✘ It is irregardless of what module(accounting, HR, Inventory) you are in all approvers are assign in the exact same place (employee screen).

TIPS AND NOTES FOR APPROVER

- ✘ All assignment of approvers is done through the **employee screen**, of the administrator assigning the approvers.
- ✘ Please click to Administration button and click Configuration and click user workflows

TIPS AND NOTES FOR APP

This shows you all your current workflows

The screenshot displays a web application interface for managing workflows. The top navigation bar includes 'Module', 'My activities', 'Reports', 'Approval', 'Management', and 'Help'. A sidebar on the left lists various system options, with 'User workflows' highlighted. The main content area is titled 'Setup: user workflows' and contains a table of workflows and a 'Steps' section below it.

Name	Classic post/print	Archive
Accounting form: Batch sheet	No	No
Accounting form: Purchase order	No	No
Accounting form: Travel advance	Yes	No
Accounting form: Travel authorization	Yes	No
Accounting form: Travel reimbursement	Yes	No
ASAsupmotorvehicles	No	No
baas	No	No
Benetatos	No	No

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	McCarley, Robin Rhodes, Raymond E. Russell, Stephanie C. Stanbro, Debbie			Yes	No
Finalize				No	No

Opening up workflows allows you to see current Approvers below

EDITING/ADDING/DELETING APPROVERS

✘ Click on Step Options

Under Step Options:

- a) Add step
- b) Add Step Approver
- c) Add Step Qualifier by leave type
- d) Add step qualifier by OT Type
- e) Setup Notification
- f) Edit Step
- g) Delete Step
- h) Delete Step Approver
- i) Delete Step qualifier by Leave Type
- j) Delete Step qualifier by OT Type

TO ADD APPROVER

Click on Add Step Approver on previous screen and the following box will appear, simply scroll to the person that you want to be an approver, click on the name and hit ok.

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	McCarley, Robin Rhodes, Raymond E. Russell, Stephanie C. Stanbro, Debbie			Yes	No
Finalize				No	No

TO DELETE AN APPROVER

The screenshot shows a web application interface with a navigation menu at the top. The 'Approval' menu item is selected. A dialog box titled 'Delete step approver(s)' is open, displaying a list of approvers. The 'Save' button is visible at the top of the dialog. An orange callout box provides instructions on how to delete an approver.

Click on Delete Approver and the following box will appear, listing all the current approvers, simply click on the one you want to delete and click save.

Name
McCarley, Robin
Rhodes, Raymond E.
Russell, Stephanie C.
Stanbro, Debbie

Action	Members
Approve	McCarley, Rhodes, R, Russell, S, Stanbro, D
Finalize	

ELECTRONIC PROCESS OF BATCH SHEETS

In the employee screen go to Administration-> Configuration->"User Workflow"-> highlight "Accounting form: Batch Sheet"

PLEASE NOTE All circuits have the workflow "Accounting form: Batch Sheet" already loaded into the workflow. So you don't have to enter it just update it.

ELECTRONIC BATCH SHEET CONTINUED

The screenshot shows a web application interface for 'Setup: user workflows'. The browser title is 'BOMS11.46 - Google Chrome'. The user is logged in as 'Stanbro, Debbie'. The interface includes a navigation menu with options like 'Module', 'My activities', 'Reports', 'Approval', 'Management', 'Administration', and 'Help'. The main content area is titled 'Setup: user workflows' and contains a table of workflows and a table of steps.

Workflows

Name	Classic post/print	Archive
Accounting form: Batch sheet	No	No
Accounting form: Purchase order	No	No
ASAsupmotorvehicles	No	No
baas	No	No
Benetatos	No	No
CountyIT	No	No
doningerl	No	No
DoolityASA	No	No

Steps

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. McCarley, Robin Rhodes, Raymond E. Russell, Stephanie C. Stanbro, Debbie			Yes	No
Finalize				No	No

ELECTRONIC BATCH SHEET CONTINUED

The screenshot shows a software interface with a navigation menu on the left and a main content area. The main content area has tabs for 'Cleanup open workflows', 'Workflow options', and 'Steps'. The 'Workflow options' tab is active, showing a table of workflows. The 'Steps' tab is also visible, showing a table of workflow steps. An orange arrow points to the 'Workflow options' tab, and another orange arrow points to the 'Steps' table.

Click on Workflow options

The following options will pop up:
Add
Delete
Copy as
Edit
Approver
Replacement
Export to excel

Click on Edit

Name	Classic post/print	Archive
Accounting form: Batch sheet	No	No
Accounting form: Purchase order	No	No
ASAsupmotorvehicles	No	No
baas	No	No
Benetatos	No	No
CountyIT	No	No
doningerl	No	No
DoolityASA	No	No

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. McCarley, Robin Rhodes, Raymond E. Russell, Stephanie C. Stanbro, Debbie			Yes	No
Finalize				No	No

ELECTRONIC BATCH SHEET CONTINUED

Module ▾ My activities ▾ Reports ▾ Approval ▾ Management ▾ Administration ▾ Help ▾

Welcome: Stanbro, Debbie Logout

Setup: user workflows

Cleanup open workflows Workflow options ▾ Step options ▾ Show: (active) ▾

Workflows

1-50 of 106

Name Classic post/print ▾ Archive

Accounting form: Ba

Accounting form: Pu

ASAsupmotorvehicle

baas

Benetatos

CountyIT

doningerl

DoolityASA

Edit workflow

Name Accounting form: Batch sheet

Classic post/print No ▾

Archive No

Cancel Save

Steps

Action	Members *	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. McCarley, Robin Rhodes, Raymond E. Russell, Stephanie C. Stanbro, Debbie			Yes	No
Finalize				No	No

Make sure that the Classic post/Print button is set to No. If it is yes it will process batch sheet in the conventional way

ELECTRONIC BATCH SHEET CONTINUED

- ✘ Email Notification can be setup on electronic transmission. This feature allows this system to generate automatic emails during various phases of the batching process.

ELECTRONIC BATCH SHEET CONTINUED

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The main content area is titled "Setup: user workflows" and contains a table of workflows. An orange arrow points to a "Setup" button in the "Workflows" table. Below the arrow is an orange text box with the instruction: "Under setup button Click on setup notification,".

Module ▾ My activities ▾ Reports ▾ Approval ▾ Management ▾ Administration ▾ Help ▾

Welcome: Stanbro, Debbie Logout

Setup: user workflows

Cleanup open workflows Workflow options ▾ Step options ▾ Show: (active) ▾

Code
GPS options
Overtime options
Security options
Travel map mileage
Travel options
Travel reimbursement
Travel scheduled events
Travel types
Timesheet comment type
Unc paths
User functions
User groups / functions
User groups / members
User groups / overtime
User groups / special access
User overtime methods
User reports / fields
User reports / groups
User settings
User special access
User workflows

Workflows

Name	Class	Test/print	Archive
Accounting form: Batch sheet	No		No
Accounting form: Purchase order	No		No
ASAsupmotorvehicles	No		No
baas	No		No
Benetatos	No		
CountyIT	No		
doningerI	No		
DoolityASA	No		

Steps

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. McCarley, Robin Rhodes, Raymond E. Russell, Stephanie C. Stanbro, Debbie			Yes	No
Finalize				No	No

Under setup button
Click on setup notification,

ELECTRONIC BATCH SHEET CONTINUED

Notification Setup

Cancel Save Add ± Delete

Response	Approver email	Preparer email	Subject email
Pending action			

Response: Pending action ▼

Approver email: ▼

Preparer email: ▼

Subject email: ▼

Coverage person email: ▼

To: McCarley, Robin ▼

To email: Workflow Notification ▼

First determine what type of response you want to send an automatic notification on.
Choices are as follows:
Pending Action
Approved
Declined
Voided
finalized

ELECTRONIC BATCH SHEET CONTINUED

Notification Setup

Cancel Save Add ± Delete

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

This will default to approvers email based off of the workflow (that is what work notification in this box means.)

ELECTRONIC BATCH SHEET CONTINUED

Notification Setup

Cancel Save Add ± Delete

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

This will default to prepares email based off of the workflow (that is what work notification in this box means).

ELECTRONIC BATCH SHEET CONTINUED

The screenshot shows a web browser window with the title "BOMS 11.46 - Google Chrome". The main content area displays a "Notification Setup" dialog box. The dialog box has a header bar with the title "Notification Setup" and a toolbar with buttons for "Cancel", "Save", "Add ±", and "Delete". Below the toolbar, there are several dropdown menus for configuration:

- Response
- Approver email
- Preparer email
- Subject email
- Coverage person email
- To
- To email

An orange arrow points from a text box to the "Subject email" dropdown menu. The text box contains the following text:

The subject email option is the employee attached to the leave request. For example, I have a leave request for tomorrow. I'm the subject of that request , therefore the email would go to me.

ELECTRONIC BATCH SHEET CONTINUED

Notification Setup

Cancel Save Add ± Delete

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

The coverage person email is the person that has been assigned to when someone is out. For example employee A is out on a Friday and Employee B is going to cover for him. The employee would go to Employee B.

ELECTRONIC BATCH SHEET CONTINUED

The screenshot shows the 'Notification Setup' dialog box in the BOMS 11.46 application. The dialog contains a table with the following data:

Response	Approver email	Preparer email	Subject email	Coverage person email	To
Pending action					McCarley, Rob

Below the table is a form with the following fields:

- Response: Pending action ▼
- Approver email: ▼
- Preparer email: ▼
- Subject email: ▼
- Coverage person email: ▼
- To: McCarley, Robin ▼
- To email: Wokflow Notification ▼

An orange arrow points from the text box to the 'To' dropdown menu.

