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COUNTY OF WESTCHESTER

ONBASE WORKFLOW MANUAL

FOR

POSITION CERTIFICATION REQUESTS

Revised: October 27, 2000

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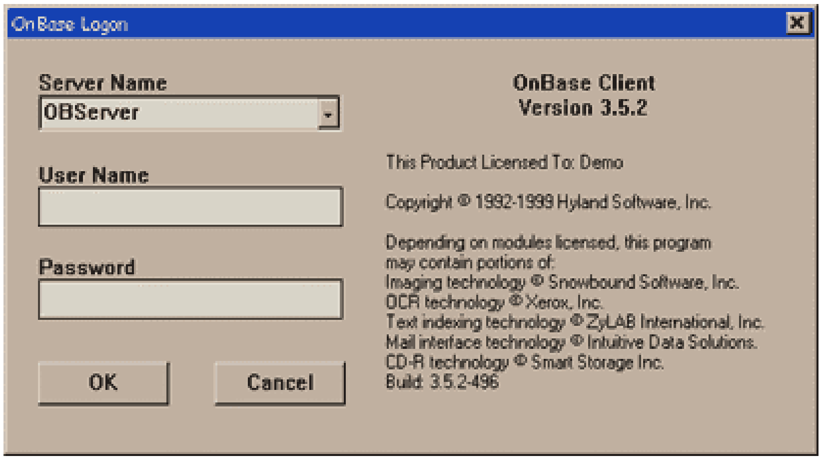
ACCESSING THE ONBASE WORKFLOW

Login To Workflow

To enter the OnBase Client, click on the OnBase icon. The following menu will appear:



Verify that the server name is OBServer then enter your User Name and Password and click on the OK button. Initially, enter your County user ID in <u>both</u> the User Name and Password fields.

You will then see a progress bar as the database loads. Subsequently, the OnBase Client will appear and the Document Retrieval dialog box will open. You will use this retrieval screen to search for documents after they have been filed into the system.

Changing The User Password

The first time you access the OnBase Client, your user name and password are defaulted to your County user ID. To change your password, click on **User Menu**, **Change Password**. The menu will allow you to type in your old password and the new password. The new password will have to be entered a second time under "Verify New Password".

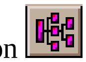
GENERAL INFORMATION REGARDING THE WORKFLOW

Glossary

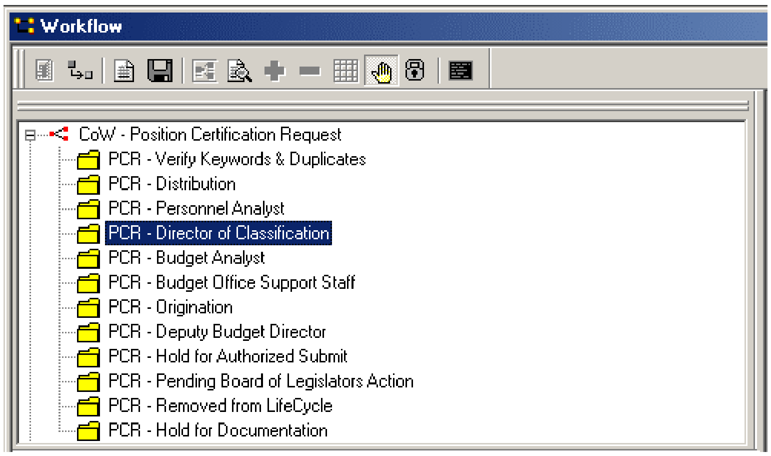
The following terminology is used throughout this manual:

Term	*Definition*
BA	Budget Analyst
COW	County of Westchester
DBD	Deputy Budget Director
Dialog Box	A “pop-up” window that appears requesting further input on a specific area. For example, when printing, a Print Dialog box will appear requesting such information as Portrait or Landscape.
DOC	Director of Classification
Eform	Electronic Form
Icon	A picture representation of a queue or action tool within the program.
ID	Identification
Life Cycle	The passage of a document through your normal business processing (i.e. From Origination to Personnel Analyst is part of the PCR life cycle).
PA	Personnel Analyst
PCR	Position Certification Request
Queue	A Queue is a stop or state that a document can be in during the business process. The queue is the point at which work is performed on the document. This work will vary from one queue to another and depends on the state of the document at the time.
Workflow	A workflow module allows you to enhance your normal business process by allowing you to use the system not only to store documents but also to track the progress of those documents through your normal business process. This workflow module has been designed specifically for the County of Westchester’s Position Certification Request.

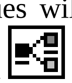
Workflow Menu

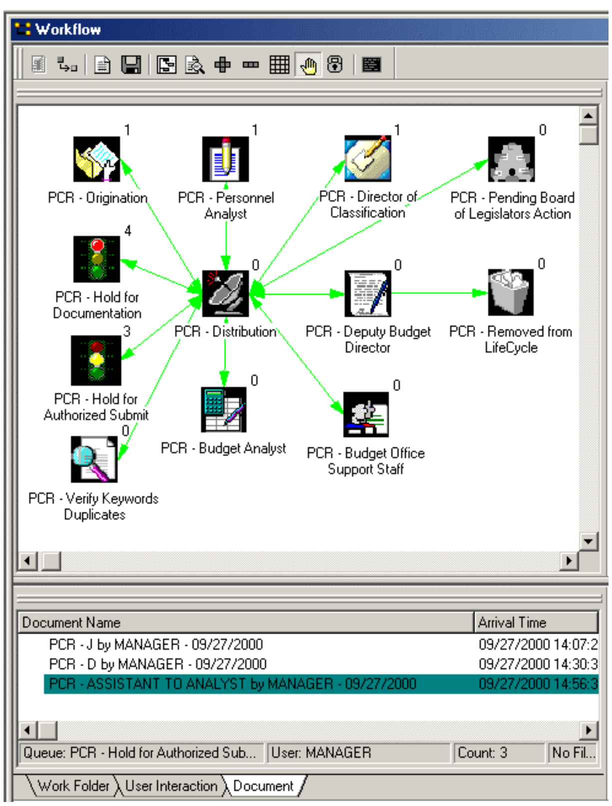
To access the Workflow, click on **User Menu** and select **Workflow Inbox** or click on the Workflow icon  from the toolbar. The last Workflow screen you had open will appear, either in the text view format or the graphical view format.

If the **text view** appears, select the COW - Position Certification Request and double click to expand the life cycle and list the queues.



Sample of Workflow Screen in text view (expanded)

If the **graphical view** appears, the only queues that will be enabled are those to which you have access. The remainder of the queues will be disabled. You can toggle between the text view and graphical view by choosing the view icon  from the tool bar directly above the window.



