

Division of Financial Management Executive Agency Legislative System (EALS) User Manual

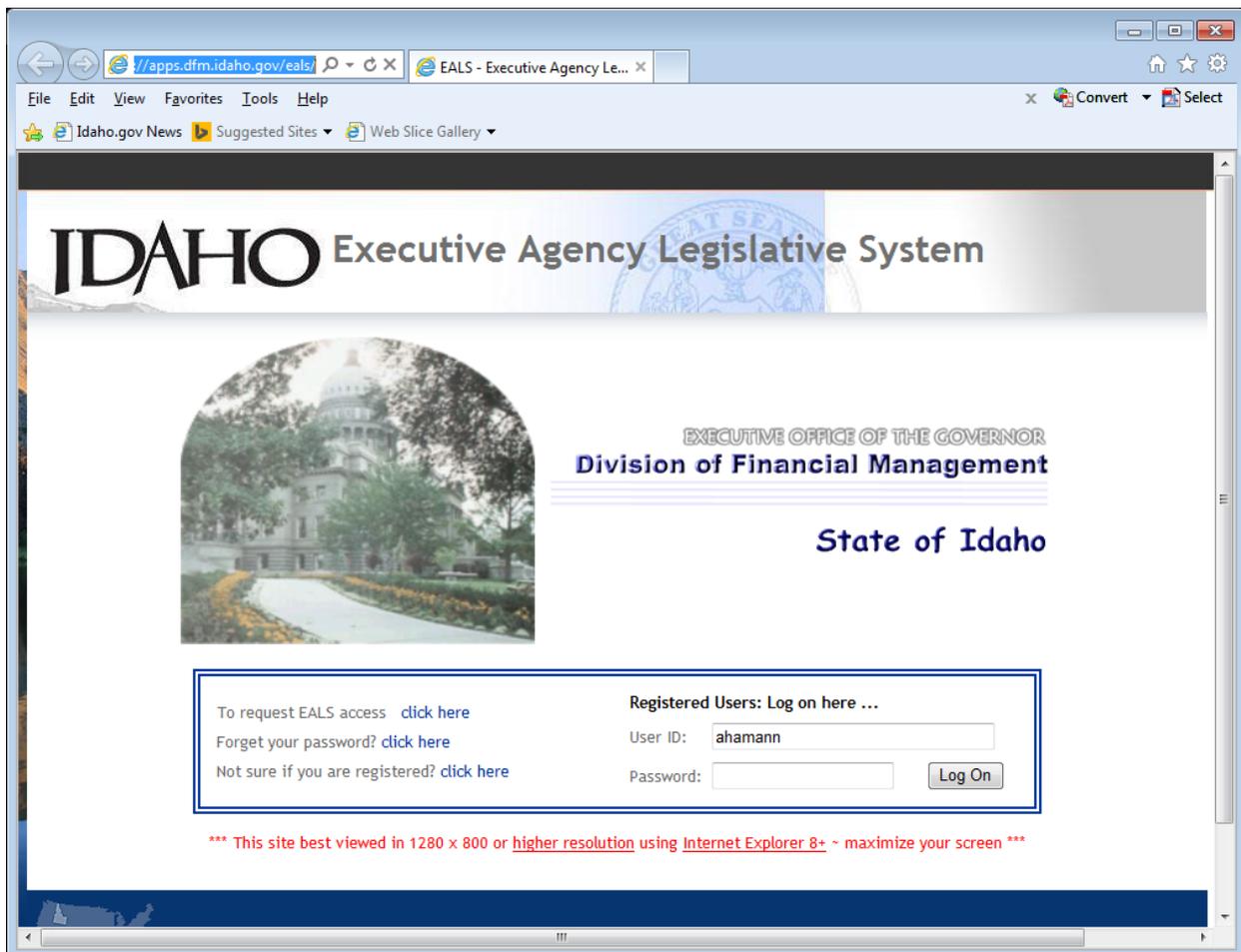
This manual has been put together to assist agencies, with step-by-step instructions, on how to utilize the Executive Agency Legislative System (EALS).

