

Division of Financial Management

Executive Agency Legislative System (EALS) User Manual

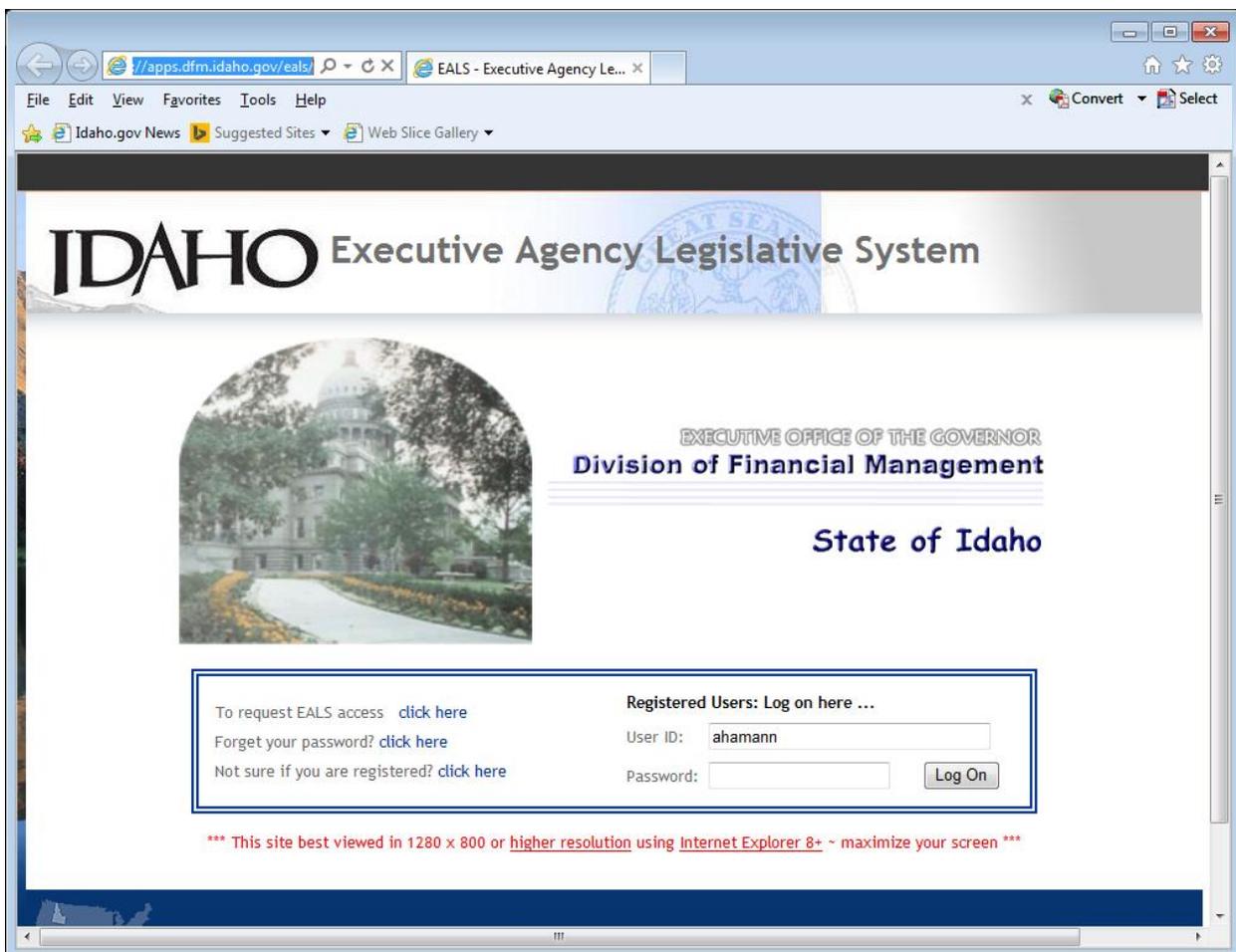
This manual has been put together to assist agencies with using the Executive Agency Legislative System (EALS).

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

The first screen to appear is 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?

The 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 and log in again. Any unsaved data may be lost.