← Toggle Gripper

← Toggle Gripper

← Tabbed Window

Sample of Workflow Screen in graphical view

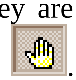
In the example of the Workflow Screen *(graphical view)* shown above:

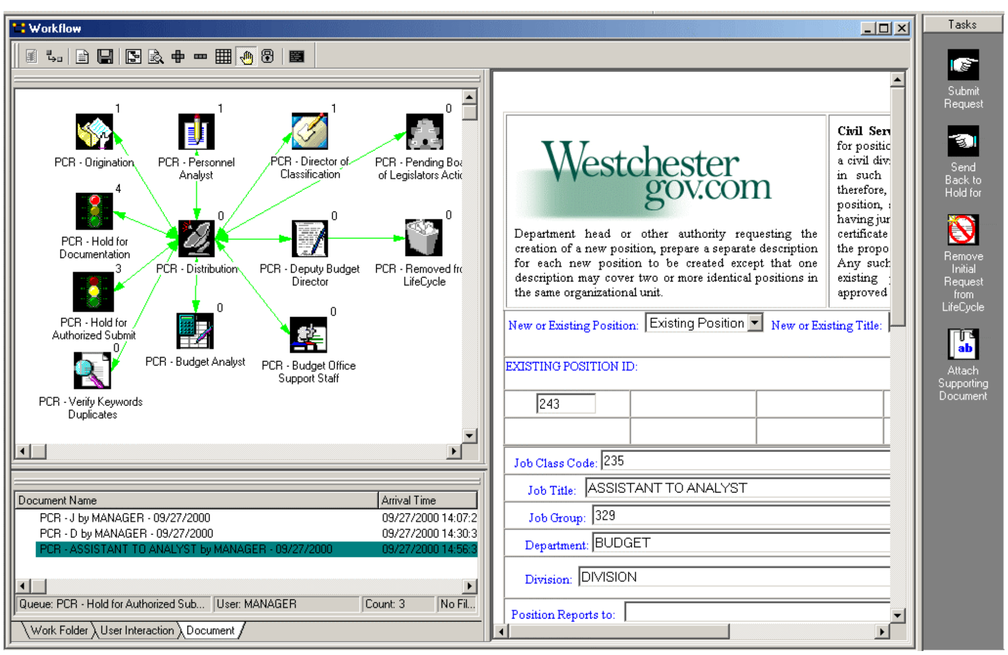
- The toolbar displays the action icons.

- The middle portion displays the various "queues" within the approval cycle. The number that appears in the upper right corner of each queue icon represents the number of documents currently in that queue. It is no longer necessary to call Personnel or Budget to determine the status of your request. You may now look at the request under each specific queue.

- The lower section displays the current queue *(in the graphical view sample, the queue is PCR-Hold for Authorized Submit)*. Documents for that queue are displayed under the **Document** tab. To work with a specific document, click on the document – the document will displayed on the right side of the screen *(see screen sample below)*. Once a document is selected, the **User Interaction** tab displays questions, messages or actions the user must respond to, and the **Work Folder** displays related attached documents.

- To the right of the graphical view will be a large area where forms will be displayed. To the right of the form display area will be a task bar area. The tasks available in this area will change depending on the current queue.

- The window layout is configurable using the grippers. You may want to reconfigure your window layout in order to change the sizes of the windows as they are displayed on the page. You can toggle the grippers on and off using the toggle gripper button . Simply drag windows on to each other and share their docking position to create a tabbed window like in the example below. You can lock or unlock windows at their current position by using the Lock Windows button. . Docked workflow windows can be undocked by double clicking the tab for the window you want to undock. The default configuration can be restored by right clicking the gripper and selecting Restore Default Display.



Workflow Queues Area *Form Display Area* *Task Bar*

Workflow Toolbar

Begin User Work	Initiates User Work on selected document(s)
Route Document	To route document. Possible transitions will be displayed.
Show Document	To show the document
Save	To save the document
View	Changes the view display of the workflow between text and graphical
Filter Inbox	Applies a filter to the Inbox
Zoom In	To zoom in the Workflow display
Zoom Out	To zoom out the Workflow display
Grid	To display a grid over the Workflow display
Toggle Grippers	Turns on/off the ability to adjust the position of the windows on the screen. (document, workfolder, user work, etc.) Docked workflow windows can be undocked by double clicking the tab for the window you want to undock. The default configuration can be restored by right clicking the gripper and selecting Restore Default Display.
Lock Windows	Ability to lock window sizes
Terminal Session	Starts a terminal emulation session for the ability to connect to an outside system. This feature is not being using in this application.

Workflow Queues

A queue is a stop or state that a document can be in during the business process. The queue is the point at which work is performed on the document. The work that is performed will vary from one queue to another and will depend on the state and queue that the document is in at the time. The arrangement of the queues and the transitions made between them determine the visual representation of the life cycle.

The County of Westchester Position Certification Workflow queues are:

- ***PCR-Origination***
  The Origination queue pertains to the department that creates the original documents for submission. Clerical staff will make any changes to the request and attach any additional supporting documentation requested by personnel or budget.

- ***PCR-Distribution***
  The Distribution queue is the system hub where all forms will be distributed through the approval cycle. The Distribution queue is an automatic queue with no user interaction.

- ***PCR-Hold for Documentation***
  New requests start in this queue. When a request is created and supporting documentation is attached, the request will automatically be transitioned from this queue to the *PCR-Hold for Authorized Submit* queue. If supporting documentation is not available at the time the request was created, the request will remain in this queue until the documentation is attached, at which time the request may be transitioned to the *Hold for Authorized Submit* queue for managerial approval.

- ***PCR-Hold for Authorized Submit***
  Once the initial documents are created and supporting documentation has been attached, they will sit in this authorization queue for department managerial approval.

- ***PCR-Personnel Analyst***
  The first Personnel queue in the approval cycle.

- ***PCR-Director of Classification***
  The second Personnel queue in the approval cycle.

- ***PCR-Pending Board Action***
  Requests may be routed to this queue while they wait for further action from the Board of Legislators prior to continuing through the life cycle.

- ***PCR-Budget Office Support Staff***
  The first Budget queue in the approval cycle.

- ***PCR-Budget Analyst***
  The second Budget queue in the approval cycle.

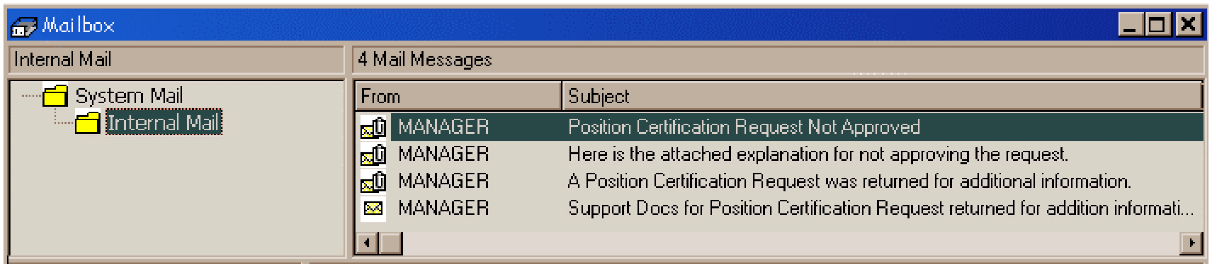
- ***PCR-Deputy Budget Director***
  The third Budget queue in the approval cycle.

- ***PCR-Removed from Life Cycle***
  When requests are completed, they are sent to this queue for a two week time frame, in case a correction needs to be made prior to final commitment.

