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

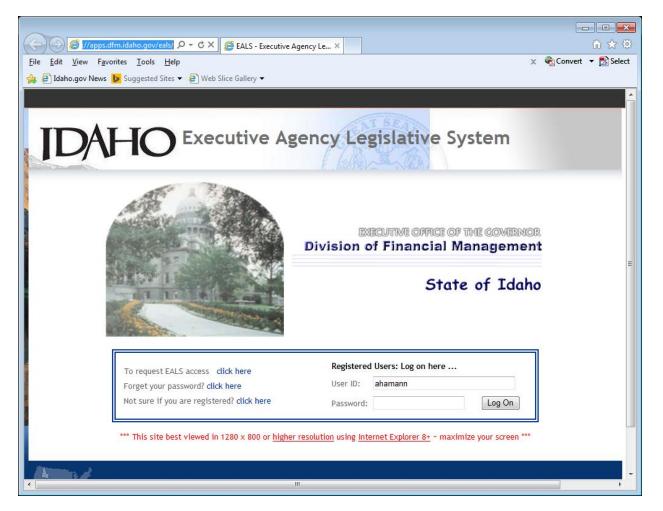
This manual has been put together to assist agencies with using the Executive Agency Legislative System (EALS).

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.

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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.

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

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Save Idea - will allow you to save your information until you are ready to submit your Idea.

<u>Delete Idea</u> – allows you to delete an Idea without submitting.

<u>Submit Idea</u> – 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.

<u>Spell Check</u> – 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.

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	* Please list all interested parties that are impacted by the potential law change:	A	
R. W. Angel		Ŧ	
No. AND NO.	CONTACTS		
	* Contact 1: Hamann, Anita • + * Phone: 854-3052 * Email: ahamann@dfm.idah Contact 2: -Select- • + Phone: Email:	o.gov	
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You cannot create a Proposal without first creating an Idea and receiving approval.

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.

Upload SOP File - Windows Internet Explorer	
Please specify the final bill document to upload:	Brown
The file will be saved with the following name:	Browse
Close	Upload
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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

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

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Agency	y: Test Agency	Status: Approved		
Primar	y Contact: Test Alicia	Phone: 999-9999	E-Mail: anita.haman	n@dfm.idaho.
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Analy	st: Shelby Kerns	Recommended	Not Recommended	Date:
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999-4	Test Number 5	06/25/2013		
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Last Idea for testing

Deleted Idea 7

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Done