

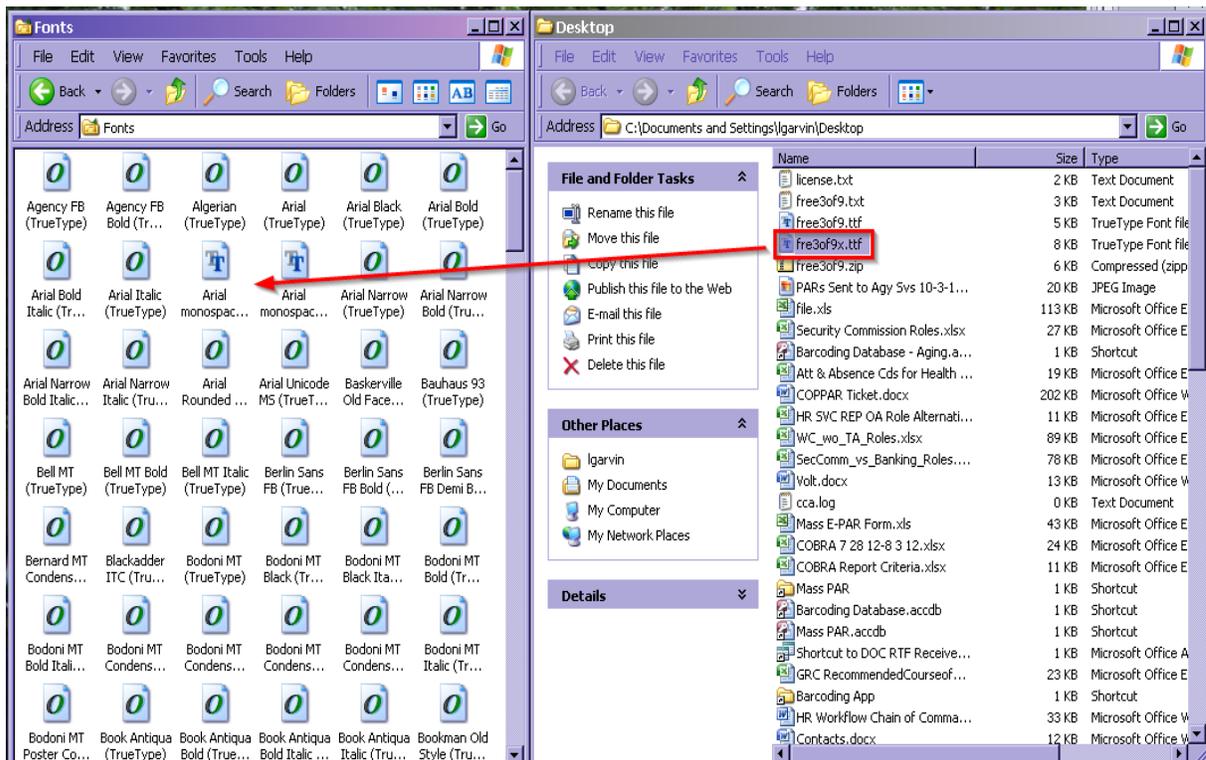
Agency Barcode Creator Instructions

as of February 15, 2013

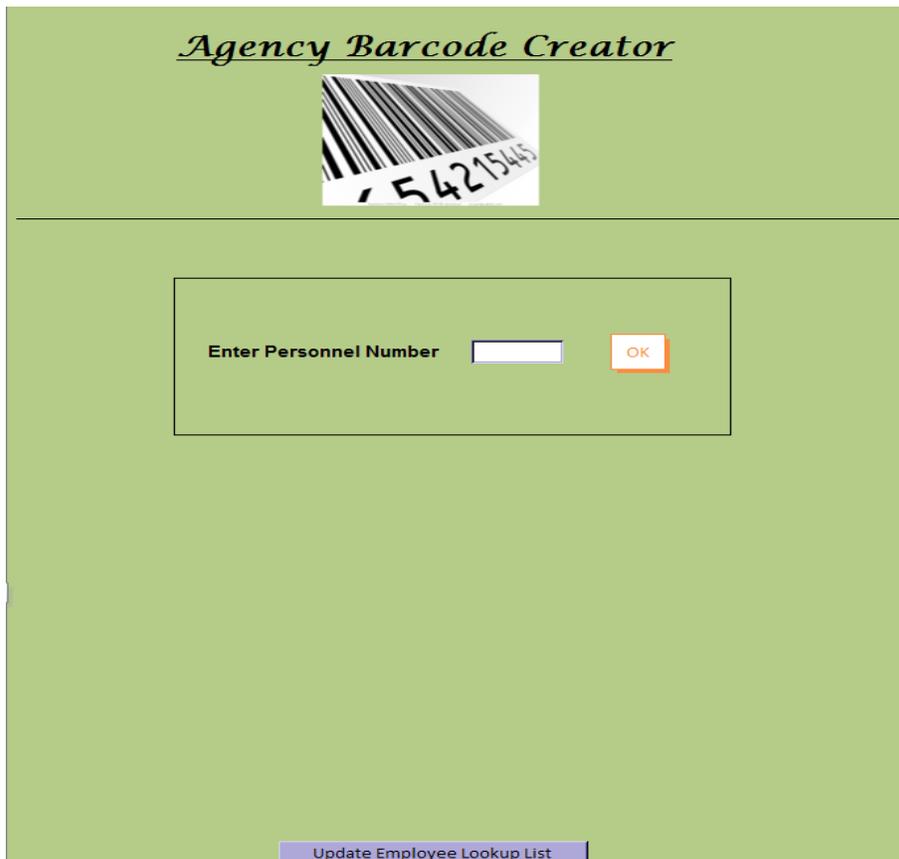
Use the agency barcode creator instructions as you prepare your documents before delivering to the Department of Revenue.

Requirements:

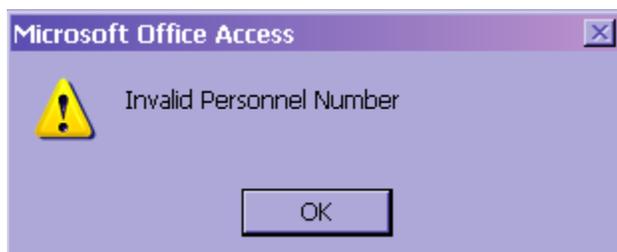
- Access 2007 or newer
- Windows XP or newer
- IRIS access with CMIC database connection
- Printer access – 300 DPI resolution or higher (Do not use “Draft” quality.)
- **3 of 9 font** installed on PC – To obtain this font contact the HR Service Center at 877.242.6007, Option 4 (OA-HR, Business Information and Support). If you do not have administrator access for your workstations, you will need to contact your local IT help desk to install the font.
 - ✓ Go to the Start menu and choose “Control Panel.”
 - ✓ Find the “Fonts” folder and double-click to open it.
 - ✓ With both windows open side by side, click on the file “fre3of9x.ttf” and drag it to your “Fonts” folder and drop it. The font has now been installed.



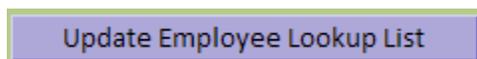
1. On the Personnel Number Entry form, enter the employee number and select "OK."



2. If the personnel number is invalid, a message will pop up.



3. If this message is received in error, update the employee look up list by clicking the button at the bottom of the screen. Once the table has been updated, click the OK button to search for the employee again. If the employee is indeed valid, you will be taken to the main form (shown in Step 4).