Workflow Mail

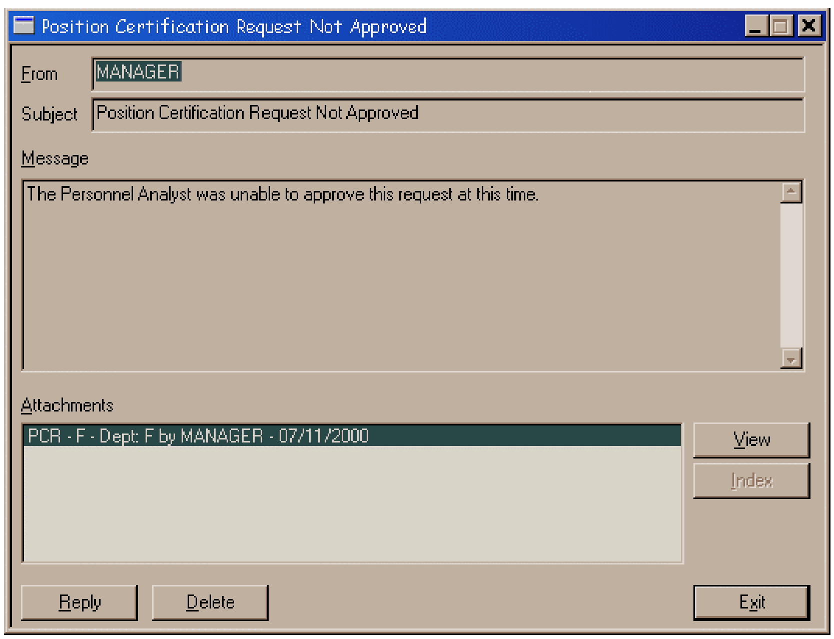
Once you have created and submitted forms, mail regarding those requests may be sent to you. If you have unread mail when you enter OnBase, the message "*You have new mail, read it now?*" will appear. Click on the Yes button to access your messages. You may also access your mail under the User Menu, Mailbox. This mail option is exclusive to OnBase and has no relation to your Outlook mail.

To access the Internal Mailbox, select Internal Mailbox in the left pane of the Mailbox dialog box.



Sample of Mailbox screen

The number of mail messages received will appear on the top with the subjects appearing below. To read a specific message, <u>double click</u> on the message.



Sample of displayed message in Mailbox

Once the message is displayed, you may view any attachments, reply to the message or delete the message.

CREATING NEW FORMS

To create a new Position Certification Request (PCR), go the **File Menu** and select **New** then select **Forms**. A New Form Document menu will appear. Select **Create PCR – Position Certification Request** from this menu and click on the Create button. The Position Certification Request will appear on the screen.

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Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Civil Service Law: Section Twenty-Two: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be refered to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.

New or Existing Position: Existing Position New or Existing Title: Existing Title 1 Number of Positions

EXISTING POSITION ID:

Job Class Code:

Job Title: AGENCY ORG

Job Group: FUNDING ACCOUNT

Department:

Division:

Position Reports to:

Position Responsible for Supervising{Please enter names of staff supervised, or title and number of staff supervised, or 'NONE' if no supervisory responsibility.}:

Is this a Title Change Only, a Same Title/Reallocation, a Change of Title and Job Group, or a Freeze/Trade?
NOTE: If this is a NEW POSITION, you may only select FREEZE/TRADE, or leave blank.

Please complete the appropriate section below.

Sample of the PCR (Position Certification Request)

The PCR is a dynamic form, changing fields depending on selections you make as you progress through the form. Fields displayed in blue are required fields and must have data inputted within them. Fields displayed in black are optional. When you create a new PCR, the first two selections are the required fields **New or Existing Position** and **New or Existing Title**. Select either one from the drop down menu for both of these fields.

Creating A PCR For An Existing Position – Existing Title

From the drop down menus provided in both fields, select **Existing Position** within the position field and then select **Existing Title** within the title field. Once this is done, the following fields will be available:

Field Name	Status	Notes
• Number of Positions	Required	Enter the number of positions, from one to ten. The number you Enter will affect the next field, "Existing Position ID". If you try to type more than 10, the message "*The number of positions must be between 1 and 10*" will appear. Click on the OK button to remove this message. If you have more than 10 positions to request, you must create more than one form.
• Existing Position ID	Required	Enter the Position ID for each position requested above
• Job Class Code	Required	Enter the Job Class Code for the requested title
• Job Title	Not Editable	Will be filled in automatically based on the Job Class Code
• Job Group	Not Editable	Will be filled in automatically based on the Job Class Code
• Agency	Required	Enter the 2-digit Agency Code
• Org	Required	Enter the 4-digit Org Code
• Department	Not Editable	Will be filled in automatically based on the Agency
• Division	Required	Enter the Division Name
• Funding Account	Required	Select one from the following drop down list: - Salaries - Annual/Other - Expense - Trust If you choose Trust, you will need to enter the Trust number in a field, which will be provided below the Funding Account field.
• Position Reports To	Required	Enter the name and title of the person this position reports to
• Position Responsible for Supervising	Required	Enter the title(s) and numbers of staff supervised, or 'NONE' if no supervisory responsibility.

The next section of the form is referred to as the Title Section. The instructions for this section read as follows: "*Is this a Title Change Only, a Same Title/Reallocation, a Change of Title and Job Group, or a Freeze/Trade? NOTE: If this is a new position, you may only choose FREEZE/TRADE or leave blank*".

From the drop down menu provided for this field, select the appropriate response for this request. Because this is a dynamic form, once your selection has been made, the fields within this section will vary depending on the selection made. Each appropriate section is shown below. In each example, all the fields are required.

Title Change Only
- Previous Title
- Approved Class Case # or Other

Same Title/Reallocation
- Approved Board Act #

Change of Title/Job Group
- Previous Title and JG (Job Group)
- Approved Class Case # or Other

Freeze/Trade
- Position ID to be frozen

Once you have entered the information for the Title Section, the next section pertains to an explanation, a non-required field. The first field in this section reads: *"Please select one of the following and enter an explanation"*. From the drop down list provided for this field, you must select one of the following:

- Detailed Justification and Table of Organization are attached to this form.
- Existing Job Description accurately describes duties to be performed. Duties statement is attached.
- New or Revised duties statement is attached.

After making the appropriate selection, you may type in an explanation in the field below or use this field to describe an attachment other than those listed. To affirm that the above statements are accurate and true, type in a Requested Effective Date, the Department Head or Designee and the date of request. Please note that invalid dates will stop the initial document attachment. Originators will have to open the document in **the PCR-Hold for Documentation** queue and fix the dates and attach the documents before transitioning the document to the **PCR-Hold for Authorized Submit** queue.

When complete, you may click on the **Submit** button to add the form to the OnBase system, at which point you will be prompted for supporting documentation, which is required for all requests *(See section on Supporting Documentation)*. If you click on the **Reset** button, all the fields will be cleared of information.

When a request is created and supporting documentation is attached, the system will route the form to the **PCR-Hold for Documentation** queue and then the request will automatically be transitioned from this queue to the **PCR-Hold for Authorized Submit** queue. If supporting documentation is not available at the time the request was created, the request will remain in the **PCR-Hold for Documentation** queue until the documentation is attached. Once supporting documentation has been attached, the request will automatically be transitioned to the **PCR-Hold for Authorized Submit** queue for managerial approval.

Creating A PCR For An Existing Position – New Title

From the drop down menus provided in both fields, select **Existing Position** within the position field and then select **New Title** within the title field. Once this is done, the following fields will be available:

Field Name	Status	Notes
• Number of Positions	Required	Enter the number of positions, from one to ten. The number you Enter will affect the next field, "Existing Position ID". If you try to type more than 10, the message "*The number of positions must be between 1 and 10*" will appear. Click on the OK button to remove this message. If you have more than 10 positions to request, you must create more than one form.
• Existing Position ID	Required	Enter the Position ID for each position requested above
• Job Class Code	**Leave Blank**	**Assigned by Personnel**
• Agency	Required	Enter the 2-digit Agency Code
• Org	Required	Enter the 4-digit Org Code
• Department	Not Editable	Will be filled in automatically based on the Agency
• Division	Required	Enter the Division Name
• Funding Account	Required	Select one from the following drop down list: - Salaries - Annual/Other - Expense - Trust If you choose Trust, you will need to enter the Trust number in a field, which will be provided below the Funding Account field.
• Position Reports To	Required	Enter the name and title of the person this position reports to
• Position Responsible for Supervising	Required	Enter the title(s) and numbers of staff supervised, or 'NONE' if no supervisory responsibility.