Main Screen

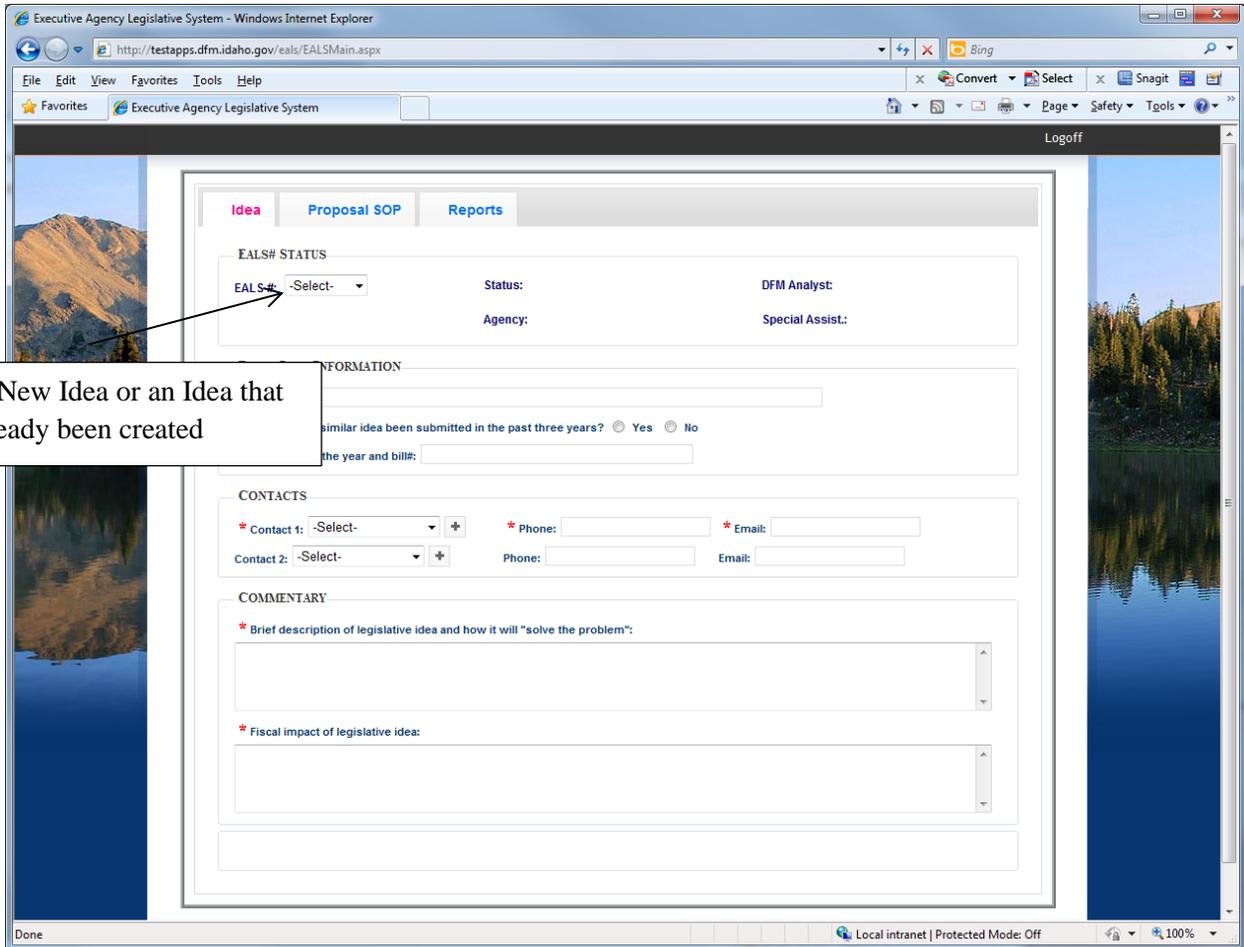


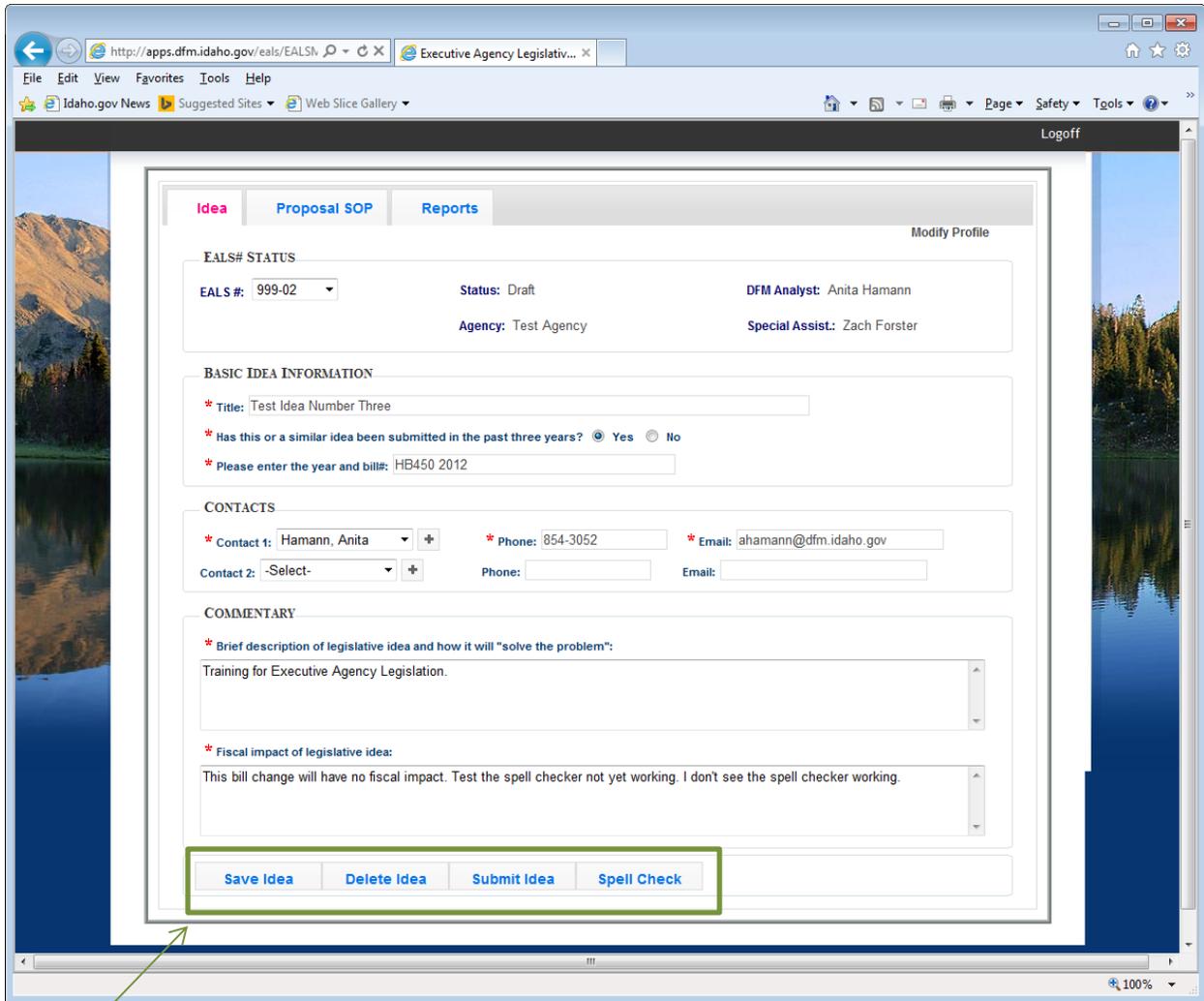
Legislative Idea Tab

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 tab.