4. After typing a valid personnel number on the personnel number entry screen, the main form will appear (for verification purposes, the employee's info will display at the top). Each employee will automatically have 4 documents listed: **CONV-General Documents** and **3 EPRs**.

Employee e-OPF Documents

Employee Information: [Employee ID], [Name], [Address]

Document Name	Effective Date	Print	Preview	Delete
CONV-General Documents	[Date]	[Print Icon]	[Preview Icon]	[Delete Icon]
Employee Performance Review (EPR)	[Date]	[Print Icon]	[Preview Icon]	[Delete Icon]
Employee Performance Review (EPR)	[Date]	[Print Icon]	[Preview Icon]	[Delete Icon]
Employee Performance Review (EPR)	[Date]	[Print Icon]	[Preview Icon]	[Delete Icon]

Add Additional Documents: Document Name [Dropdown] Effective Date [Date Field] **Add**

Buttons: Close Form, Delete Emp, Print All, Preview All

5. Enter a date in the “Effective Date” box of each document that will need to be converted to electronic format. **Note: If no “Effective Date” is entered next to the “Document Name,” the barcode sheet will not be able to be previewed or printed for that specific document.**
6. To add additional documents to the documents list, go to the orange area at the bottom of the form, choose a document name from the dropdown and effective date, then click the “Add” button. The screen will refresh and the new document will appear at the bottom of the documents list.