The next section of the form is referred to as the Title Section. The instructions for this section read as follows: *"Is this a Title Change Only, a Same Title/Reallocation, a Change of Title and Job Group, or a Freeze/Trade? NOTE: If this is a new position, you may only choose FREEZE/TRADE or leave blank".*

From the drop down menu provided for this field, select the appropriate response for this request. Because this is a dynamic form, this section will vary depending on the selection made. Each appropriate section is shown below. In each example, all the fields are required.

Title Change Only

- Previous Title
- Approved Class Case # or Other

Same Title/Reallocation

- Approved Board Act #

Change of Title/Job Group

- Previous Title and JG (Job Group)
- Approved Class Case # or Other

Freeze/Trade

- Position ID to be frozen

Once you have entered the information for the Title Section, two other fields will appear:

- Proposed Title
- Proposed Job Group

These two fields are required so you must enter information in both of them.

The next section pertains to an explanation, a non-required field. The first field in this section reads: *"Please select one of the following and enter an explanation"*. From the drop down list provided for this field, you must select one of the following:

- Detailed Justification and Table of Organization are attached to this form.
- Existing Job Description accurately describes duties to be performed. Duties statement is attached.
- New or Revised duties statement is attached.

After making the appropriate selection, you may type in an explanation in the field below or use this field to describe an attachment other than those listed. To affirm that the above statements are accurate and true, type in a Requested Effective Date, the Department Head or Designee and the date of request. Please note that invalid dates will stop the initial document attachment. Originators will have to open the document in **the PCR-Hold for Documentation** queue and fix the dates and attach the documents before transitioning the document to the **PCR-Hold for Authorized Submit** queue.

When complete, you may click on the **Submit** button to add the form to the OnBase system, at which point you will be prompted for supporting documentation, which is required for all requests *(See section on Supporting Documentation)*. If you click on the **Reset** button, all the fields will be cleared of information.

When a request is created and supporting documentation is attached, the system will route the form to the **PCR-Hold for Documentation** queue and then the request will automatically be transitioned from this queue to the **PCR-Hold for Authorized Submit** queue. If supporting documentation is not available at the time the request was created, the request will remain in the **PCR-Hold for Documentation** queue until the documentation is attached. Once supporting documentation has been attached, the request will automatically be transitioned to the **PCR-Hold for Authorized Submit** queue for managerial approval.

Creating A PCR For A New Position – Existing Title

From the drop down menus provided in both fields, select **New Position** within the position field and then select **Existing Title** within the title field. Once this is done, the following fields will be available:

Field Name	Status	Notes
• Select Added Starter or Position Approved in Budget	Required	Select one of the following from the drop down list: - Added Starter - Position Approved in Budget
• Number of Positions	Required	Enter the number of positions, from one to ten. The number you Enter will affect the next field, "Existing Position ID". If you try to type more than 10, the message "*The number of positions must be between 1 and 10*" will appear. Click on the OK button to remove this message. If you have more than 10 positions to request, you must create more than one form.
• Position ID	**Leave blank**	**Assigned by Budget**
• Job Class Code	Required	Enter the Job Class Code for the requested title
• Agency	Required	Enter the 2-digit Agency Code
• Org	Required	Enter the 4-digit Org Code
• Job Title	Not Editable	Will be filled in automatically based on Job Class Code
• Job Group	Not Editable	Will be filled in automatically based on Job Class Code
• Department	Not Editable	Will be filled in automatically based on Agency
• Division	Required	Enter the Division Name
• Funding Account	Required	Select one from the following drop down list: - Salaries - Annual/Other - Expense - Trust If you choose Trust, you will need to enter the Trust number in a field, which will be provided below the Funding Account field.
• Position Reports To	Required	Enter the name and title of the person this position reports to
• Position Responsible for Supervising	Required	Enter the title(s) and numbers of staff supervised, or 'NONE' if no supervisory responsibility
• Title Section	Required	For a new position, the only possible selections are Freeze/Trade or leave blank.
• Freeze/Trade	Required	If you choose "Freeze/Trade" in the Title Section, enter the Position ID to be frozen. If you choose "Blank" in the Title Section, this field will **not** appear.

Once you have entered all of the information, the next section pertains to an explanation, a non-required field. The first field in this section reads: *"Please select one of the following and enter an explanation"*. From the drop down list provided for this field, you must select one of the following:

- Detailed Justification and Table of Organization are attached to this form.
- Existing Job Description accurately describes duties to be performed. Duties statement is attached.
- New or Revised duties statement is attached.

After making the appropriate selection, you may type in an explanation in the field below or use this field to describe an attachment other than those listed. To affirm that the above statements are accurate and true, type in a Requested Effective Date, the Department Head or Designee and the date of request. Please note that invalid dates will stop the initial document attachment. Originators will have to open the document in **the PCR-Hold for Documentation** queue and fix the dates and attach the documents before transitioning the document to the **PCR-Hold for Authorized Submit** queue.

When complete, you may click on the **Submit** button to add the form to the OnBase system, at which point you will be prompted for supporting documentation, which must be attached *(See section on Supporting Documentation)*.   If you click on the **Reset** button, all the fields will be cleared of information.

When a request is created and supporting documentation is attached, the system will route the form to the **PCR-Hold for Documentation** queue and then the request will automatically be transitioned from this queue to the **PCR-Hold for Authorized Submit** queue. If supporting documentation is not available at the time the request was created, the request will remain in the **PCR-Hold for Documentation** queue until the documentation is attached. Once supporting documentation has been attached, the request will automatically be transitioned to the **PCR-Hold for Authorized Submit** queue for managerial approval.

Creating A PCR For A New Position – New Title

From the drop down menus provided in both fields, select **New Position** within the position field and then select **New Title** within the title field. Once this is done, the following fields will be available:

Field Name	Status	Notes
• Select Added Starter or Position Approved in Budget	Required	Select one of the following from the drop down list: - Added Starter - Position Approved in Budget
• Number of Positions	Required	Enter the number of positions, from one to ten. The number you Enter will affect the next field, "Existing Position ID". If you try to type more than 10, the message "*The number of positions must be between 1 and 10*" will appear. Click on the OK button to remove this message. If you have more than 10 positions to request, you must create more than one form.
• Existing Position ID	**Leave Blank**	**Assigned by Budget**
• Job Class Code	**Leave Blank**	**Assigned by Personnel**
• Agency	Required	Enter the 2 digit Agency code
• Org	Required	Enter the 4 digit Org code
• Department	Not Editable	Will be filled in automatically based on the Agency
• Division	Required	Enter the Division Name
• Funding Account	Required	Select one from the following drop down list: - Salaries - Annual/Other - Expense - Trust If you choose Trust, you will need to enter the Trust number in a field, which will be provided below the Funding Account field.
• Position Reports To	Required	Enter the name and title of the person this position reports to
• Position Responsible for Supervising	Required	Enter the title(s) and numbers of staff supervised, or 'NONE' if no supervisory responsibility
• Title Section	Required	For a new position, the only possible selections are Freeze/Trade or leave blank
• Freeze/Trade	Required	If you choose "Freeze/Trade" in the Title Section, enter the Position ID to be frozen. If you choose "Blank" in the Title Section, this field will **not** appear.
• Proposed Job Title	Required	Enter the proposed job title
• Proposed Job Group	Required	Enter the proposed job group

None of the information except "Department" will be filled in automatically. If any other information automatically fills in, it indicates that you have made some kind of an error.