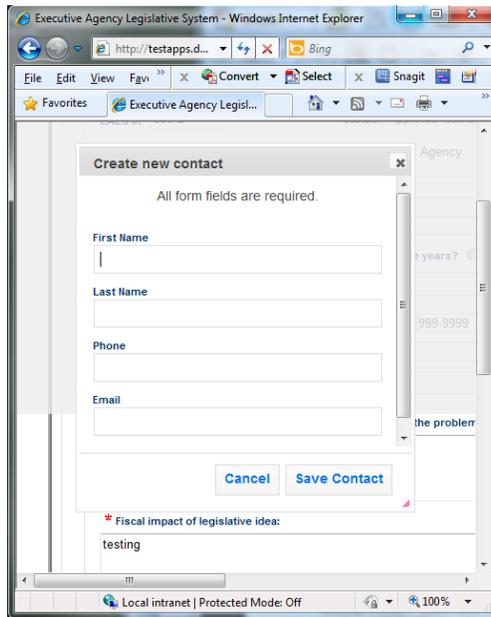
The first step is to click on the down arrow next to the EALS # selection box and select “New Idea.” Once you have selected New Idea the system will allow you to Save Idea, Delete Idea, and Submit Idea. The system will automatically assign an EALS # for you after you hit the Save Idea button. You will 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.