This will allows the batch sheet notification to be sent to anyone in your boms database.

ELECTRONIC BATCH SHEET CONTINUED

The screenshot shows the BOMS 11.46 web application interface. The main window is titled "Notification Setup" and contains a list of notification settings. The settings are organized into a table with columns for the field name and its value. The fields include Response, Approver email, Preparer email, Subject email, Coverage person email, To, and To email. Each field has a dropdown menu. An orange arrow points to the "To email" dropdown. A text box on the right explains that the Work Notification field will pick up the email address for the "to above" to be used from the BOMS Database.

Field	Value
Response	[Dropdown]
Approver email	[Dropdown]
Preparer email	[Dropdown]
Subject email	[Dropdown]
Coverage person email	[Dropdown]
To	[Dropdown]
To email	[Dropdown]

The Work Notification field will pickup the email address for the "to above" to be used from the BOMS Database.

ELECTRONIC BATCH SHEET CONTINUED

- ✘ You have completed the setup for processing batch sheet. Now we need to actual process a Batch sheet. Go to the Accounting Module, Activities and Approve a Batch Sheet. Then go to Post a Batch. While Posting a Batch is where we designate the emailing of the Batch Sheet,

ELECTRONIC BATCH SHEET CONTINUED

- ✘ Go to the Accounting Module, Activities and Approve a Batch Sheet.

The screenshot shows the BOMS Accounting software interface in Google Chrome. The browser address bar is redacted. The navigation menu includes 'Module', 'Activities', 'Reports', 'Administration', and 'Help'. The user is logged in as 'BOMS Accounting: Stanbro, Debbie'. The main area is titled 'Select a batch sheet' and features buttons for 'Approve', 'Decline', 'Excel', and 'Layout'. The 'Approve' button is circled in orange. Below the buttons is a table of batch sheets:

Batch no	Fund	Type of batch	Payee	Invoice
16-1059	16-GR55	Pay/Charge To	National District Attorneys Association	\$1,24
16-1058	16-A541	Due Process	Barnes Reporting	\$6
16-1058	16-A541	Due Process	Barnes Reporting	\$6
16-1058	16-A541	Due Process	Broward County, Board of County Commissioners	\$79
16-1058	16-A541	Due Process	DepoTek	\$1
16-1058	16-A541	Due Process	Palm Printing/Printer Ink Corp	\$31

Below the batch sheet table is a section for 'Batch sheet documents' with columns for 'Batch no', 'E-batch', 'Category', 'Topic', and 'Description':

Batch no	E-batch	Category	Topic	Description
16-1058	Yes	Invoices	batch	
16-1058	Yes	Invoices	batch	File Review, Trial Testimony, Travel Time of Dr. Michael
16-1058	No	Other	batch	Signed PO
16-1058	No	Quotes/Bids	batch	Vendor Agreement
16-1058	Yes	*	batch	
16-1058	Yes	*	batch	
16-1058	Yes	*	batch	

On the right side of the interface, an invoice is displayed for 'Palm Printing / Printers Ink Corp'. The invoice includes the following details:

Invoice
 2400 First Street, Suite 102
 Fort Myers, FL 33901

Date Invoice Received: 4/1/10
 Date Goods Received: 3/31/10
 Date Invoice: 3/31/2016
 Date Goods Insp, Inv & Approve: 4/5/10
 Sent/Scanned to JAC: 4/5/10
 Date W9 Verified:

Invoice # MARCH16

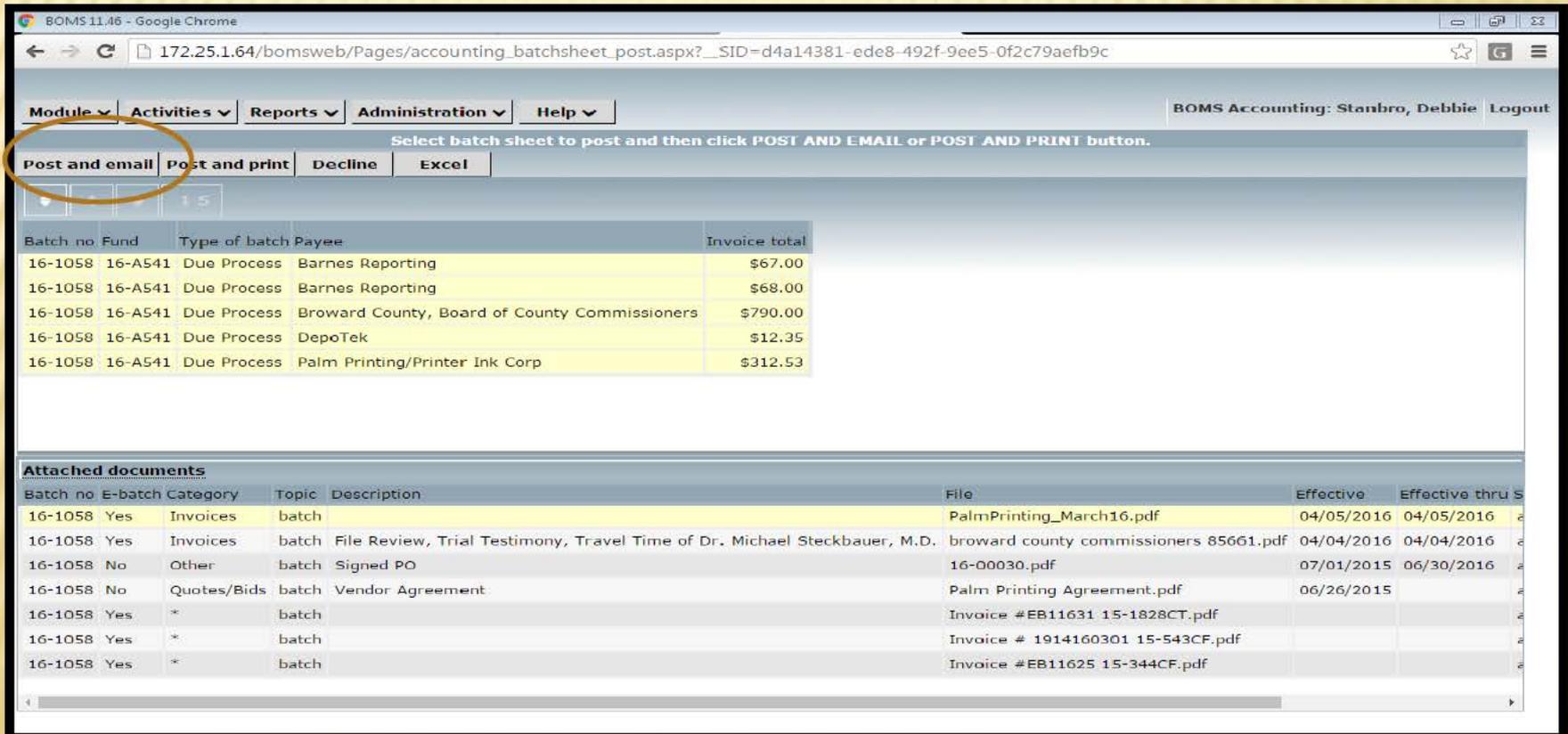
Bill To: Office of the State Attorney, PO Box 399, Fort Myers FL 33903
 Ship To:

Below the invoice is a table with columns for 'P.O. Number', 'Terms', 'Rep', 'Ship', 'Via', 'P.O.B.', and 'Project'. The 'Ship' column contains the value '3/31/2110'. Below this is a table with columns for 'Quantity', 'Item Code', 'Description', 'Price Each', and 'Amount':

Quantity	Item Code	Description	Price Each	Amount
4803	4390	Scrap	0.03	120.03
77	4390	LD's	2.50	192.50

ELECTRONIC BATCH SHEET CONTINUED

- ✘ Then go to Post a Batch This is the Post and Email button



The screenshot shows a web browser window with the URL `172.25.1.64/bomsweb/Pages/accounting_batchesheet_post.aspx?_SID=d4a14381-ed8-492f-9ee5-0f2c79aefb9c`. The page title is "BOMS Accounting: Stanbro, Debbie" and includes a "Logout" link. A navigation menu at the top contains "Module", "Activities", "Reports", "Administration", and "Help". Below the menu, a message reads: "Select batch sheet to post and then click POST AND EMAIL or POST AND PRINT button." A row of buttons is displayed: "Post and email", "Post and print", "Decline", and "Excel". The "Post and email" button is circled in orange. Below the buttons is a table with the following data:

Batch no.	Fund	Type of batch	Payee	Invoice total
16-1058	16-A541	Due Process	Barnes Reporting	\$67.00
16-1058	16-A541	Due Process	Barnes Reporting	\$68.00
16-1058	16-A541	Due Process	Broward County, Board of County Commissioners	\$790.00
16-1058	16-A541	Due Process	DepoTek	\$12.35
16-1058	16-A541	Due Process	Palm Printing/Printer Ink Corp	\$312.53

Below the table is a section titled "Attached documents" with the following data:

Batch no.	E-batch	Category	Topic	Description	File	Effective	Effective thru
16-1058	Yes	Invoices	batch		PalmPrinting_March16.pdf	04/05/2016	04/05/2016
16-1058	Yes	Invoices	batch	File Review, Trial Testimony, Travel Time of Dr. Michael Steckbauer, M.D.	broward county commissioners 85661.pdf	04/04/2016	04/04/2016
16-1058	No	Other	batch	Signed PO	16-00030.pdf	07/01/2015	06/30/2016
16-1058	No	Quotes/Bids	batch	Vendor Agreement	Palm Printing Agreement.pdf	06/26/2015	
16-1058	Yes	*	batch		Invoice #EB11631 15-1828CT.pdf		
16-1058	Yes	*	batch		Invoice # 1914160301 15-543CF.pdf		
16-1058	Yes	*	batch		Invoice #EB11625 15-344CF.pdf		

ELECTRONIC BATCH SHEET CONTINUED

- ✦ “Posting and Email” Batch is where we designate the email addresses of where the Batch Sheet is going and any others that would like to be copied, The email address’s stay in the fields, after the first time they are put in.