Once you have entered all of the information, the next section pertains to an explanation, a non-required field. The first field in this section reads: *"Please select one of the following and enter an explanation"*. From the drop down list provided for this field, you must select one of the following:

- Detailed Justification and Table of Organization are attached to this form.
- Existing Job Description accurately describes duties to be performed. Duties statement is attached.
- New or Revised duties statement is attached.

After making the appropriate selection, you may type in an explanation in the field below or use this field to describe an attachment other than those listed. To affirm that the above statements are accurate and true, type in a Requested Effective Date, the Department Head or Designee and the date of request. Please note that invalid dates will stop the initial document attachment. Originators will have to open the document in **the PCR-Hold for Documentation** queue and fix the dates and attach the documents before transitioning the document to the **PCR-Hold for Authorized Submit** queue.

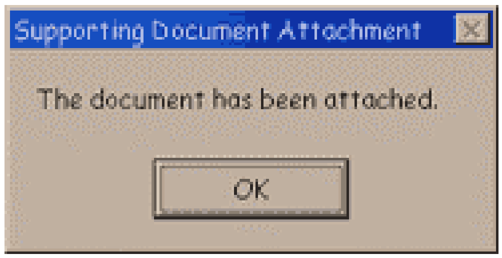
When complete, you may click on the **Submit** button to add the form to the OnBase system, at which point you will be prompted for supporting documentation, which is required for all requests *(See section on Supporting Documentation)*. If you click on the **Reset** button, all the fields will be cleared of information.

When a request is created and supporting documentation is attached, the system will route the form to the **PCR-Hold for Documentation** queue and then the request will automatically be transitioned from this queue to the **PCR-Hold for Authorized Submit** queue. If supporting documentation is not available at the time the request was created, the request will remain in the **PCR-Hold for Documentation** queue until the documentation is attached. Once supporting documentation has been attached, the request will automatically be transitioned to the **PCR-Hold for Authorized Submit** queue for managerial approval.

Supporting Documentation

When you submit a PCR, whether it is a new or existing one, the system will automatically display a Windows Browse dialog box that allows you to select the supporting documentation, such as a Word document or Excel spreadsheet, which must be attached to the PCR. If you are not ready to attach supporting documentation, your request will be held in the **Hold for Documentation** queue. You can access that queue later to attach documentation.

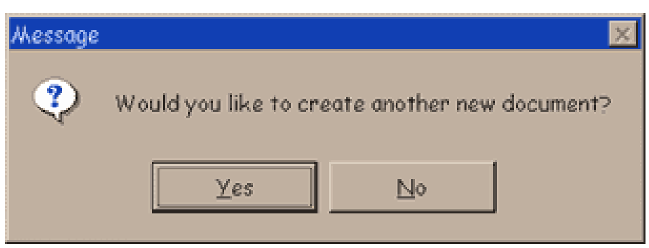
Once you have selected a document, click on the Open button to attach the file. The following message will appear:



When you click on this message's OK button, the following message will appear:

If you click on the YES button, the Windows Browse dialog box will reappear letting you attach another file. This procedure can be repeated for as many times as necessary. If you click on the NO button, your form and attached documentation will be routed to the **Hold for Authorized Submit** queue, where the department manager will review the request and then submit the form to personnel or return it to you, the form's creator, for more information.

Once you have decided whether or not to attach another document, the following message appears:



If you click the YES button, a clean version of the form will appear and you can repeat any of the processes outlined above. If you click on the NO button, you will return to the OnBase Client Desktop.

WORKFLOW QUEUES

Each PCR request you input will run through the following queues prior to final approval. The form name assigned to your request is determined by the data input. This form name will appear within the document section of each queue. It is no longer necessary for you to contact Personnel or Budget to determine the status - you can check on it yourself by tracking it through each queue.

Hold For Documentation

Requests that are submitted without supporting documentation will be held in this queue. Supporting documentation must be attached prior to submitting the request to the Personnel department. This queue has the following tasks, which must be double clicked in order to access:

- ***Attach Supporting Document***
  Allows the user to attach supporting documentation to the request prior to further distribution.

- ***Submit for Authorization***
  Allows the user to submit the request for authorization to the originating department's manager for final departmental review.

- ***Remove Initial Request from Life Cycle***
  Allows the manager to remove a form and documentation, which have never been submitted to Personnel, from the life cycle. If the user wants to make a request sometime in the future, he/she must create a new form.

Hold For Authorized Submit

Once the designated person in the originating department has created and submitted forms, they are routed to this queue for department managerial approval prior to further submission to Personnel. This queue has the following tasks, which must be double clicked in order to access:

- ***Submit Request***
  Allows the manager to submit the request to the Personnel Analyst.

- ***Send to Hold for Documentation***
  Allows the department manager to send requests back to **Hold for Documentation** queue, in order to allow the form's creator to add additional documentation or amend the form.

- ***Attach Supporting Document***
  Allows the manager to attach more supporting documentation prior to submission to Personnel or sending the document back to the **Hold for Documentation** queue.

- ***Remove Initial Request from Life Cycle***
  Allows the manager to remove a form and documentation, which have never been submitted to Personnel, from the life cycle. If the user wants to make a request sometime in the future, he/she must create a new form.

<u>Origination</u>

This queue pertains to the originating department. Once new forms have been submitted, it is possible for the forms to be returned to their originating department, most likely for additional documentation. When this occurs, the form names will be listed in the document section for this queue. This queue has the following tasks, which must be <u>double clicked</u> in order to access:

- ***Attach Supporting Document***
  Allows the user to attach supporting documentation to the request in the same manner as described in the Creating a Form section.

- ***Resubmit Request***
  Allows the user to resubmit the request to Personnel or Budget after the requested information has been supplied.

- ***Add Quick Note***
  Allows the user to create an Eform with a blank text field for quick notes, questions, or additional information without having to open Word for additional documentation.

<u>Personnel Analyst</u>

The Personnel Analyst is the next stop in the approval cycle. When the department manager submits the form to the Personnel Analyst, a new section is added to the bottom of the form to allow for the Personnel Analyst approval. This queue has the following tasks, which must be <u>double clicked</u> in order to access:

- ***Approved – Forward to Director of Classification***
  When a request is approved, a User Interaction will appear prior to further distribution. The message will state: *"Is the position encumbered?"*

  - If YES, the Personnel Analyst will be required to attach an explanation. A Windows Browse box will appear to allow them to attach a previously created explanation document. When complete, the message *"Please sign this form by clicking the Sign button"* will appear in the User Interaction area. Clicking on the **Sign** button will distribute the request to the Director of Classification. Clicking on **Don't Sign** or **Cancel** buttons stops the approval and further distribution. The document will remain in the queue to be processed at a later time.

  - If NO, the message *"Please sign this form by clicking the Sign button"* will appear in the User Interaction area. Clicking on the **Sign** button will distribute the request to the Director of Classification. Clicking on **Don't Sign** or **Cancel** buttons stops the approval and further distribution. The document will remain in the queue to be processed at a later time.

