

# BOMS IMAGING

SAO 20 Presentation

# BOMS Imaging

- ▣ The first part of starting the imaging module is making sure that the correct User Groups have been given the “Imaging” function in BOMS.
- ▣ Go under employee-> Administration-> Configuration-> “User Functions”

# BOMS Imaging

The screenshot shows the BOMS 11.46 web application interface. The browser title is "BOMS 11.46 - Google Chrome". The navigation menu includes "Module", "My activities", "Reports", "Approval", "Management", "Administration", and "Help". The user is logged in as "Stanbro, Debbie". The main content area is titled "Setup: user functions" and contains two tabs: "Cleanup open workflows" and "Function options". The "Function options" tab is selected, and a yellow arrow points to it. Below the tabs is a "Functions" table with a "Show: (active)" dropdown. The "Imaging" function is highlighted in yellow. Below the "Functions" table is a "Groups" table with columns for "User group", "Settings", "Workflow", "Allow emails", and "Allow appointments".

Function	Count
Comptime	2
Employee Images	
Employment authorization form	
Evaluation	9
FRS certification form	0
<b>Imaging</b>	<b>11</b>
Inventory form: Depreciation	0
Inventory form: Surplus	0
Leave of absence	51

User group	Settings	Workflow	Allow emails	Allow appointments
fox	default	Fox	No	No
McCarley	default	McCarley	No	No
OPADMINFM	clockin	OPSFADMIN	No	No
polandclerical	default	polandclerical	No	No
rhodesr	default	rhodesr	No	No

Click on Function Options to add or edit user functions.

# BOMS Imaging

- ▣ Click on BOMS Employee Module(or Personnel-> configuration)
  - Then Click on Configuration
  - Then click on Image Categories

This is where you can add the category you wish to store under the various areas/types within BOMS.

# BOMS Imaging

- The areas / (types ) of fields where images can be added are as follows:
- Batch
- Case
- Case Event
- Class Code
- Employee
- Employee Signature
- Forms
- Fund
- Inventory
- Invoice
- Ledger transaction
- Position
- Purchase Order
- Travel
- Vendor

# BOMS Imaging

BOMS 11.46 - Google Chrome

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

Welcome: Stanbro, Debbie Logout

Setup: Image categories

**Add ±**

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
- Travel map mileage
- Travel options
- Travel reimbursement
- Travel scheduled events

Category	Description		
Accident Reports		inventory	
Acquisition/Disposal		inventory	
Agenda	Agenda	travel	Travel expenses
Airfare	Airfare	travel	Travel expenses
Batch Sheet		batch	
Benefit or Insurance		employee	
Bids/Quotes		purchase order	
Car Rental	Car Rental	travel	Travel expenses
Class Codes	Class Codes	class code	
Clerk III		class code	
Confidential		employee	
Contracts		purchase order	
Discipline action		employee	
Entire File		employee	
Evaluation		employee	
Internal Applications		employee	
Investigator Salary Incentive	Investigator CJIP Payment	ledger transaction	
Invoices		invoice	

Click add to add a category where you can store images

# BOMS Imaging

**Module** My activities

172.25.1.64/bomsweb/Pages/setup\_object\_category\_list.aspx?\_SID=7336276b-6250-41df-8422-6bdaab434a7e

Setup: Image categories

Description	Type	Default for function
Inventory		
Inventory		

Cancel Next code Add

Category

Description

Type

Default for function -- select function --

Viewable by approvers No

Viewable by employees No

Archive No

This would be what you call the category an example would be Contracts under the purchase orders type

Description of Category

Please indicate what type/area this is ie Contracts Purchase order

If you want the image to automatically upload ie PAR you need to designate a workflow

# BOMS Imaging

- Now go to the module where you added the category and upload your documents. Click on Images tab.

The screenshot displays the BOMS 11.46 web application interface. The browser address bar shows the URL: 172.25.1.64/bomsweb/Pages/vendor.aspx?\_SID=b1ee44ac-4bc6-4fd7-a928-fed94c949ca5. The application header includes navigation menus for Module, Activities, Reports, Administration, and Help. The user is logged in as 'BOMS Accounting: Stanbro, Debbie'. The main content area is titled 'KELLY TEMPORARY SERVICES' and shows '6 images'. The 'Images' tab is active, displaying a table of vendor records and a preview of a document.

**Vendors**

Name
Keefe, Patrick
Keefe, Jeffrey A.
Keen, Dennis
Keen, Tami
Keener, Shana
keever, evelyn
Keever, Evelynn
Keller, John
Keller, Leota
Kelley, Douglas
Kelley, Philip Douglas
Kelley, Tabitha
Kelli P. Hayes, M.S.
<b>Kelly Temporary Services</b>
Kelly, Ashli E.
Kelly, Kevin

**KELLY TEMPORARY SERVICES** 6 images

**Images**

Vendor	Category	Topic	Description
Kelly Temporary Services	Other/Misc	vendor	
Kelly Temporary Services	Other/Misc	vendor	FY13/14 Rate E-m
Kelly Temporary Services	Other/Misc	vendor	Certificate of Insu
Kelly Temporary Services	Vendor Contracts	vendor	
Kelly Temporary Services	Other/Misc	vendor	Florida FACTS Sys
Kelly Temporary Services	Other/Misc	vendor	Insurance Informa