The automated EALS can be accessed at <http://apps.dfm.idaho.gov/eals/>

The first screen to appear will be the login screen. Enter your User ID and Password. If you need a User ID and Password you can request access to the system from the main login page. There are three options for you to select: Request EALS Access; Forget your password; or not sure if you are registered. You can also contact Gideon Tolman at 854-3082 or email gideon.tolman@dfm.idaho.gov.

Note: This system operates with a 60-minute time out feature. Once the system has sat idle for 60 minutes you will start to receive an "Error" message. You will need to log off the system and re-log in. Any unsaved data may be lost.

Main Screen

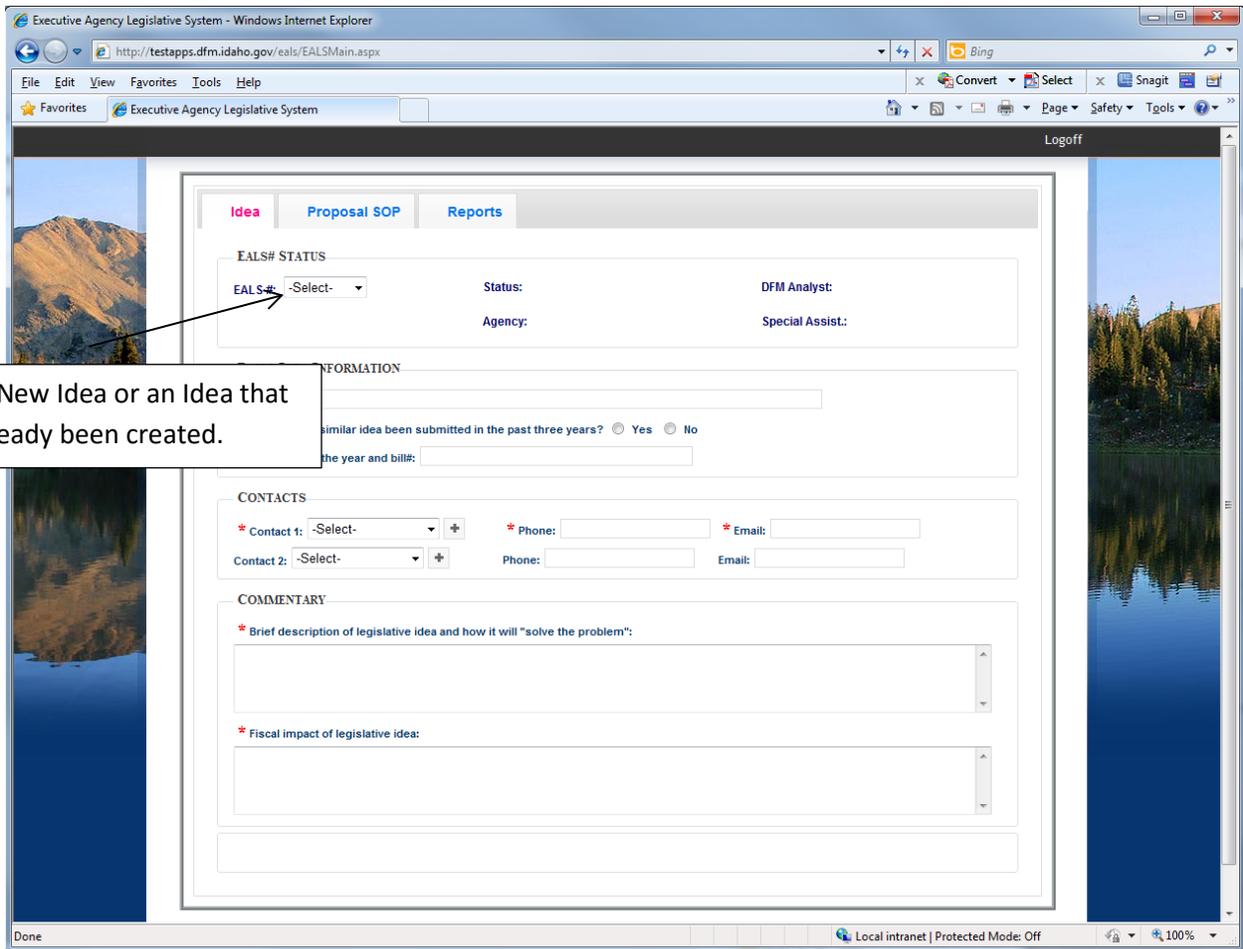


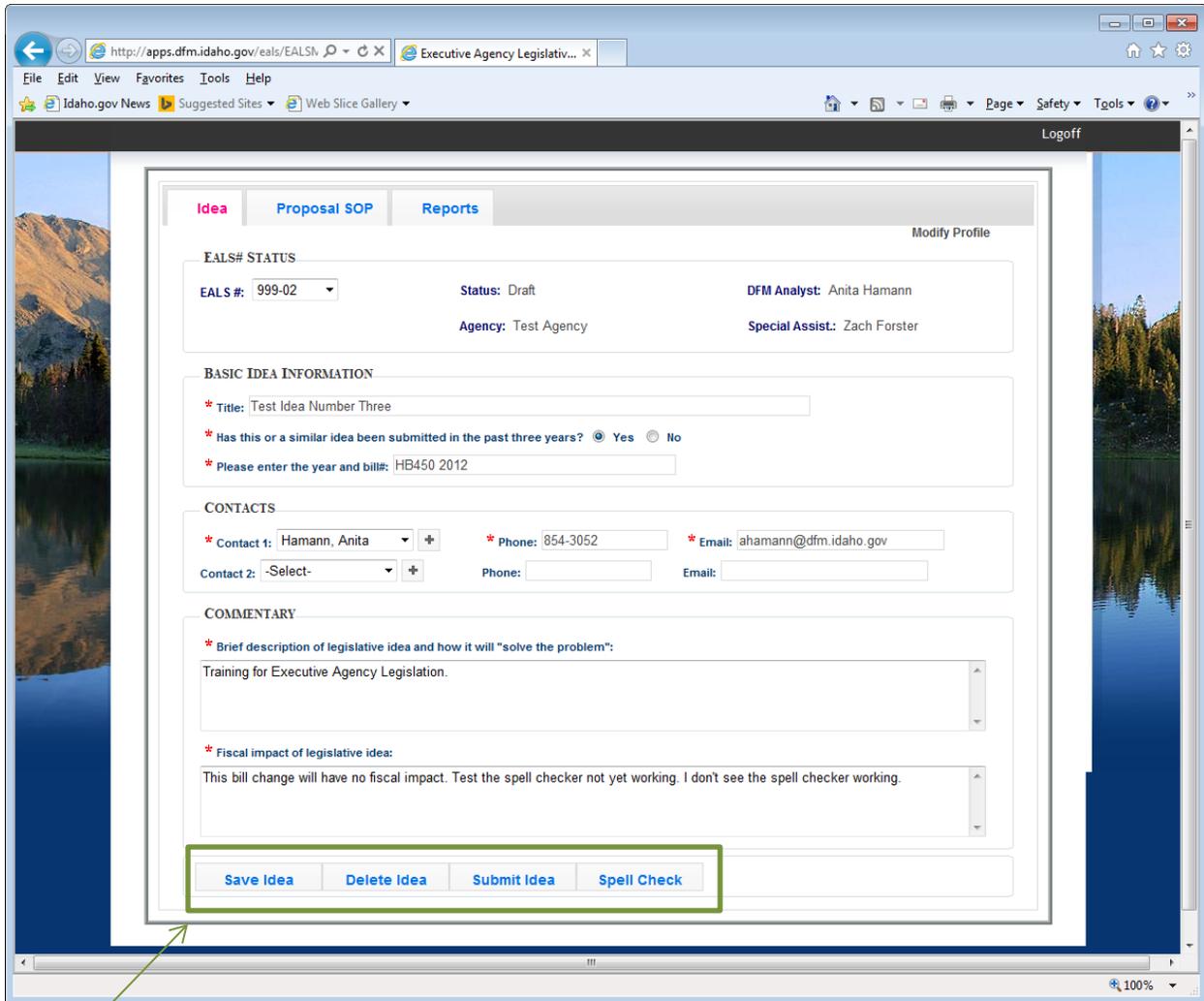
Legislative Idea Screen

EALS is broken into separate tabs for each function: **Idea**, **Proposal SOP**, and **Reports**.