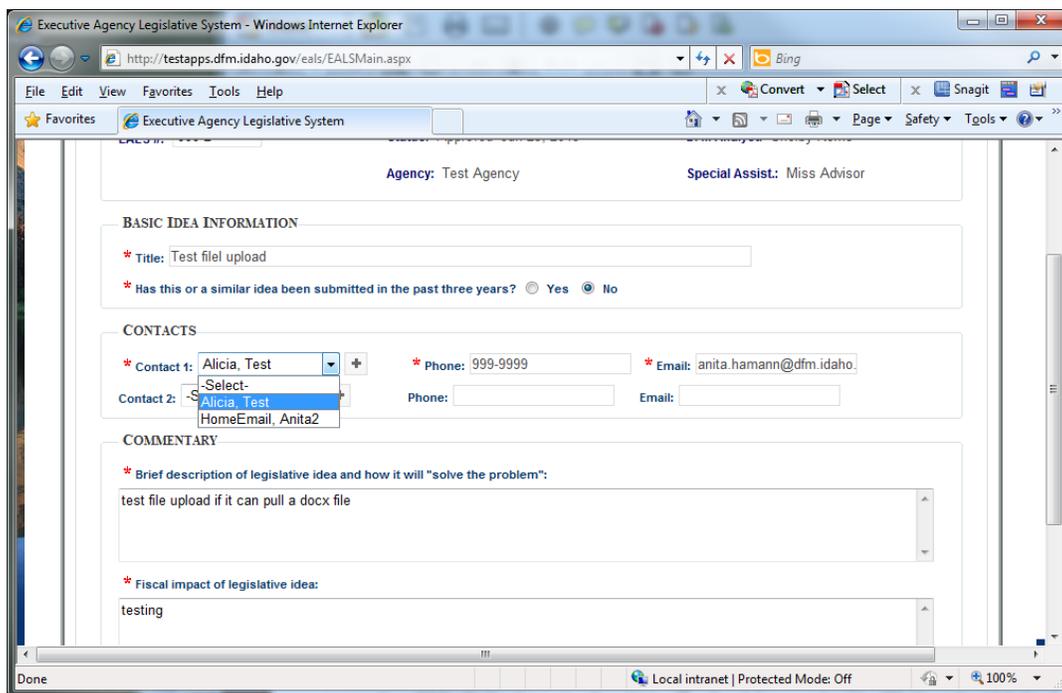


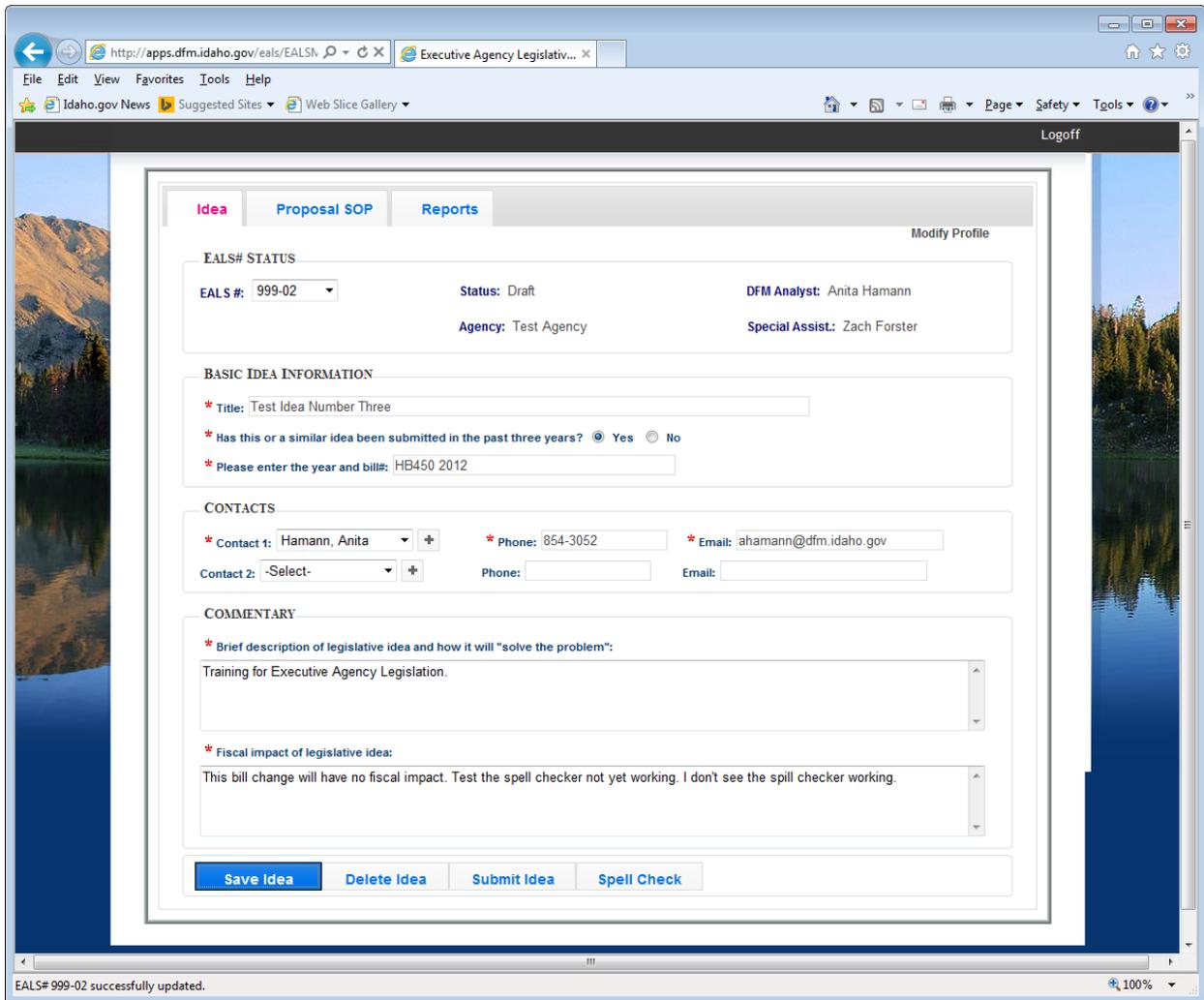
Buttons at the bottom will appear once you have made a selection.

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.

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 Submit Idea. This will send an email notification to your assigned DFM analyst and your assigned 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 Tab

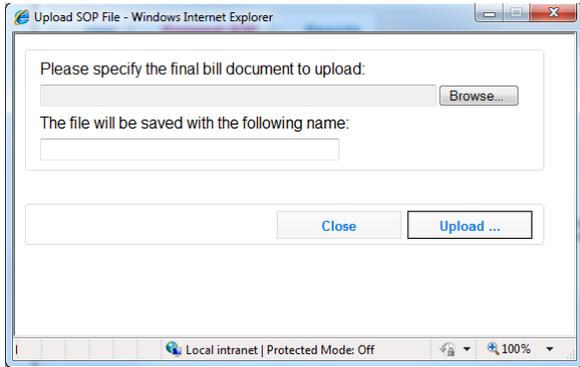
The second tab in EALS is the Proposal SOP tab. Once an Idea has received final approval from the Governor's Office, the system will automatically transfer the necessary information for all approved Ideas to the Proposal SOP tab. The contact(s) will be notified via email when an Idea has either been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