**REPRESENTING:**  
CHARLOTTE  
COLLIER  
GLADES  
HENDRY  
LEE



**OFFICE OF THE STATE ATTORNEY**  
Twentieth Judicial Circuit of Florida  
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**Stephen B. Russell**  
State Attorney

To: Debbie Stanbro  
From: Robin McCarley  
Date: December 12, 2013  
Re: Kelly Temporary Services

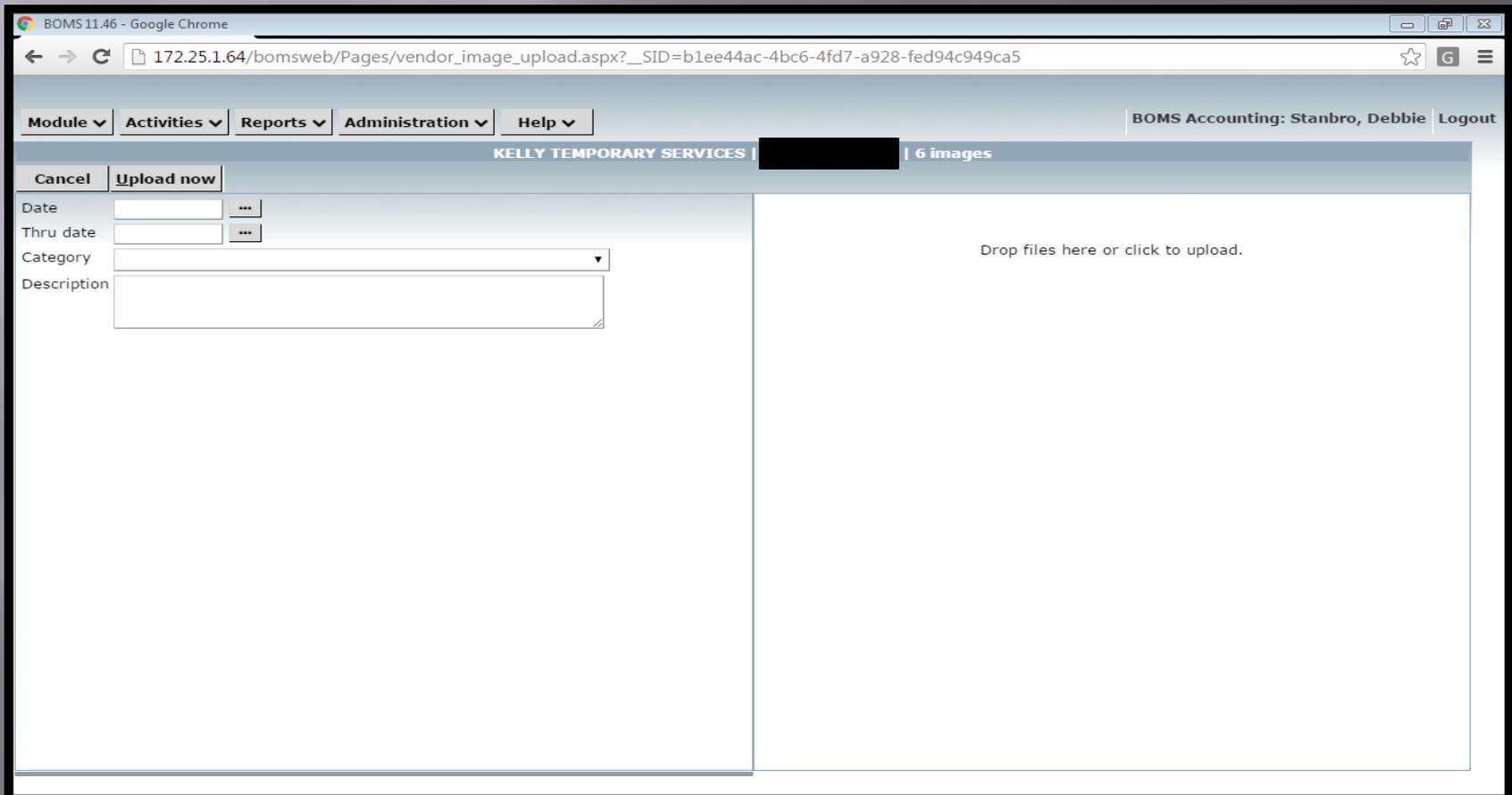
This memo is to inform you that for the following invoices we paid the rate of \$17.15 instead of \$17.13 which is the agreed upon rate.

Invoice #s - 34111054, 35101513, 36131675, 37132636, 38140856, 38194622, 39141069, 39197348, 40142692, 40198439, 41156949, 41215187, 42135046, 42196506, 43141725, 44144079, 44202059, 45140936, 46151135, 46210618.

We processed the invoices for the rate of \$17.15 instead of \$17.13 due to the immateriality of the difference of \$.02. It was more beneficial to pay these invoices at the rate of \$17.15 since it would have taken additional resources and employee time to correct the mistake.

# BOMS Imaging

- ▣ To Add a document click add



# BOMS Imaging

- To access an existing document highlight the document then click on the open folder.

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Vendor	Category	Topic	Description
Kelly Temporary Services	Other/Misc	vendor	
Kelly Temporary Services	Other/Misc	vendor	FY13/14 Rate E-m
Kelly Temporary Services	Other/Misc	vendor	Certificate of Insu
Kelly Temporary Services	Vendor Contracts	vendor	
Kelly Temporary Services	Other/Misc	vendor	Florida FACTS Sys
Kelly Temporary Services	Other/Misc	vendor	Insurance Informa