Once you have logged on to the system, it will default to the Idea screen.

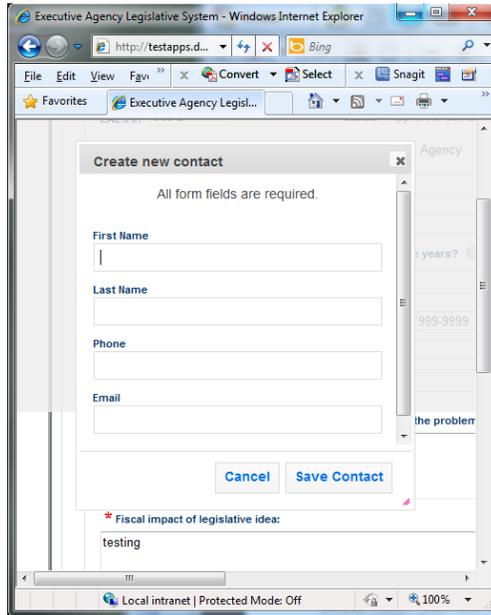
The first step is to click on the down arrow next to the EALS # selection box and select create a New Idea. Once you have selected New Idea the system will now allow you to Save Idea, Delete Idea, and Submit Idea. The system will automatically assign an EALS # for you after you hit the Save Idea button. You will need to repeat this process for each new Idea you want to create. Once your Idea(s) have been created, you will use this EALS # selection box to view them.