  Prior to submitting to the next queue, the Personnel Analyst will be prompted for document attachments. Documents are not required on approvals unless specified.

- ***Return to Originating Department***
  Requires that the Personnel Analyst attach supporting documentation prior to returning the request to the originator. This is usually done when additional supporting documentation is needed from the originator or the Analyst needs a question answered.

- ***Request Not Approved***

When a request is not approved, supporting documentation must be attached to the request prior to the request being distributed removed from the life cycle. E-mails will be sent to the originator stating that the request was not approved, with the form and the Not Approved explanation.

- ***PA – Attach Documentation***
  Allows the Personnel Analyst to attach documentation to the request prior to further distribution.

- ***Pending Board Action***
  Allows the Personnel Analyst to send the request to a **Pending Board Action** holding queue because the request cannot be processed until further action is taken by the Board of Legislators.

- ***Fill In Job Title and Group***
  The Fill In Job Title group task may only be used on New Position, New Title or Existing Position, New Title requests. This task allows the Personnel Analyst to enter the New Job Title, New Job Class Code and New Job Group for the request in the User Interaction window.

  If the Personnel Analyst chooses this task and the request is not a New Position-New Title or Existing Position-New Title request, a message stating *"This function can only be used on New Position, New Title or Existing Position, New Title Requests"* will appear. Click the OK button to clear this message.

- ***Attach Quick Note***
  The Attach Quick Note task allows the Personnel Analyst to create an Eform with a blank text field for quick notes, questions, or additional information without having to open Word for additional documentation.

Pending Board Action

Requests distributed to this queue are held until further action is taken by the Board of Legislators. This queue has the following task, which must be double clicked in order to access:

- ***Send to Personnel Analyst***
  Once the Board has taken action on this request, the Personnel Analyst can send the request back to the PA queue for further action and distribution.

Director Of Classification

The Director of Classification is the next stop in the approval cycle. This queue has the following tasks, which must be double clicked in order to access:

- ***Director of Classification Approval***
  Allows the Director of Classification to approve the request. A User Interaction message will appear requesting one of the following: **Sign, Don't Sign** or **Cancel**.

  - Clicking on the Sign button will distribute the request to the Budget Office Support Staff.
  - Clicking on Don't Sign or Cancel buttons stops the approval and further distribution.

  Prior to submitting to the next queue, the Director of Classification will be prompted for document attachments. Documents are not required on approvals unless specified.

- ***Not Approved - Return to Analyst***
  Allows the Director of Classification to inform the Personnel Analyst that the request was not approved. Documentation explaining why the document was not approved is required to be attached.

- ***Not Approved – Return to Department***
  Allows the Director of Classification to inform the originator that the request was not approved. Documentation explaining why the document was not approved is required to be attached. E-mails will be sent to the originator stating that the request was not approved, with the form and the Not Approved explanation.

- ***DOC-Attach Documentation***
  Allows the Director of Classification to attach documentation to the request prior to further distribution.

- ***Attach Quick Note***
  The Attach Quick Note task allows the Director of Classification to create an Eform with a blank text field for quick notes, questions, or additional information without having to open Word for additional documentation.

Budget Office Support Staff

The Budget Office Support Staff is the next stop in the approval cycle. This queue has the following task, which must be double clicked in order to access:

- ***Process Request***
  This step allows the Budget Office Support Staff to review the request. Depending on the state of the request, this task will ask the user to do one of the following:

Request State	User Interaction	Result
Approved by Director of Classification and Compensation	*Please check the GHRS code and click OK when you are finished*	Request is forwarded to the Budget Analyst.
Not Approved by Budget Analyst	*This request has not been approved. Please update GHRS if necessary or click OK when finished.*	The Request is removed from the life cycle and emails are sent to the originator and the Personnel Analyst with the request and explanation attached.
Approved by Deputy Budget Director	*This request has been approved by the Deputy Budget Director. Please update GHRS if necessary and click OK when finished. User must verify the Position IDs of the request.*	The request is removed from the life cycle and an email is sent to the originator with the request attached.
Not Approved by Deputy Budget Director	*This request was not approved by the Deputy Budget Director. Please update the GHRS if necessary and click OK when finished.*	The Request is removed from the life cycle and emails are sent to the originator and the Personnel Analyst with the request and explanation attached.

Budget Analyst

The Budget Analyst is the next stop in the approval cycle. This queue has the following tasks, which must be double clicked in order to access:

- ***Budget Approved***
  Allows the Budget Analyst to approve the request. When this task is selected, a User Interaction message appears: *"Are funds Appropriated or Not Appropriated for this request?"*

  - Clicking on the **Appropriated** button will produce a new User Interaction message: "*Please sign this form by clicking on the Sign button"*. Clicking on the **Sign** button will distribute the form to the Deputy Budget Director. Clicking on the **Don't Sign** or **Cancel** buttons stops the approval and further distribution.

  - Clicking on the **Not Appropriated** button will produce a new User Interaction message: "*Please sign this form by clicking on the Sign button"*. Clicking on the **Sign** button will distribute the form to the Deputy Budget Director. Clicking on the **Don't Sign** or **Cancel** buttons stops the approval and distribution.

  Prior to submitting to the next queue, the Budget Analyst will be prompted for document attachments. Documents are not required on approvals unless specified.

- ***Budget Not Approved***
  Allows the Budget Analyst to mark the request Not Approved then forward the request to the Deputy Budget Director.

- ***Budget Return to Originating Dept.***
  Allows the user to return the document to the originator should additional supporting documentation be needed.

- ***Change Requested Effective Date***
  Clicking on this task presents a User Interaction message: "*Please enter the new Effective Date*". A **PCR Requested Effective Date** field is provided for the Budget Analyst to input a new effective date. Below this field are two buttons, **Submit** and **Cancel.**

  - The Submit button will change the effective date.
  - The Cancel button removes the User Interaction message without changing the effective date.

- ***BA – Attach Documentation***
  Allows the Budget Analyst to attach documentation to the request prior to further distribution.

- ***Attach Quick Note***
  The Attach Quick Note task allows the Budget Analyst to create an Eform with a blank text field for quick notes, questions, or additional information without having to open Word for additional documentation.

- ***Attach Budget Eyes Only Document***
  This task creates an Eform with a blank text field, similar to Attach Quick Note. To access this page once this task is selected, go to the Work Folder of the document. You will see a "PCR-Budget Eyes Only" document listed. Double click on this document to have the page displayed on the right. Type in the necessary text and click on the Submit button to save the text. This document is viewable only by the Budget Department.

Deputy Budget Director

The Deputy Budget Director is the next stop in the approval cycle. This queue has the following tasks, which must be double clicked in order to access:

- ***Deputy Budget Director - Approved***

  Allows the Deputy Budget Director to approve the request. A User Interaction message will appear requesting one of the following: **Sign, Don't Sign** or **Cancel**.

  - Clicking on the Sign button will distribute the request to the Budget Office Support Staff. Once the Budget Office Support Staff updates the GHRS, the request is removed from the life cycle and an e-mail is sent to the originator with the request attached, notifying him or her of the approval.

  - Clicking on Don't Sign or Cancel buttons stops the approval and distribution.

  Prior to submitting to the next queue, the Deputy Budget Director will be prompted for document attachments. Documents are not required on approvals unless specified.

- ***Deputy Budget Director - Not Approved***

  When a request is not approved, supporting documentation must be attached to the request prior to the request being removed from the life cycle. E-mails will be sent to the originator and Personnel Analyst stating that the request was not approved, with the form and the Not Approved explanation.