The screenshot shows a web browser window with the URL `172.25.1.64/bomsweb/Pages/accounting_batchesheet_post.aspx?_SID=d4a14381-ede8-492f-9ee5-0f2c79aefb9c`. The page title is "BOMS Accounting: Stanbro, Debbie" and includes a "Logout" link. The main navigation menu includes "Module", "Activities", "Reports", "Administration", and "Help". Below the menu, there are buttons for "Post and email", "Post and print", "Decline", and "Excel". A message reads: "Select batch sheet to post and then click POST AND EMAIL or POST AND PRINT button." A table lists batch information:

Batch no	Fund	Type of batch	Payee	Invoice total
16-1058	16-A541	Due Process	Barnes Reporting	\$67.00
16-1058	16-A541	Due Process		
16-1058	16-A541	Due Process		
16-1058	16-A541	Due Process		
16-1058	16-A541	Due Process		

A "Post and Email" dialog box is open, containing the following text and fields:

To submit batch 16-1058 to JAC now, specify JAC/CC email addresses and click SEND NOW button

From address:

Send to:

Send copy to:

At the bottom of the dialog box, there are two buttons: "Cancel" and "Send now". The "Send now" button is circled in orange.

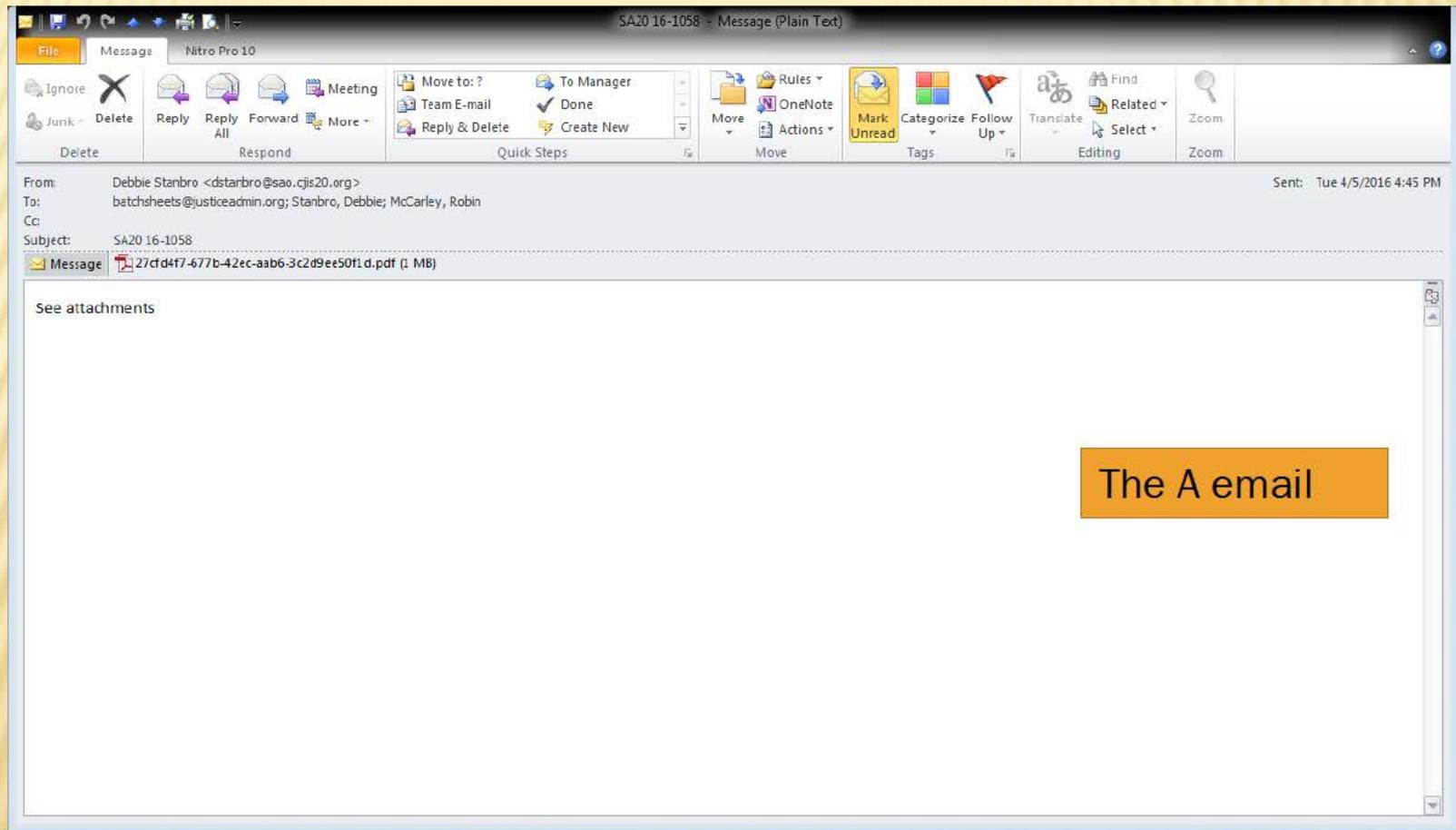
Below the dialog box, there is an "Attached documents" section with a table:

Batch no	E-batch	Category	To	Effective	Effective thru
16-1058	Yes	Invoices	batch	04/05/2016	04/05/2016
16-1058	Yes	Invoices	batch File Review, Trial Testimony, Travel Time of Dr. Michael Steckbauer, M.D.	04/04/2016	04/04/2016
16-1058	No	Other	batch Signed PO		
16-1058	No	Quotes/Bids	batch Vendor Agreement		
16-1058	Yes	*	batch		
16-1058	Yes	*	batch		
16-1058	Yes	*	batch		

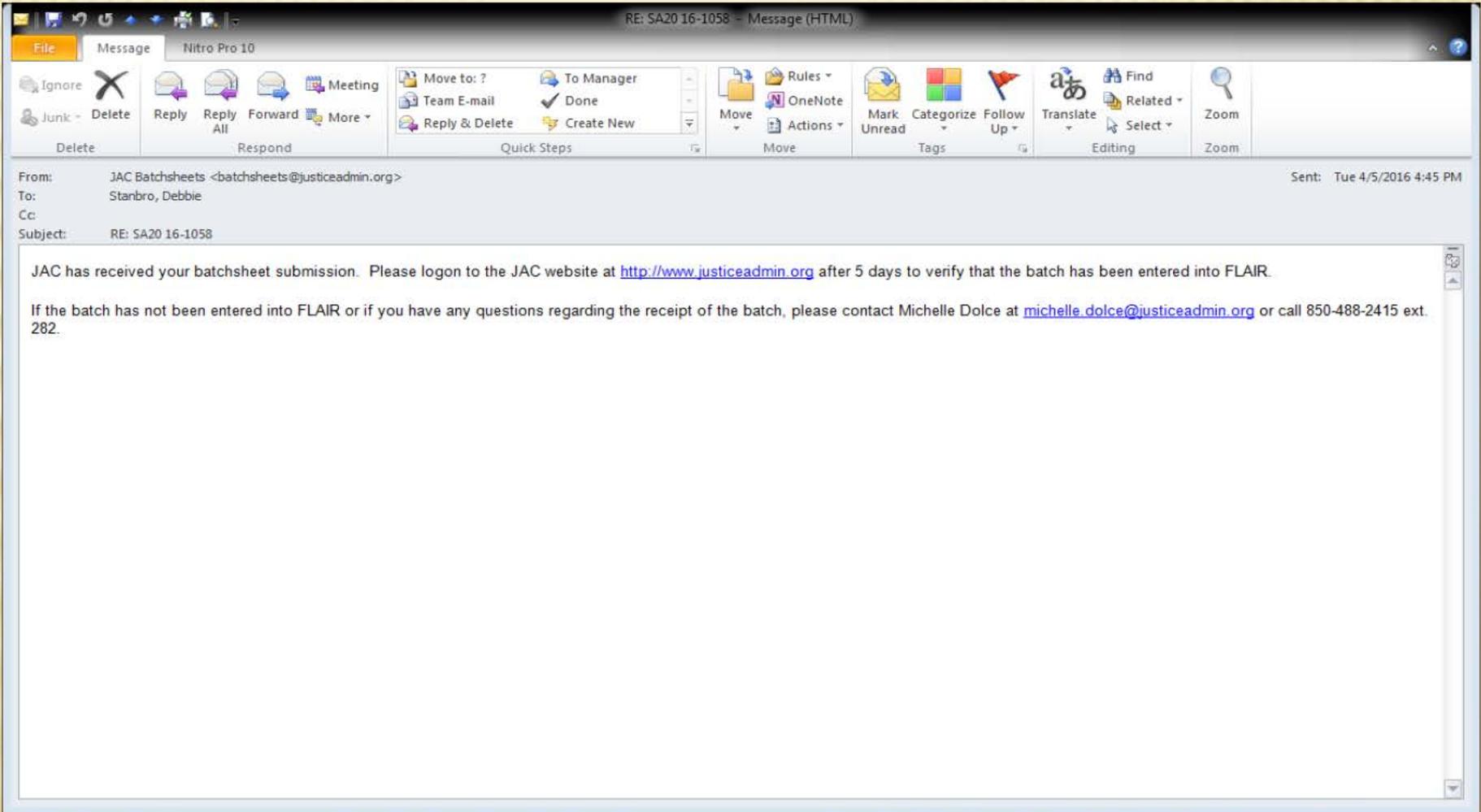
ELECTRONIC BATCHING

- ✘ Please note after you hit the send button it could take up to 5 minutes for the information to be sent. At that time you get two emails (A) one that states it has been sent and it has a copy of batch with the email. The second (B) discloses that JAC has received the information.