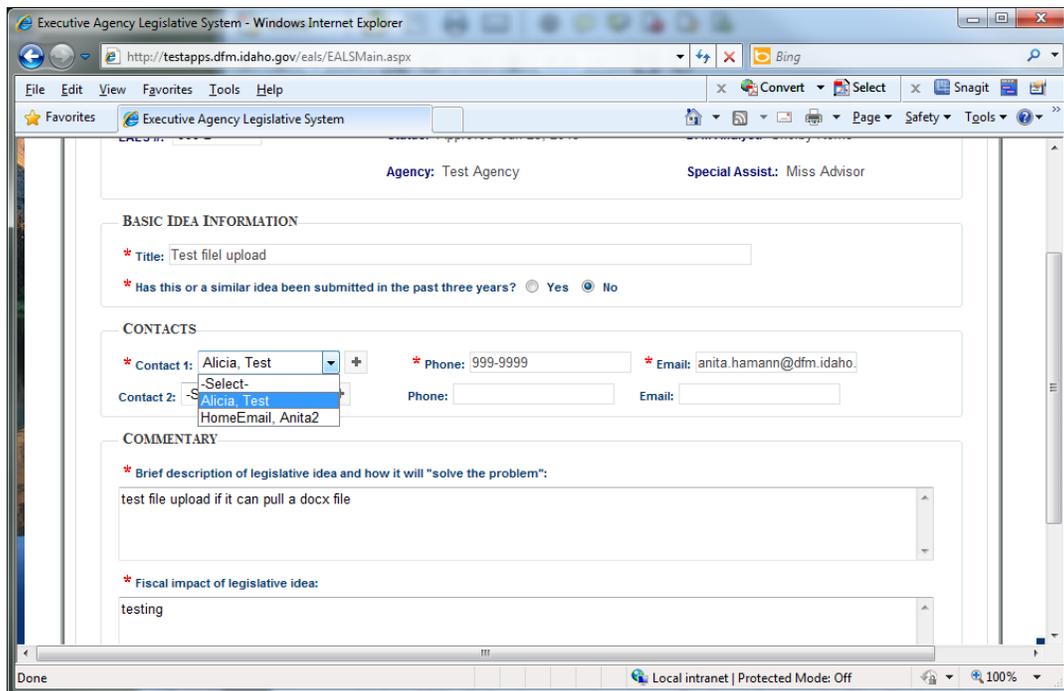


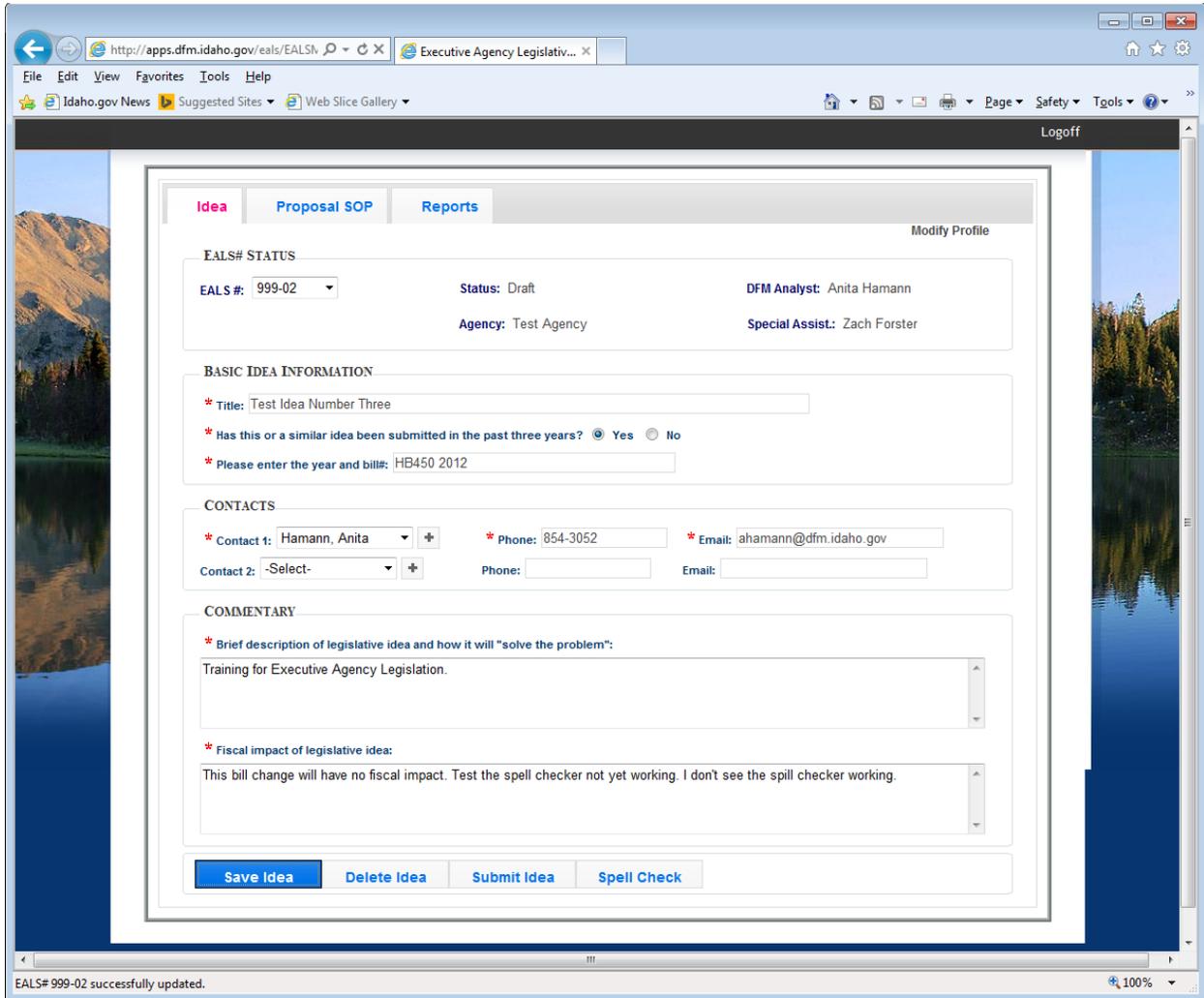
Buttons at the bottom will appear once you have made a selection.

Contact(s): Only one contact is required, but agencies have the option of listing two contacts. The system will allow you to create a list of contacts by clicking on the plus sign.



To select a contact person that has been added click on the drop down arrow.