- ***Change Requested Effective Date***

  Clicking on this task presents a User Interaction message: "*Please enter the new Effective Date*". A "PCR Requested Effective Date" field is provided for the Deputy Budget Director to input a new effective date. Below this field are two buttons, **Submit** and **Cancel**.

  - The Submit button will change the effective date.
  - The Cancel button removes the User Interaction message.

- ***Return to Budget Analyst***

  Allows the Deputy Budget Director to attach documentation as to why the form is being returned and distribute it to the Budget Analyst should additional supporting documentation be needed prior to further approval.

- ***DBD – Attach Documentation***

  Allows the Deputy Budget Director to attach documentation to the request.

- ***Attach Quick Note***

  The Attach Quick Note task allows the Deputy Budget Director to create an Eform with a blank text field for quick notes, questions, or additional information without having to open Word for additional documentation.

- ***Attach Budget Eyes Only Document*t**

  This task creates an Eform with a blank text field, similar to Attach Quick Note. To access this page once this task is selected, go to the Work Folder of the document. You will see a "PCR-Budget Eyes Only" document listed. Double click on this document to have the page displayed on the right. Type in the necessary text and click on the Submit button to save the text. This document is viewable only by the Budget Department.

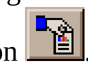
In all cases, the existing Word document or HTML quick note can be edited to add an explanation rather than creating new documents. The editor can differentiate a new font or color in Word, but can not do that in the Quick Note.

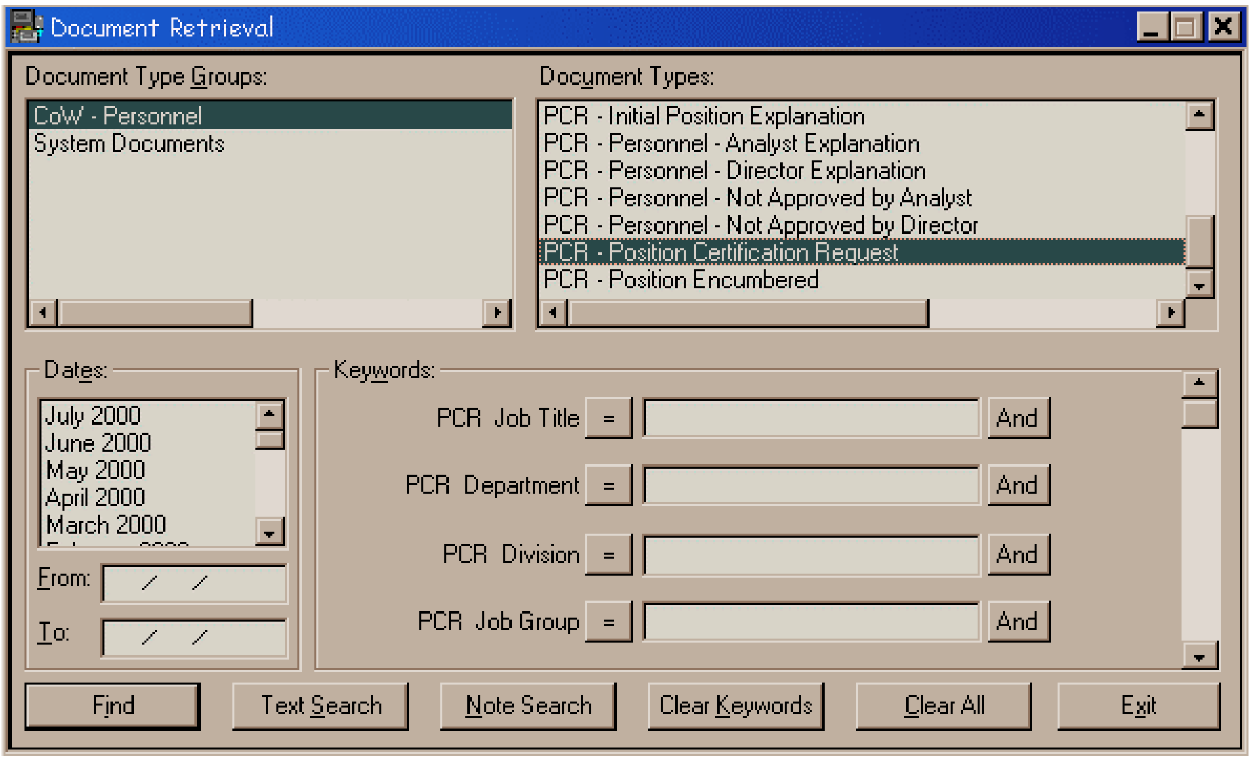
DOCUMENT RETRIEVAL

Overview

The **Document Retrieval Dialog** box will help you locate documents stored in the system. You may limit your document search by document group, document type, document date, and keywords. The more specific the search criteria you provide, the greater the chance of locating the exact document(s) contained within the system.

You can open the Document Retrieval dialog through two methods:

- Click on the Retrieve Documents toolbar button .
- Select *Open* from the *File* menu, and then select *Retrieve Document* from the submenu.



Sample of Document Retrieval Menu

There are many ways in which you can limit your search and each of these ways corresponds to a keyword on the document. You may enter as many or as few of these keywords as you wish. Once information has been entered, click the **Find** button to perform the search. If there are documents in the system that meet the search criteria, the Document Search Results Window will open with the resulting list of documents. If no documents were found, you will be told that no documents matched the criteria specified.

Document Retrieval Concepts

Before you begin utilizing the advanced capabilities of the OnBase Client Module, it is important that you understand the basic concepts of a document, document type, document type group, keyword type, and keyword. These concepts are fundamental in your understanding of the OnBase System.

- ***Document***

  A document is a specific piece of information your organization has chosen to store electronically in the OnBase system. A Position Certification Request and its supporting documentation are examples of documents.

- ***Document Type Group***

  Document type groups are defined to group together a set of similar document types, providing the broadest search category. Unless this document type group was configured to allow group searching, you will also have to select one or more document types on the right side of the dialog as well. For example, Personnel Documents may be a document type group that contains all the various types of personnel document types.

- ***Document Type***

  Each document that is brought into the OnBase system is assigned to a document type. The document type determines which keywords are associated with a document. For example, the document types that are in the Personnel Documents Document Type Group may be the Position Certification Request form, Detailed Justifications, Departmental Explanations, etc.

  The search criteria associated with a document type will be displayed under the keyword section of the dialog box when the document type is selected. You can select more than one document type by holding down the Ctrl or Shift keys as you select the document types. As more document types are selected, the list of search criteria in the keywords section will be limited to only those keywords that all the selected document types have in common.

- ***Keywords***

  A keyword is an identifying piece of information used to locate documents stored in the OnBase system. In the *Sample of Document Retrieval Screen* shown above, some of the keywords established for the Position Certification Request are shown: Job Title, Department, Division and Job Group.

- ***Dates***

  The Dates section allows you to specify a specific date or range of dates that the documents found must match or be within. The desired months can be selected from the list box, or a range of dates may be typed into the **From** and **To** edit fields. The **Date** section of the **Retrieval Dialog** may be filled automatically by specifying a Default Date in the **User Options**.

- *Action Buttons*

Find Executes a search using the information configured in the Document Retrieval dialog.

Text Search Opens an additional dialog box allowing you to conduct a more specialized search for specific text within any of the document types selected. This kind of search generally takes much longer to return results.