ELECTRONIC BATCHING



ELECTRONIC BATCHING



HR ELECTRONIC TRANSMISSION OF INFORMATION

- ✘ At the current time BOMS has the capability of electronically submitting the following information to JAC.
- ✘ PAR's
- ✘ Position Description
- ✘ OPS Payroll
- ✘ Overtime Payroll
- ✘ Payback

HR ELECTRONIC TRANSMISSION OF INFORMATION

In the employee screen go to Administration-> Configuration->"User Workflow"-> highlight

"Personnel Form: PAR Form"

"Personnel Form: Payback/check enclosed"

"Personnel form: salaries due overtime"

"Personnel form: Position Description"

"Personnel form: salaries due OPS"

PLEASE NOTE All circuits have the workflow have these forms preloaded into the workflow. So you don't have to enter it just update it.

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS11.46 - Google Chrome

Module ▾ My activities ▾ Reports ▾ **Approval ▾** Management ▾ Administration ▾ Help ▾

Welcome: Stanbro, Debbie Logout

Setup: user workflows

Cleanup open workflows Workflow options ▾ Step options ▾ Show: (active) ▾

Workflows

51-100 of 106

Name	Classic post/print ▾	Archive
Parttime clerical naples	No	No
pekar	No	No
Personnel form: PAR Form	No	No
Personnel form: Payback/check enclosed	No	No
Personnel form: Payback/deduction from paycheck...	No	No
Personnel form: Personnel form: salaries due for o...	No	No
Personnel form: Position Description	No	No
Personnel form: salaries due for OPS	No	No
posicapsult	No	No

Steps

1-2

Action	Members	Email notification, when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. Mitchell, Rosemarie G. Rhodes, Raymond E. Russell, Stephen B. Stanbro, Debbie			No	No
Finalize				No	No

Code

- OPS options
- Overtime options
- Security options
- Travel map mileage
- Travel options
- Travel reimbursement
- Travel scheduled events
- Travel types
- Timesheet comment type
- Unc paths
- User functions
- User groups / functions
- User groups / members
- User groups / overtime
- User groups / special access
- User overtime methods
- User reports / fields
- User reports / groups
- User settings
- User special access
- User workflows

HR ELECTRONIC TRANSMISSION OF INFORMATION

The screenshot shows a web application interface for 'Setup: user workflows'. The top navigation bar includes 'Module', 'My activities', 'Reports', 'Approval', 'Management', 'Administration', and 'Help'. The left sidebar lists various options, with 'User workflows' selected. The main content area displays a table of workflows and a table of steps. An orange arrow points to the 'Personnel form: salaries due for OPS' workflow, and another orange arrow points to the 'Edit' button in the 'Steps' table.

Click on Workflow options

The following options will pop up:

- Add
- Delete
- Copy as
- Edit
- Approver
- Replacement
- Export to excel

Click on Edit

Name	Classic post / print	Archive
Parttime clerical naples	No	No
pekar	No	No
Personnel form: PAR Form	No	No
Personnel form: Payback/check enclosed	No	No
Personnel form: Payback/deduction from paycheck...	No	No
Personnel form: Personnel form: salaries due for o...	No	No
Personnel form: Position Description	No	No
Personnel form: salaries due for OPS	No	No

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. Mitchell, Rosemarie G. Rhodes, Raymond E. Russell, Stephen B. Stanbro, Debbie			No	No
Finalize				No	No

HR ELECTRONIC TRANSMISSION OF INFORMATION

Make sure that the Classic post/Print button is set to No. If it is yes it will process batch sheet in the conventional way

Setup: user workflows

Cleanup open workflows | Workflow options | Step options | Show: (active)

Workflows

51-100 of 106

Name	Classic post/print	Archive
Parttime clerical naploc	No	No
pekar		
Personnel form: PAI		
Personnel form: Pay		
Personnel form: Pay		
Personnel form: Per		
Personnel form: Pos		
Personnel form: sal		
Personnel form: sal		

Edit workflow

Name: Personnel form: salaries due for OPS

Classic post/print: No

Archive: No

Buttons: Cancel, Save

Steps

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. Mitchell, Rosemarie G. Rhodes, Raymond E. Russell, Stephen B. Stanbro, Debbie			No	No
Finalize				No	No

HR ELECTRONIC TRANSMISSION OF INFORMATION

- ✘ Email Notification can be setup on electronic transmission. This feature allows this system to generate automatic emails during various phases of the HR Electronic batching processing.

HR ELECTRONIC TRANSMISSION OF INFORMATION

Module ▾ My activities ▾ Reports ▾ Approval ▾ Management ▾ Administration ▾ Help ▾

Welcome: Stanbro, Debbie Logout

Setup: user workflows

Cleanup open workflows Workflow options ▾ Step options ▾ Show: (active) ▾

Workflows

51-100 of 106

Name	...	Archive
Parttime clerical naples		No
pekar		No
Personnel form: PAR Form		No
Personnel form: Payback/check enclosed		No
Personnel form: Payback/deduction from paycheck...		No
Personnel form: Personnel form: salaries due for o...		No
Personnel form: Position Description		No
Personnel form: salaries due for OPS		No

Steps

Action	Members	Email notification when	Qualifiers	Supervisors	Agencyheads
Approve	Fox, Amira D. Mitchell, Rosemarie G. Rhodes, Raymond E. Russell, Stephen B. Stanbro, Debbie			No	No
Finalize				No	No

Under setup button
Click on setup notification,

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome

Module My acti Notification Setup

Cancel Save Add ± Delete

Code
UPS options
Overtime options
Security options
Travel map mileage
Travel options
Travel reimburseme
Travel scheduled ev
Travel types
Timesheet comment
Unc paths
User functions
User groups / functio
User groups / memb
User groups / overti
User groups / specia
User overtime meth
User reports / fields
User reports / group
User settings
User special access
User workflows

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

First determine what type of response you want to send an automatic notification on.
Choices are as follows:
Pending Action
Approved
Declined
Voided
finalized

HR ELECTRONIC TRANSMISSION OF INFORMATION

The screenshot shows a web browser window with the URL `172.25.1.64/bomsweb/Pages/setuplist_user_workflow.aspx?_SID=d4a14381-ede8-492f-9ee5-0f2c79aefb9c#`. The page title is "Notification Setup". At the top of the form area are buttons for "Cancel", "Save", "Add ±", and "Delete". On the left side, there is a vertical menu with various options including "Code", "User functions", "User groups / functio", "User groups / memb", "User groups / overti", "User groups / specia", "User overtime meth", "User reports / fields", "User reports / group", "User settings", "User special access", and "User workflows". The main form area contains several fields: "Response" (checkbox), "Approver email" (dropdown), "Preparer email" (dropdown), "Subject email" (dropdown), "Coverage person email" (dropdown), "To" (dropdown), and "To email" (dropdown). An orange arrow points from a callout box to the "Approver email" dropdown. The callout box contains the text: "This will default to approvers email based off of the workflow (that is what work notification in this box means)." The browser's address bar and navigation icons are visible at the top. The user's name "Debbie" and a "Logout" link are visible in the top right corner of the application interface.

HR ELECTRONIC TRANSMISSION OF INFORMATION

Notification Setup

Cancel Save Add ± Delete

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

This will default to prepares email based off of the workflow (that is what work notification in this box means).

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome

Module ▾ My acti

Notification Setup

Cancel Save Add ± Delete

Code
Ops options
Overtime options
Security options
Travel map mileage
Travel options
Travel reimburseme
Travel scheduled eve
Travel types
Timesheet comment
Unc paths
User functions
User groups / functi
User groups / memb
User groups / overti
User groups / specia
User overtime meth
User reports / fields
User reports / group
User settings
User special access
User workflows

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

This will default to person that submit leave request.

Webuser: Debbie, Debbie Logout

HR ELECTRONIC TRANSMISSION OF INFORMATION

Notification Setup

Cancel Save Add ± Delete

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

If you assign staff to cover for other staff members This will default to that coverage person's email based off of the workflow.

HR ELECTRONIC TRANSMISSION OF INFORMATION

The screenshot shows a web browser window with the address bar containing 'BOMS 11.46 - Google Chrome'. The main content area displays a 'Notification Setup' dialog box. The dialog has a header bar with the title 'Notification Setup' and a toolbar with buttons for 'Cancel', 'Save', 'Add ±', and 'Delete'. Below the toolbar is a large empty white space. At the bottom of the dialog, there are several dropdown menus for configuration:

- Response
- Approver email
- Preparer email
- Subject email
- Coverage person email
- To
- To email

An orange arrow points from a text box on the right to the 'To' dropdown menu.

This will allow the batch sheet notification to be sent to anyone in your BOMS database.