Save Idea - will allow you to save your information until you are ready to submit your Idea. All required fields be completed or you will receive an "Error" when you hit save.

Delete Idea – allows you to delete an Idea without submitting.

Submit Idea – allows you to submit the Idea when you are finished. Once you have filled out all the required fields and ensured everything is correct click on Submit Idea. This will send an email notification to your DFM analyst and your Governor's Office special assistant that the Idea is ready for review.

Spell Check – allows you to spell check the description and fiscal impact fields.

Proposal SOP Screen

The second tab in EALS is the Proposal SOP tab. Once an Idea has received final approval from the Governor's Office, the system will automatically transfer the necessary information for all approved Ideas to the Proposal SOP tab. The contact(s) will be notified via email when an Idea has either been approved or disapproved.

Note: You cannot create a Proposal without first creating an Idea and receiving approval.

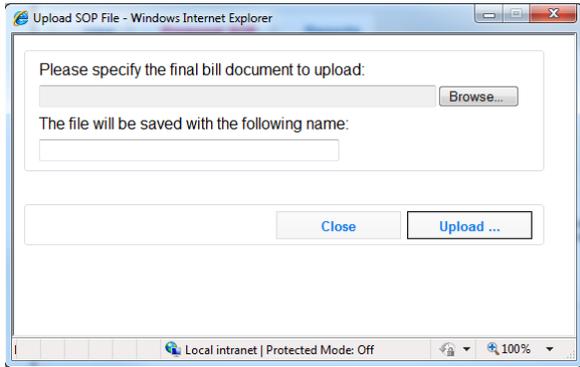
The screenshot displays the Proposal SOP screen in a web browser. The browser's address bar shows the URL <http://apps.dfm.idaho.gov/eals/EALS/>. The page has three tabs: "Idea", "Proposal SOP", and "Reports". The "Proposal SOP" tab is active. The form contains the following sections:

- EALS# STATUS:** EALS #: 999-01, Status: Draft Jun 17, 2014, DFM Analyst: Anita Hamann, Agency: Test Agency, Special Assist: Zach Forster.
- BASIC PROPOSAL INFORMATION:** Title: tst training, Preferred house of origin and Committee: -Select-, Upload ... button, Tracking ... button.
- CONTACTS:** Contact 1: Hamann, Anita, Phone: 854-3052, Email: ahamann@dfm.idaho.gov, Contact 2: -Select-, Phone: , Email: .
- COMMENTARY:** Statement of Purpose: testing the spll checker again and, Fiscal impact of legislative idea: .

At the bottom of the form are buttons for "Save Prop", "Submit Prop", and "Spell Check". A status bar at the bottom left indicates "EALS# 999-02 successfully updated." and the bottom right shows "100%" zoom.

The system will auto populate the title and contact information. You can change the contact information if needed, or create a new contact.

To upload your final legislation proposal click on the **"Upload . . . button"**.