Note Search Opens an additional dialog box allowing you to conduct a more specialized search for documents that have a particular type of note or by a specific string existing in a note. We have not used this function in this application.

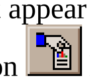
Clear All Clears all highlighted information and information entered in the edit fields.

Clear Keywords Clears only the information entered in the keyword edit fields.

Exit Exits the Document Retrieval dialog box without executing a search.

Document Retrieval Procedure

Follow this procedure to conduct a basic document retrieval using the document retrieval dialog box:

- If the Document Retrieval Dialog doesn't appear when you login to OnBase:
  - Click on the retrieve documents icon  located on the client toolbar or;
  - Select the **Open** option from the **File** menu followed by the **Retrieve Document** option from the **Open** sub-menu.

- Highlight the appropriate document type group from the **Document Type Groups** list box. If you elect to limit your search by document type group, you must also select a document type. Selecting a document type group is optional.

- Highlight the appropriate document type from the **Document Types** list box. You will not be able to execute a search until you select a document type. You may select multiple document types by holding down the shift key or Ctrl key when you make your selection. This option may be used in conjunction with the document type group, date, and keyword search options.

- If you wish to conduct a search using a **Date Range**, enter a "from" date and a "to" date in the *From* and *To* edit fields, or highlight the appropriate dates from the *Dates* list box. A date search can only be executed after you have selected a document type.

- Enter the necessary information in the **Keywords** edit fields if you wish to conduct a search using keywords. The edit fields will differ depending on the document type(s) you have selected. A keyword search can only be executed after you have selected a document type.

- Click the **Find** button.

- If there are documents in the system that meet the search criteria, the Document Search Results Window will appear displaying the documents. If there are no matching documents in the system, a system message box will appear, indicating that no documents were found. Check to make sure your search criteria were configured correctly and conduct your search again, if necessary.

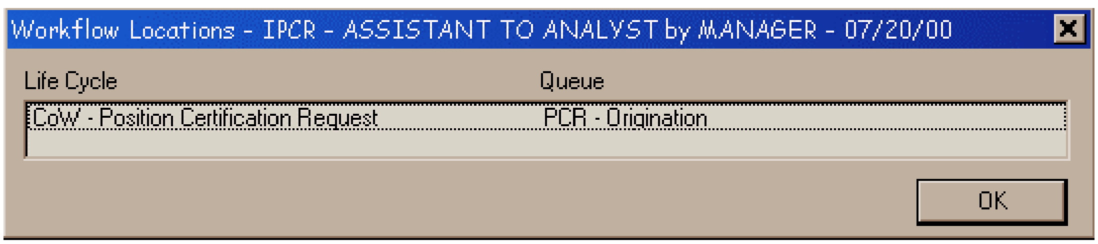
Locating the PCR Form in the Life Cycle

It is no longer necessary to call Personnel or Budget to determine the status of your request. You may now look at the request under each specific queue. Within the Document Retrieval dialog, you can find the status of the PCR through two different methods.

- ***Option One***

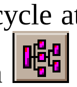
  - To find the status of the PCR using the Document Retrieval dialog box, you must select both the "PCR - Position Certification Request" document type and the "Create PCR - Position Certification Request" document type.

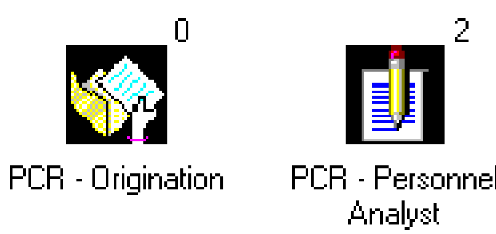
  - To find out where the document is within the life cycle, select the document and right click on it. Select Workflow Queues from the drop down menu. A dialog box will appear stating the name of the life cycle and the current queue in which it is located.



Sample of the Workflow Queue

- ***Option Two***

  If you have only one request going through the life cycle at any given point in time, you can display the graphical Workflow by selecting the Workflow icon  from the toolbar and looking for the number above any queue. The sample below shows that your request is currently in the Personnel Analyst queue.



PRINTING

Overview

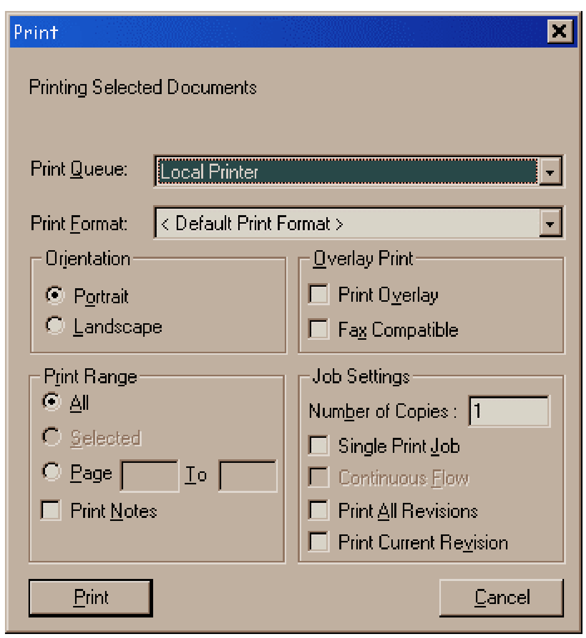
Text and image documents, whether open or selected from a list, may be printed by using any of the available print menu options. When you elect to print documents you are creating a print job. Many print jobs may contain single documents, while others may contain multiple documents. Access to basic printing is spread throughout the client application. When documents are selected for printing, the **Print** dialog will appear.

Printing Documents

Once you have selected the document(s) from the Document Search Results dialog, there are several ways you can access the print menu:

- Choose the **Print** option from the **File** menu
- Select the Print Button from the toolbar.
- Right click on the selected document and choose the **Print Selected** option
- If you already have a document open, you can choose the **Print Document** menu choice from the right-click menu.
- You can also choose the **Print Selected** option from the right-click menu of any of the batch windows to print all the documents in the batch.

Any of those methods result in the following dialog box:



Sample of Print Dialog Box

The Print dialog presents a fairly standard set of options that can be used during printing. These options may vary slightly depending on whether one or more documents are selected, or whether a batch of documents has been selected. The meaning of most of the options remains the same in either case.

- **Print Queue:** The print queue will default to your Windows default printer. You need not change this.

- **Print Format:** Select the print format that will be used from the drop-down list. It is important that you remember that the print font and print style are determined by your print format. Text documents may not necessarily look the same, when printed, as they look on your monitor.

- **Orientation:** Select whether you want the document(s) to print portrait style (north and south) or landscape style (east and west).

- **Print Range:** Select the *All* radio button in the Print Range section if you are printing an entire document or multiple documents. In most cases, this button will already be selected. Select the *Selected* radio button in the Print Range section if you are printing selected text within an open document.

- **Overlay Print:** We are not using any overlays for this application.

- **Job Settings:** Enter the number of copies of the designated document that you would like to print, in the *Number of Copies* edit field.

  Single Print Job indicates that when printing multiple documents, you would like to process all pages of all documents in the print job before printing. Example: a print job that consisted of five 10-page documents. With the Single Print Job check box selected, all 50 pages (five 10 page documents) will be processed before anything is printed.

  The *Print Current Revision* checkbox is not visible on the dialog when a batch is selected.

  The *Print All Revisions* checkbox allows you to maintain the same settings across all the documents (if multiple documents were selected). You must set all the fields prior to selecting this option.

- Click the **Print** button.