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome

Module ▾ My acti

Melissa Strobro, Debbie Logout

Notification Setup

Cancel Save Add ± Delete

Code
VFS options
Overtime options
Security options
Travel map mileage
Travel options
Travel reimburseme
Travel scheduled ev
Travel types
Timesheet comment
Unc paths
User functions
User groups / functi
User groups / memb
User groups / overti
User groups / specia
User overtime meth
User reports / fields
User reports / group
User settings
User special access
User workflows

Response

Approver email

Preparer email

Subject email

Coverage person email

To

To email

The Work Notification field will pickup the email address for the “to above” to be used from the BOMS Database.

HR ELECTRONIC TRANSMISSION OF INFORMATION

- ✘ You have completed the setup for processing this HR document. Now we need to actual process a document. Go to the Personnel Module, Activities and create a PAR.

HR ELECTRONIC TRANSMISSION OF INFORMATION

Under Personnel,
General
Information, click
PAR

For PAR and
Position
Description
click yes
completed
the par
information.

The screenshot shows a Windows Photo Viewer window titled "DeMartino - Windows Photo Viewer" with a menu bar containing "File", "Print", "E-mail", "Burn", and "Open". The main content area displays a web browser window with the address bar showing "http://172.25.1.64/bomsweb/Pages/personnel_employee_perman". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a navigation bar with tabs for "Module", "Activities", "Reports", "Administration", and "Help". A secondary navigation bar contains buttons for "Cancel", "Save", "Add", "Delete", "Back", and "Next". The main content area of the browser displays the heading "What do you need to do..." followed by three form fields: "Print PAR form" with a "Yes" dropdown menu, "Print position description" with a "Yes" dropdown menu, and "Add appointment info" with a "No" dropdown menu. The Windows taskbar is visible at the bottom of the photo viewer window.

HR ELECTRONIC TRANSMISSION OF INFORMATION

DeMartino 2 - Windows Photo Viewer

File Print E-mail Burn Open

Module Activities Reports Administration Help

Edit PAR--> Joseph V. DeMartino

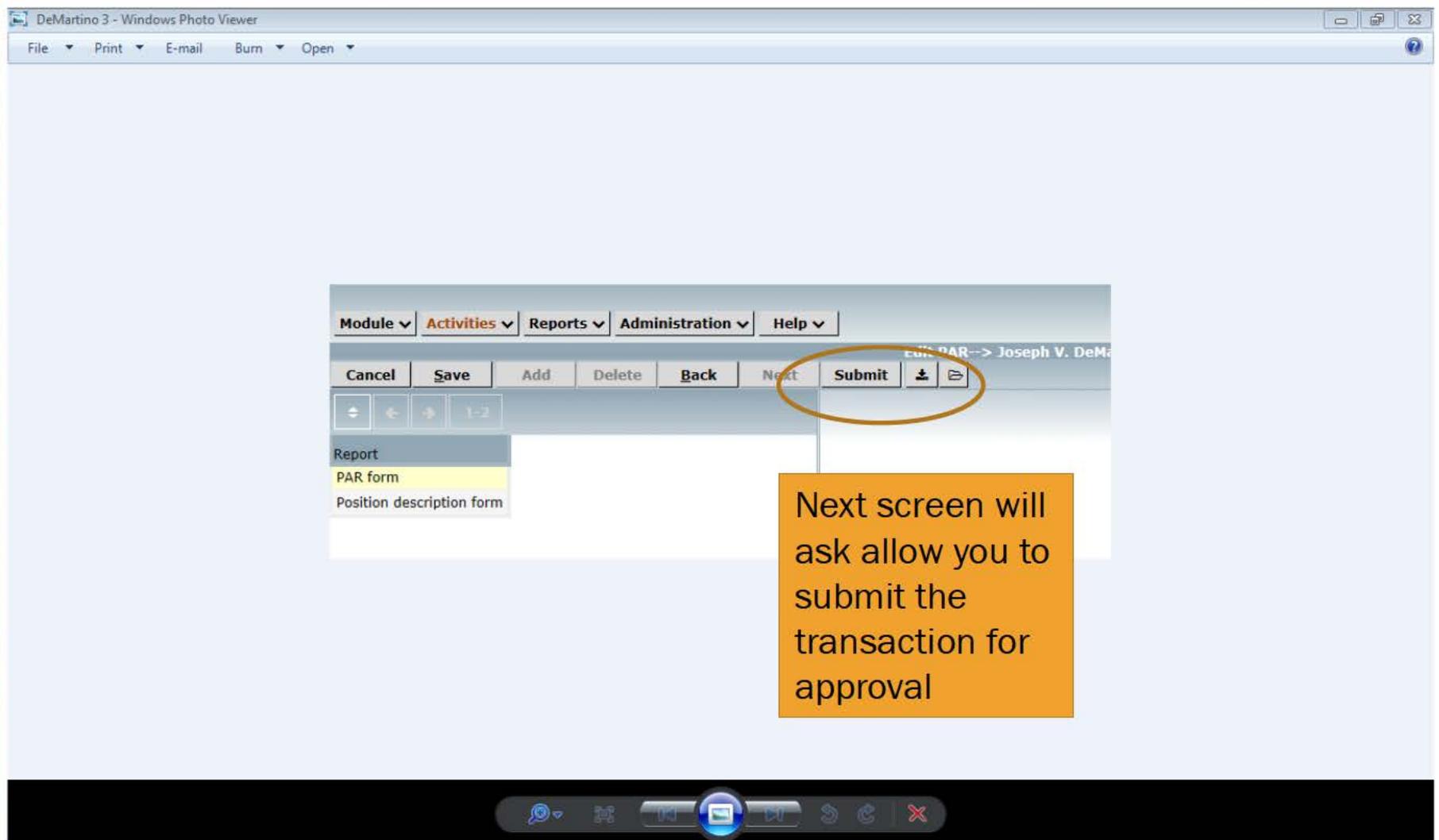
Cancel Save Add Delete Back Next

Enter personnel action details...

Date	Change to:	04/08/2016	Change from:
Comments	Move to Trial Secretary		
PAR code	98 [Miscellaneous Change (Explain in comments section)]		
Jac par code	0		
Position no	0001S146 - Vacant 12/01/2015		
Class code	6002 [Clerk II]		
Sub-class code			
FTE	1.00		
Allow less than minimum pay	No		
Monthly salary	\$0.00		
Annual salary	\$0.00		
Incentive payment	\$0.00		
Bonus	\$0.00		
Reports to	*		
Department			
Location			
Team			
Room			
Project			
Add personal holiday for new hired	No		No
Stop special benefits	No		No
All attorney benefits	No		No
Senior management leave	No		No
Leave policy	*		Default
Evaluation result			

For PAR and Position Description click yes completed the par information and click next.

HR ELECTRONIC TRANSMISSION OF INFORMATION



The screenshot shows a Windows Photo Viewer window titled "DeMartino 3 - Windows Photo Viewer". The menu bar includes "File", "Print", "E-mail", "Burn", and "Open". The main content area displays a software interface with a navigation menu at the top containing "Module", "Activities", "Reports", "Administration", and "Help". Below this is a toolbar with buttons for "Cancel", "Save", "Add", "Delete", "Back", "Next", "Submit", and a download icon. The "Submit" button is circled in orange. A dropdown menu is open under "Report", listing "PAR form" and "Position description form". A text box on the right side of the interface contains the text: "Next screen will ask allow you to submit the transaction for approval". The Windows taskbar is visible at the bottom of the window.

HR ELECTRONIC TRANSMISSION OF INFORMATION

White - Windows Photo Viewer

File Print E-mail Burn Open

Module Activities Reports Administration Help

Edit PAR -> Donna M. White

Cancel Save Add Delete Back Next Submit

Report
PAR form
Position description form

The system will advise you that you are about to submit batch sheets

Submit

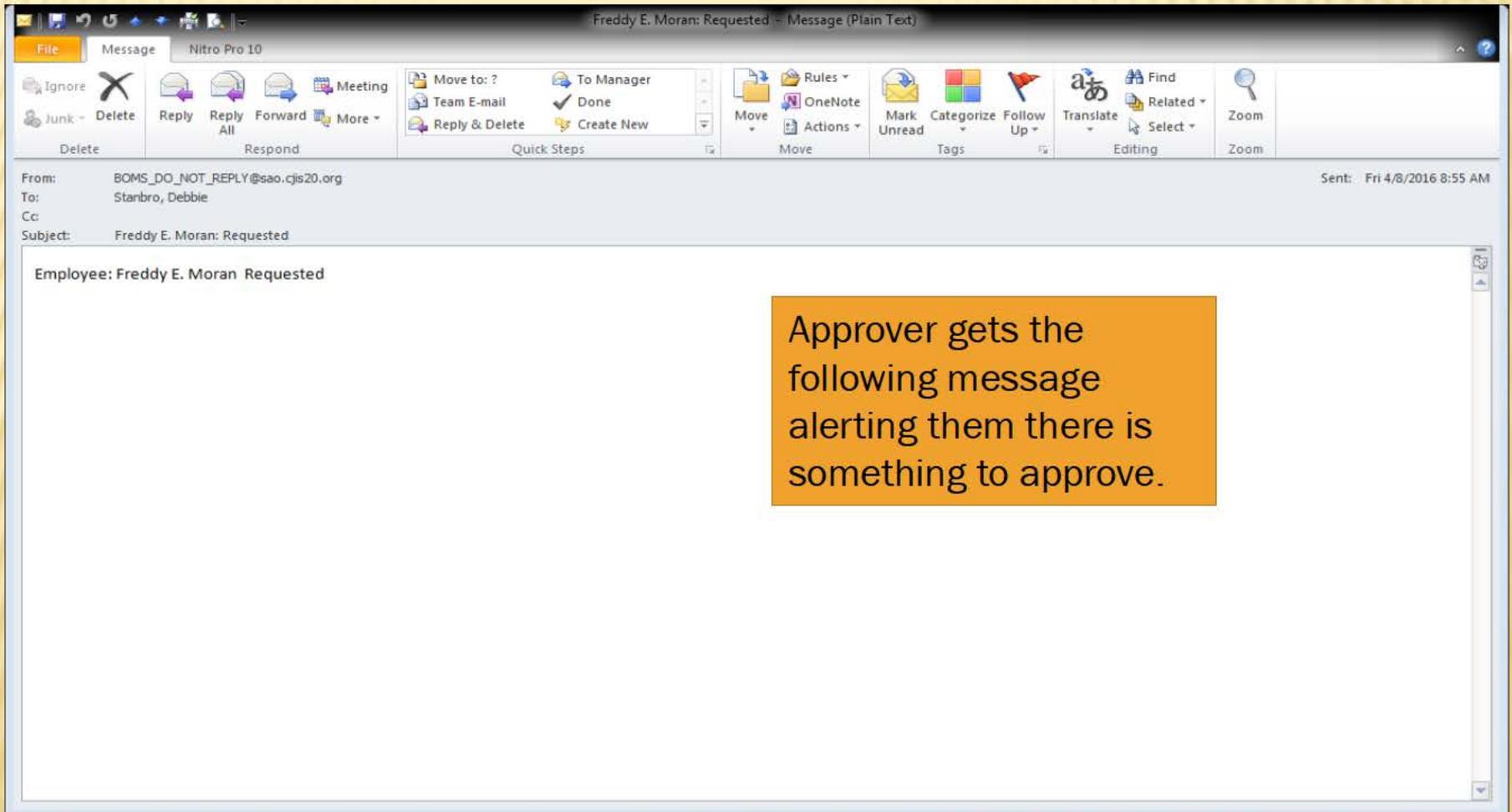
You are about to:

- save all your changes
- submit 2 forms for approval

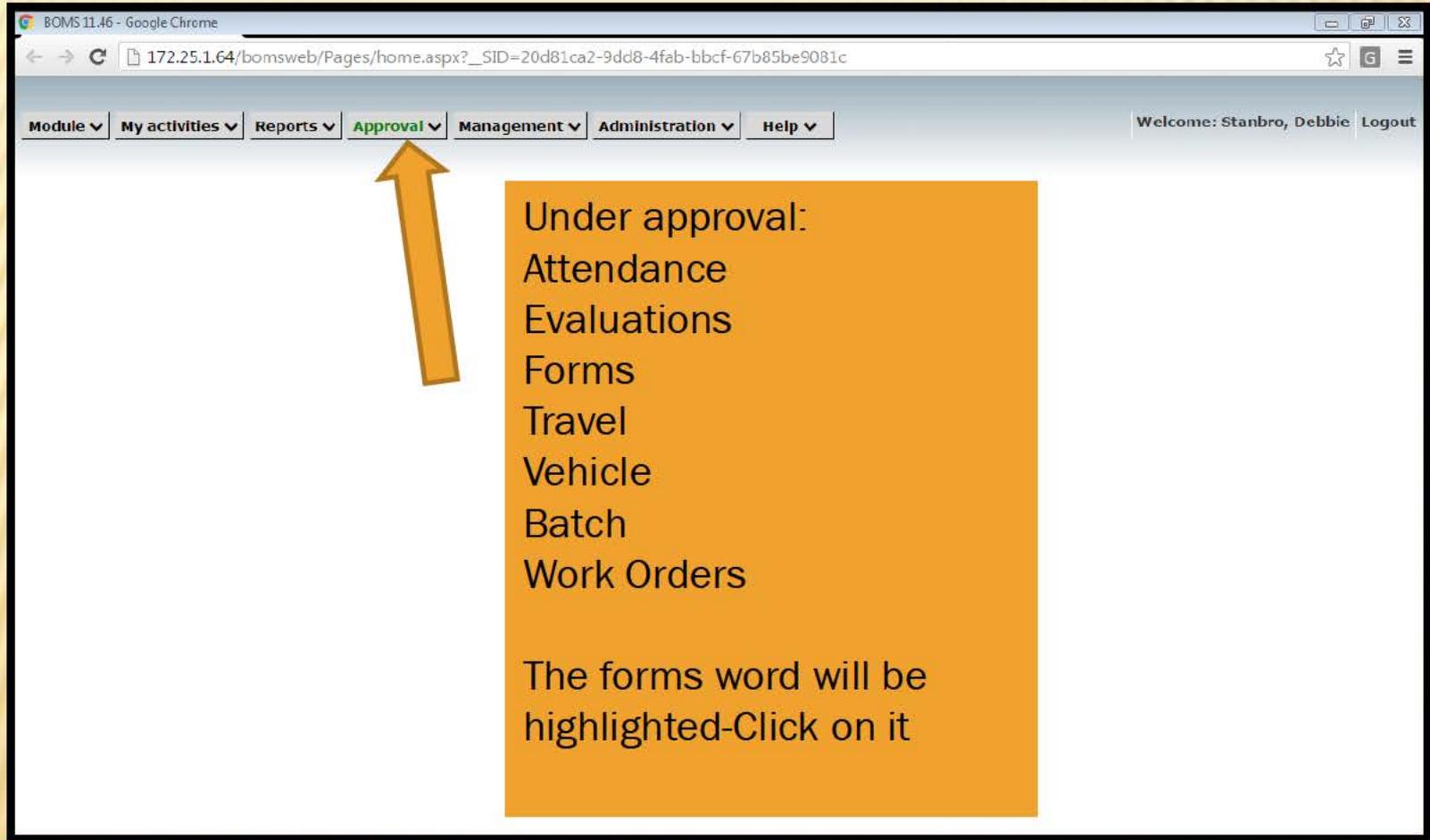
Click YES to do this now

Yes No

HR ELECTRONIC TRANSMISSION OF INFORMATION



HR ELECTRONIC TRANSMISSION OF INFORMATION

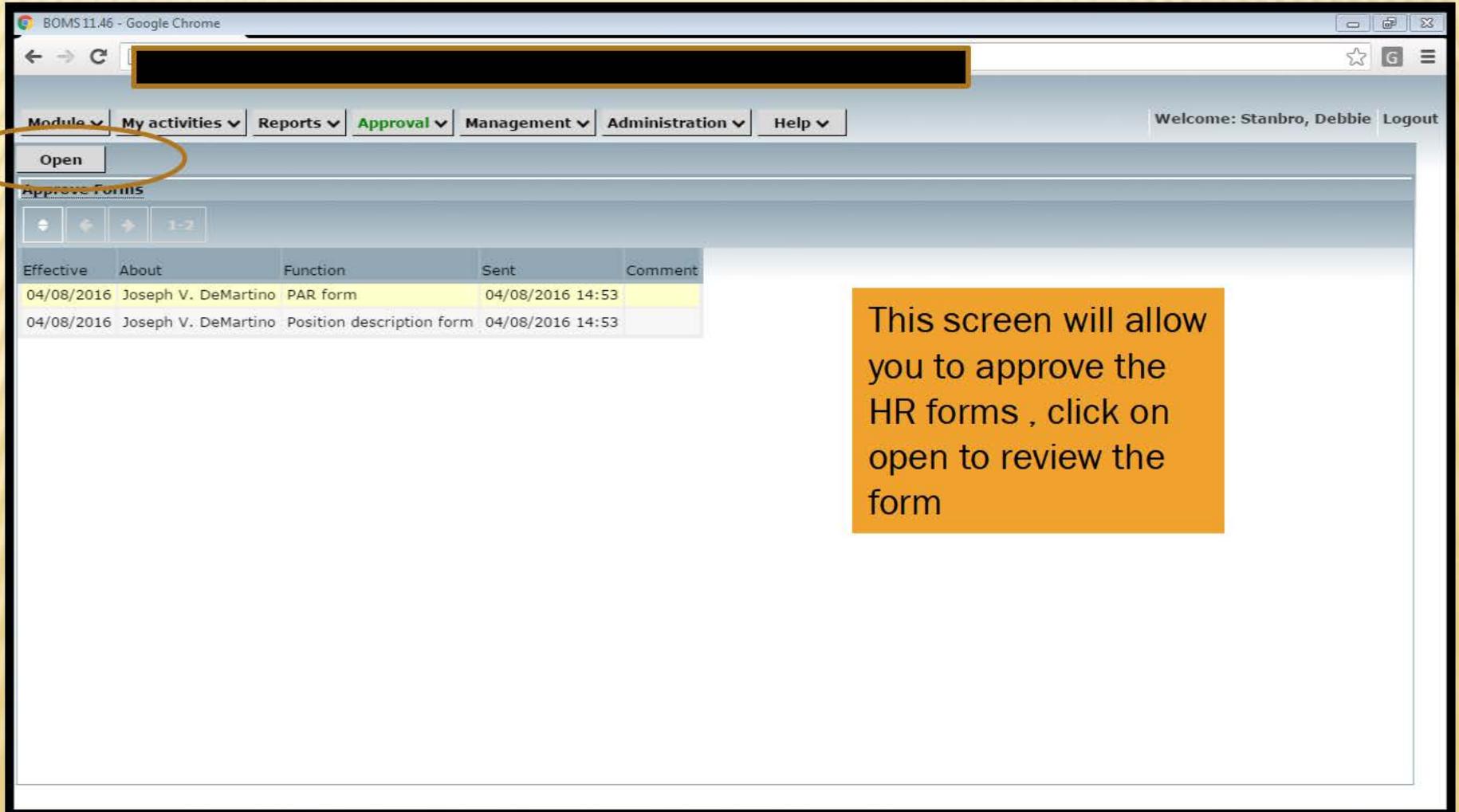


The screenshot shows a web browser window with the address bar displaying "172.25.1.64/bomsweb/Pages/home.aspx?_SID=20d81ca2-9dd8-4fab-bbcf-67b85be9081c". The navigation menu includes "Module", "My activities", "Reports", "Approval", "Management", "Administration", and "Help". The "Approval" menu item is highlighted in green. An orange arrow points from the "Approval" menu item to an orange callout box. The callout box contains the following text:

Under approval:
Attendance
Evaluations
Forms
Travel
Vehicle
Batch
Work Orders

The forms word will be highlighted-Click on it

HR ELECTRONIC TRANSMISSION OF INFORMATION



The screenshot shows a web browser window with the address bar redacted. The application header includes a navigation menu with items: Module, My activities, Reports, Approval (highlighted), Management, Administration, and Help. A user greeting 'Welcome: Stanbro, Debbie' and a 'Logout' link are visible. Below the menu is an 'Open' button, which is circled in orange. The main content area is titled 'Approve Forms' and contains a table with the following data:

Effective	About	Function	Sent	Comment
04/08/2016	Joseph V. DeMartino	PAR form	04/08/2016 14:53	
04/08/2016	Joseph V. DeMartino	Position description form	04/08/2016 14:53	

An orange text box on the right side of the screenshot contains the following text:

This screen will allow you to approve the HR forms , click on open to review the form

HR ELECTRONIC TRANSMISSION OF INFORMATION

This screen allows you to review the information and approve or decline the form.

BOMS 11.46 - Google Chrome

Module ▾ My activities ▾ Reports ▾ Approval ▾ Management ▾ Administration ▾ Help ▾

Personnel action request form for: Joseph V. DeMartino

Cancel Approve Decline

PERSONNEL ACTION REQUEST

TO: Justice Administrative Commission
 From: Office of the State Attorney, 20th Circuit
 Employee's Name: Joseph V. DeMartino
 Employee ID: 1122766
 SS#: [REDACTED]

	PRESENT STATUS:	CHANGE TO
Class Code:	6011	6002
Job Title:	Intake Clerk I	Clerk II
Position:	21004921	21015146
Monthly Rate Of Pay:	\$2,083.34	
FTE:	1.00	

Transaction Date: 04/08/2016 Note: If termination or transfer to another state agency, use last day worked at close of business. If leave without pay, use last day to be paid close of business, or explain in comments section.

I hereby certify that the records in this office reflect that the individual named above is due the lump-sum payment for annual and/or sick leave, as indicated below, and local records are in accordance with the Personnel Rules and Regulations governing this office. I further certify that said employee has not forfeited any rights to such sick leave payment for any of the reasons stated in Section 110.122, Florida

ANNUAL LEAVE: 0 hrs. 0 min. Indicate balance of hours accrued for which payment is due. (Enter "0" if none)

SICK LEAVE: Give total hours accrued prior to 10/1/73 hrs. min. ("0" if none)
 Give total hours accrued after to 10/1/73 0 hrs. 0 min. ("0" if none)

98 Miscellaneous Change (Explain in comments section)

Transaction Code (description)

**** NOTE ****
 If transaction code is 58, 98, or 99 explain in comments section.
 If transaction Code is 06, refer to "Separation (termination Codes)" and enter appropriate code below:

Performance Evaluation Codes

 1 Unsatisfactory
 2 Conditional

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome

Module ▾ My activities ▾ Reports ▾ Approval ▾ Management ▾ Administration ▾ Help ▾

Welcome: Stanbro, Debbie Logout

Personnel action request form for: Joseph V. DeMartino

Cancel Approve Decline

PERSONNEL ACTION REQUEST

TO: Justice Administrative Commission
 From: Office of the State Attorney, 20th Circuit
 Employee's Name: Joseph V DeMartino
 Employee ID: 1122766
 SS#: [REDACTED]

	PRESENT STATUS:	CHANGE TO	Transaction Code	(description)
Class Code:	6011	6002	98	Miscellaneous Change (Explain in comments section)
Job Title:	Intake Clerk I	Clerk II		
Position:	210			
Monthly Rate Of Pay:	\$2,000			
FTE:	1			
Transaction Date:	04/08/2016			

Approve form

You are about to approve 04/08/2016 the par form for DeMartino, Joseph V.

Click YES to approve now

**** NOTE ****
 Transaction code is 58, 98, or 99 in comments section.
 Transaction Code is 06, refer to (termination Codes)* and enter appropriate code below:

in comments section.

I hereby certify that the records in this office reflect that the individual named above is due the lump-sum payment for annual and/or sick leave, as indicated below, and local records are in accordance with the Personnel Rules and Regulations governing this office. I further certify that said employee has not forfeited any rights to such sick leave payment for any of the reasons stated in Section 110.122, Florida

ANNUAL LEAVE: ___ 0 hrs. ___ 0 min. Indicate balance of hours accrued for which payment is due. (Enter "0" if none)

SICK LEAVE: Give total hours accrued prior to 10/1/73 ___ hrs. ___ min. ("0" if none)
 Give total hours accrued after to 10/1/73 ___ 0 hrs. ___ 0 min. ("0" if none)

Performance Evaluation Codes

___ 1 Unsatisfactory
 ___ 2 Conditional

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome
172.25.1.64/bomsweb/Pages/approve_form_position_description.aspx?_SID=20d81ca2-9dd8-4fab-bbcf-67b85be9081c

Module ▾ My activities ▾ Reports ▾ **Approval ▾** Management ▾ Administration ▾ Help ▾

Welcome: Stanbro, Debbie Logout

Position description form for: Joseph V. DeMartino

Cancel Approve Decline

STATE OF FLORIDA
DEPARTAMENT OF JUDICIAL
POSITION DESCRIPTION

Senior Management Services <input type="checkbox"/> SMS Retirement/Benefits	
Senior Management Services <input type="checkbox"/> Benefits Only	
Regular Service Employee <input checked="" type="checkbox"/>	
Position Number: 21015146	Security Role Code: Employee
Employee Name: Joseph V. DeMartino	FTE: 1.00
Name of Circuit: State Attorney Twentieth Judicial	
Present Headquarters County Code: 0	New Headquarters County Code: 0
Present Position Location Address: Fort Myers, FL	New Position Location Address: *
Present Position County Code: 36	New Position County Code: 0
Present Org Code:	New Org Code:
Present Class Title: Computer Operator I	New Class Title: Clerk II
Present Class Code: 6451	New Class Code: 6002

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome
172.25.1.64/bomsweb/Pages/approve_form_position_description.aspx?_SID=20d81ca2-9dd8-4fab-bbcf-67b85be9081c

Module ▾ My activities ▾ Reports ▾ **Approval ▾** Management ▾ Administration ▾ Help ▾

Position description form for: Joseph V. DeMartino

Cancel Approve Decline

STATE OF FLORIDA
DEPARTMENT OF JUDICIAL
POSITION DESCRIPTION

Senior Man	Approve form	
Senior Man	You are about to approve 04/08/2016 the position description form for DeMartino, Joseph V.	
Regular Set	Click YES to approve now	
Position Nu	<input type="button" value="Yes"/> <input type="button" value="No"/>	
Employee N		
Jo		
Name of Client:	State Attorney Twentieth Judicial	
Present Headquarters County Code:	0	New Headquarters County Code: 0
Present Position Location Address:	Fort Myers, FL	New Position Location Address: *
Present Position County Code:	36	New Position County Code: 0
Present Org Code:		New Org Code:
Present Class Title:	Computer Operator I	New Class Title: Clerk II
Present Class Code:	6451	New Class Code 6002

This completes the approval process, whoever approves it will be the name on the PAR

HR ELECTRONIC TRANSMISSION OF INFORMATION

The next step is to POST the document, this actual send the information to JAC.

The screenshot shows a web browser window titled "BOMS 11.46 - Google Chrome". The address bar is redacted with a black box. The application header includes a navigation menu with "Module", "Activities", "Reports", "Administration", and "Help" dropdowns. On the right, it displays "BOMS Personnel: Stanbro, Debbie" and a "Logout" link. Below the header, there is a toolbar with an "Open" button circled in orange. Underneath the toolbar is a table with two columns: "Name" and "From".

Name	From
DeMartino, Joseph V.	04/08/2016
Moran, Freddy E.	04/15/2016

An orange callout box with the text "Open the document you wish to post" is overlaid on the table.

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS11.46 - Google Chrome

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

Cancel **Post and email** Post and print Layout ▾

Post reports

Report:

- PAR form
- Position description form

Click post and email

BOMS Personnel: Stanbro, Debbie Logout

PERSONNEL ACTION REQUEST

TO: Justice Administrative Commission
 From: Office of the State Attorney, 20th Circuit
 Employee's Name: Joseph V. DeMatino Employee ID: 1127766
 SSN: [REDACTED]

	PRESENT STATUS:	CHANGE TO
Class Code:	6011	6002
Job Title:	Intake Clerk I	Clerk II
Position:	21004921	21015146
Monthly Rate Of Pay:	\$2,083.34	
FTE:	1.00	

Transaction Date: **04/08/2016** Note: If termination or transfer to another state agency, use last day worked as close of business. If leave without pay, use last day to be paid close of business, or explain in comments section.