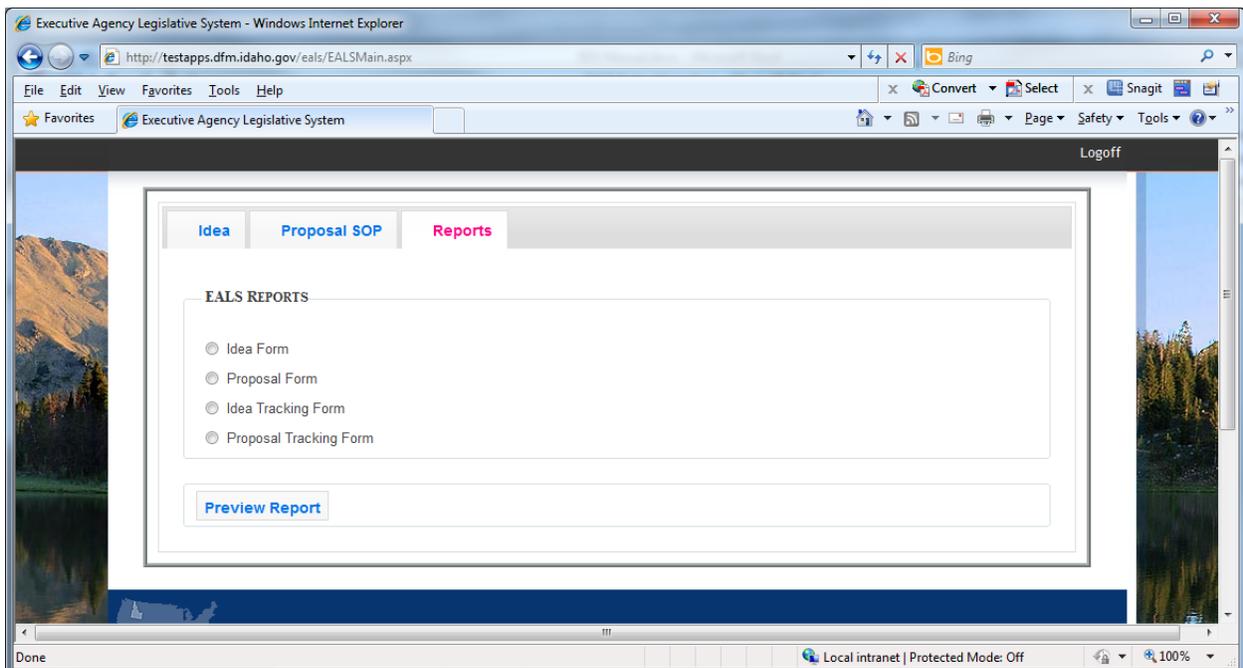


The system will allow you to browse to locate the file from your network. The second text box will allow for you to rename your file if necessary. This field is limited to 50 characters. Click “Upload . . .” and the system will upload the file to the DFM server. To view the file that has been uploaded click on the Magnifying Glass next to the bill title.

Note: When trying to view your uploaded file, if you do not see anything check your Word icon on the Windows Tool Bar. If it is flickering click on it and your file should appear.

Save Prop will allow you to save your information until you are ready to submit your proposal. Once you have filled in all the necessary information and it is correct click on the “Submit Prop” button to submit your proposal to DFM and the Governor’s Office. An email will automatically be sent to your DFM analyst and Governor’s Office special assistant that your proposal has been submitted and is ready for review. You also have the ability to Spell Check the Statement of Purpose and Fiscal impact fields.

Reports Screen



Reports Tab gives you the ability to print reports for your Ideas and Proposal forms, and Tracking Reports for both Ideas and Proposals for your agency.

http://testapps.dfm.idaho.gov/EALS/RptApp.aspx?rpt=1&enum=999-2 - Windows Internet Explorer

Executive Agency Legislative System **Legislative Idea Form**

EALS #: 999-2 **Title: Test file upload**

Agency: Test Agency **Status:** Approved

Primary Contact: Test Alicia **Phone:** 999-9999 **E-Mail:** anita.hamann@dfm.idaho.

Secondary Contact: **Phone:** **E-Mail:**

Has this idea or a similar idea been submitted in the past three years? No

Brief description of legislation idea and how it will "solve the problem":
test file upload if it can pull a docx file

Fiscal impact of legislation idea:
testing

Analyst: Shelby Kerns	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	Date:
Special Assistant: Miss Advisor	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	Date: 06/25/2013
Administrator Recommendation:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date: 06/25/2013

Done Unknown Zone | Protected Mode: Off

http://testapps.dfm.idaho.gov/EALS/RptApp.aspx?rpt=3 - Windows Internet Explorer

Executive Agency Legislative System **Idea Tracking Report**

Test Agency

EALS#	Title:	Submitted On	BA Review	SA Review	Admin Action
999-1	EALS Test June 24	06/24/2013	Recommend	Not Recommend	Approve on 06/24/2013
999-2	Test file upload	06/25/2013		Recommend	Approve on 06/25/2013
999-3	Test Number Four	06/25/2013			
999-4	Test Number 5	06/25/2013			
999-5	Test Similar Idea been submitted	06/25/2013			
999-6	Last Idea for testing	06/25/2013			
999-7	Deleted Idea 7	--			

Done Unknown Zone | Protected Mode: Off