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

The screenshot shows the EALS Proposal SOP tab in a web browser. The browser address bar displays 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 page content includes a "Modify Profile" link, "EALS# STATUS" section with fields for EALS# (999-01), Status (Draft Jun 17, 2014), DFM Analyst (Anita Hamann), and Agency (Test Agency). The "BASIC PROPOSAL INFORMATION" section has a Title field (tst training), an Upload button, a Preferred house of origin and Committee dropdown (-Select-), and a Tracking button. The "CONTACTS" section has fields for Contact 1 (Hamann, Anita), Contact 2 (-Select-), Phone (854-3052), and Email (ahamann@dfm.idaho.gov). The "COMMENTARY" section has fields for Statement of Purpose (testing the spll checker again and) and Fiscal impact of legislative idea. At the bottom are buttons for Save Prop, Submit Prop, and Spell Check. A status bar at the bottom left says "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 the Upload button.

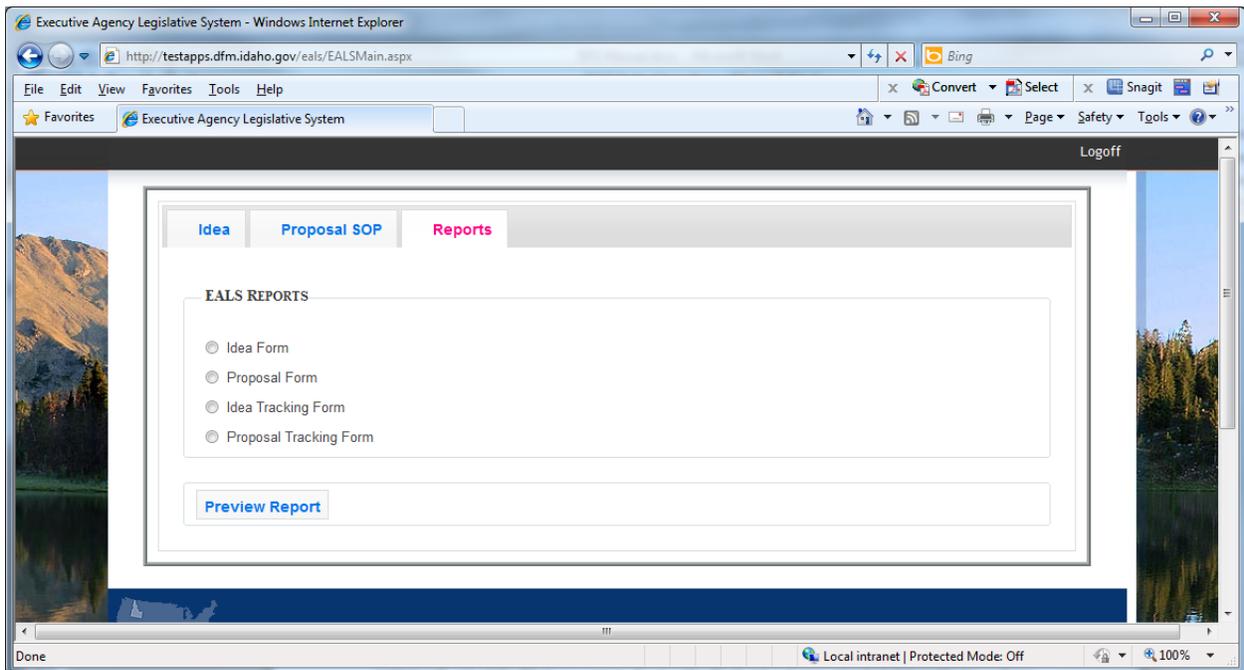


The system will allow you to browse to locate the file from your network. The second text box will allow for you to rename your file if necessary. This field is limited to 50 characters. Click Upload and the system will upload the file to the DFM server. To view the file that has been uploaded click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

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 the Submit Prop button to submit your proposal to DFM and the Governor's Office. An email will automatically be sent to your assigned DFM analyst and assigned 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 Tab



The Reports Tab gives you the ability to view and print reports for your Ideas and Proposal forms.

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