I hereby certify that the records in this office reflect that the individual named above is due the lump-sum payment for annual and/or sick leave, as indicated below, and local records are in accordance with the Personnel Rules and Regulations governing this office. I further certify that said employee has not forfeited any rights to such sick leave payment for any of the reasons stated in Section 110.122, Florida

ANNUAL LEAVE: ___ 0 hrs. ___ 0 min. Indicate balance of hours accrued for which payment is due. (Enter "0" if none)

SICK LEAVE: Give total hours accrued prior to 10/1/71 ___ hrs. ___ min. (*0" if none)
 Give total hours accrued after to 10/1/75 ___ 0 hrs. ___ 0 min. (*0" if none)

Approved By: <<< e-signed: Debbie Stanbro >>> 04/08/2016
 Debbie Stanbro Date:
 Executive Director Over Million

Comments: Move to Trial Secretary

98 Miscellaneous Change (Explain in comments section)

Transaction Code	(description)
	** NOTE ** If transaction code is 58, 98, or 99 explain in comments section.
	If transaction Code is 06, refer to "Separation (termination Codes)" and enter appropriate code below:

Performance Evaluation Codes

- ___ 1 Unsatisfactory
- ___ 2 Conditional
- ___ 3 Satisfactory
- ___ 4 Above Satisfactory
- ___ 5 Outstanding
- ___ 0 Not Rated

HR ELECTRONIC TRANSMISSION OF INFORMATION

BOMS 11.46 - Google Chrome

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

BOMS Personnel: Stanbro, Debbie Logout

Cancel Post and email Post and print Layout ▾

Post reports

Report

PAR form

Position description form

PERSONNEL ACTION REQUEST
TO: Justice Administrative Commission

Post and Email

To submit the form(s) listed here to JAC now, specify JAC/CC email addresses and click SEND NOW button

From address

Send to

Send copy to

Cancel Send now

98 Miscellaneous Change (Explain in comments section)

Transaction Code	(description)
** NOTE **	
If transaction code is 58, 98, or 99 explain in comments section.	
If transaction Code is 06, refer to *Separation (termination Codes)* and enter appropriate code below:	

The first time you use this you must type in the email address that the information is sent to. After that it will prefill based off of last information.

HR ELECTRONIC TRANSMISSION OF INFORMATION

PERSONNEL ACTION REQUEST
TO: Justice Administrative Commission

Post and Email

To submit the form(s) listed here to JAC now, specify JAC/CC email addresses and click SEND NOW button

From address _____
Send to payrollgroup@justiceadmin.org
Send copy to rmitchell@sao.ciis20.org;dstanbro@sao.ciis20.org;ismith@sao.ciis20.org;carolyn.horwich@justiceadmin.org

Cancel **Send now**

Transaction Code (description)

**** NOTE ****
If transaction code is 98, 99, or 99 explain in comments section.
If transaction Code is 06, refer to *Separation (termination Codes)* and enter appropriate code below:

Performance Evaluation Codes

1 Unsatisfactory
2 Conditional
3 Satisfactory
4 Above Satisfactory
5 Outstanding
0 Not Rated

SICK LEAVE: Give total hours accrued prior to 10/1/71 _____ hrs _____ min. (*0* if none)
Give total hours accrued after to 10/1/73 _____ 0 hrs _____ 0 min. (*0* if none)

Approved By: <<< signed Debbie Stanbro >>> 04/08/2016
Debbie Stanbro Date:
Executive Director Over Milton

Comments: New supervisor

Once you have completed the email information hit send.

HR ELECTRONIC TRANSMISSION OF INFORMATION

Once the email is posted an image of the document is saved in the person's personnel file within the images (automatically)

BOMS 11.46 - Google Chrome

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

Find Report Options ▾ General information ▾ Show: Active ▾ Containing ▾ Find demARTINO

Permanent Employees DeMartino, Joseph V. | Permanent | Position 15146 | Funding N/A | SSN [REDACTED] | Hired 07/01/2015 | DOB 12/14/1989

Identification Address Assignments Certifications Courses Education **Images** Notes

Edit Delete Add files Layout ▾ Show: Employee ▾

Name	Class Cl
DeMartino, Joseph V.	6002 Cl

Employee	Category	Topic	Desc
DeMartino, Joseph V.	**	employee	
DeMartino, Joseph V.	PAR	employee	
DeMartino, Joseph V.	Miscellaneous	employee	Park
DeMartino, Joseph V.	New hire	employee	New
DeMartino, Joseph V.	New hire	employee	Sch
DeMartino, Joseph V.	New hire	employee	New
DeMartino, Joseph V.	New hire	employee	E-ve
DeMartino, Joseph V.	Evaluation	employee	Six
DeMartino, Joseph V.	Training	employee	Anti-
DeMartino, Joseph V.	Miscellaneous	employee	Lee
DeMartino, Joseph V.	Miscellaneous	employee	Colli
DeMartino, Joseph V.	New hire	employee	New
DeMartino, Joseph V.	Training	employee	EDor
DeMartino, Joseph V.	Training	employee	Anti-
DeMartino, Joseph V.	New hire	employee	Emp

PERSONNEL ACTION REQUEST

To: Justice Administrative Commission
 From: Office of the State Attorney, 20th Circuit
 Employer's Name: Joseph V. DeMartino Employee ID: 112276
 SSN: [REDACTED]

PRESENT STATUS:	CHANGE TO:
Class Code: 6011	6002
Job Title: Intake Clerk I	Clerk II
Position: 21004021	21015146
Monthly: \$2,083.34	
Rate Of Pay: 1.00	
FTE: 1.00	

Transaction Date: 04/05/2016 Note: If termination or transfer to another state agency, use last day worked at close of business. If leave without pay, use last day to be paid close of business, or explain in comments section.

I hereby certify that the records in this office reflect that the individual named above is due the lump-sum payment for annual and/or sick leave, as indicated below, and local records are in accordance with the Personnel Rules and Regulations governing this office. I further certify that said employee has not forfeited any rights to such sick leave payment for any of the reasons stated in Section 110.122, Florida Statute.

ANNUAL LEAVE: 0 hrs. 0 min. Indicate balance of hours accrued for which payment is due. (Enter "0" if none)

SICK LEAVE: Give total hours accrued prior to 10/07/15 0 hrs. 0 min. ("0" if none)
 Give total hours accrued after to 10/07/15 0 hrs. 0 min. ("0" if none)

Approved By: <<< e-sign: Debbie Stanbro >>> 04/05/2016
 Debbie Stanbro Date:
 Executive Director Over Million

Comments: Move to Trial Secretary

Miscellaneous Change (explain in comments section)

Transaction Code (description)

** NOTE **
 If transaction code is 35, 95, or 99 explain in comments section.

If transaction Code is 06, refer to "Separation Termination Codes" and enter appropriate code below:

Performance Evaluation Codes

- 1 Unsatisfactory
- 2 Conditional
- 3 Satisfactory
- 4 Above Satisfactory
- 5 Outstanding
- 0 Not Rated

HR ELECTRONIC TRANSMISSION OF INFORMATION

It also saves the Position Description

BOMS 11.46 - Google Chrome

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

Find Report Options ▾ General information ▾ Show: Active ▾ Containing ▾ Find demARTINO

BOMS Personnel: Stanbro, Debbie Logout

Permanent Employees **DeMartino, Joseph V. | Permanent | Position 15146 | Funding N/A | [REDACTED] | Hired 07/01/2015 | DOB 12/14/1989**

Identification Address Assignments Certifications Courses Education **Images** Note

Edit Delete Add files Layout ▾ Show: Employee ▾

Employee	Category	Topic	Desc
DeMartino, Joseph V.	Position Description	employee	
DeMartino, Joseph V.	PAR	employee	
DeMartino, Joseph V.	Miscellaneous	employee	Park
DeMartino, Joseph V.	New hire	employee	New
DeMartino, Joseph V.	New hire	employee	Sch
DeMartino, Joseph V.	New hire	employee	New
DeMartino, Joseph V.	New hire	employee	E-ve
DeMartino, Joseph V.	Evaluation	employee	Six
DeMartino, Joseph V.	Training	employee	Anti-
DeMartino, Joseph V.	Miscellaneous	employee	Lee
DeMartino, Joseph V.	Miscellaneous	employee	Colli
DeMartino, Joseph V.	New hire	employee	New
DeMartino, Joseph V.	Training	employee	EDoc
DeMartino, Joseph V.	Training	employee	Anti-
DeMartino, Joseph V.	New hire	employee	Emp

STATE OF FLORIDA
DEPARTMENT OF JUDICIAL

POSITION DESCRIPTION

Senior Management Services SMS Retirement/Benefits
Senior Management Services Benefits Only
Regular Service Employee

Position Number: 21015146	Security Rate Code: Employee
Employee Name: Joseph V. DeMartino	FTE: 1.00
Name of Circuit: State Attorney Twentieth Judicial	
Present Headquarters County Code: 0	New Headquarters County Code: 0
Present Position Location Address: Fort Myers, FL	New Position Location Address: *
Present Position County Code: 36	New Position County Code: 0
Present Org Code:	New Org Code:
Present Class Title: Computer Operator I	New Class Title: Clerk II
Present Class Code: 6451	New Class Code: 6002
Present reports to: Stephen B. Russell - Position No: 2471	New reports to: Stephen B. Russell - Position No: 2471
CIP Incentive Payment: <input type="checkbox"/>	Effective date: 04/08/2016

Reason for submitting this form:

Classification Change: _____ Approved By: _____
 County Change: _____ <<< e-signed: Debbie Stanbro >>> 04/08/2016
 Establish New Position: _____ Debbie Stanbro Date:
 Delete Position: _____
 FTE Change: _____ Executive Director Over Million