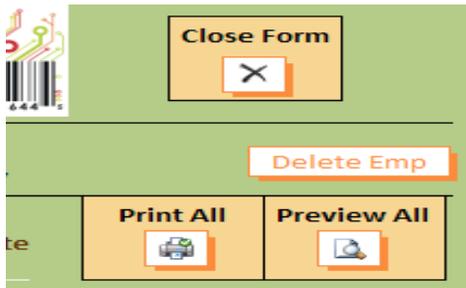
Add Additional Documents: Document Name [Dropdown Menu] Effective Date [Date Field] **Add**

Dropdown Menu Items:
 ADLS
 CONV-General Documents
 CONV-PEBTF Forms
 Employee Performance Review (EPR)
 Letter of Warning
 Letter-Suspension
 Letter-Termination
 LR Document-Other
 Reprimand-Oral
 Reprimand-Written

- To print, preview or delete an individual document, choose the corresponding button.

Document Name	Effective Date	Print	Preview	Delete
CONV–General Documents	<input type="text"/>			
Employee Performance Review (EPR)	<input type="text"/>			
Employee Performance Review (EPR)	<input type="text"/>			
Employee Performance Review (EPR)	<input type="text"/>			

- To print or preview all bar coding sheets for each document effective date entered, select the “Print All” or “Preview All” button at the top right of the form. On rare occasions, an employee may need to be deleted from the database – to do so, click the “Delete Emp” button. This will delete all of the employee’s stored e-OPF barcode sheets from the database.

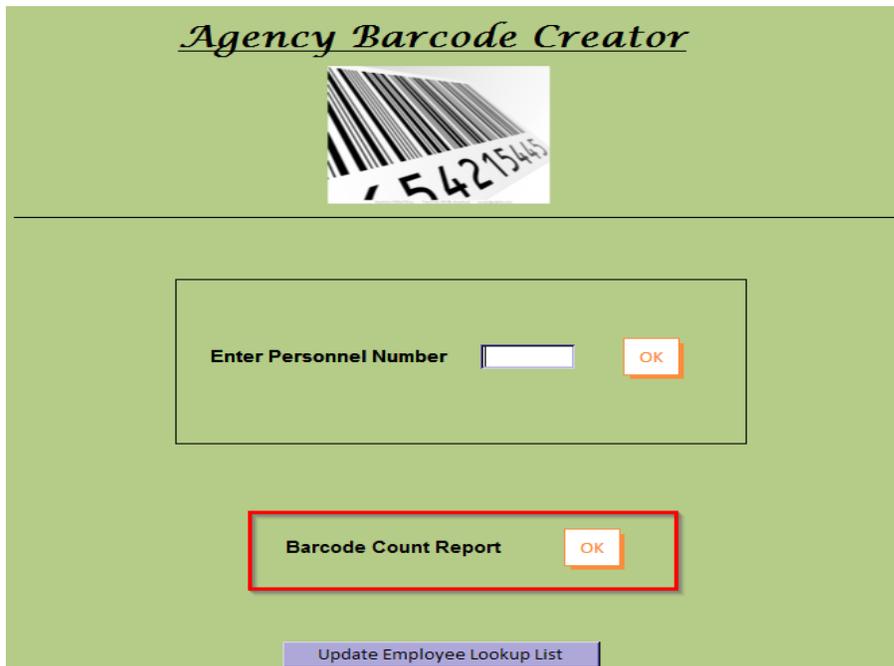


- When finished, click the “Close Form” button to return to the Personnel Number Entry Form. Any barcode documents that have been created will be saved in the database; these will display again when the employee’s personnel number is re-entered into the Personnel Number Entry Form.

Barcode Count Report

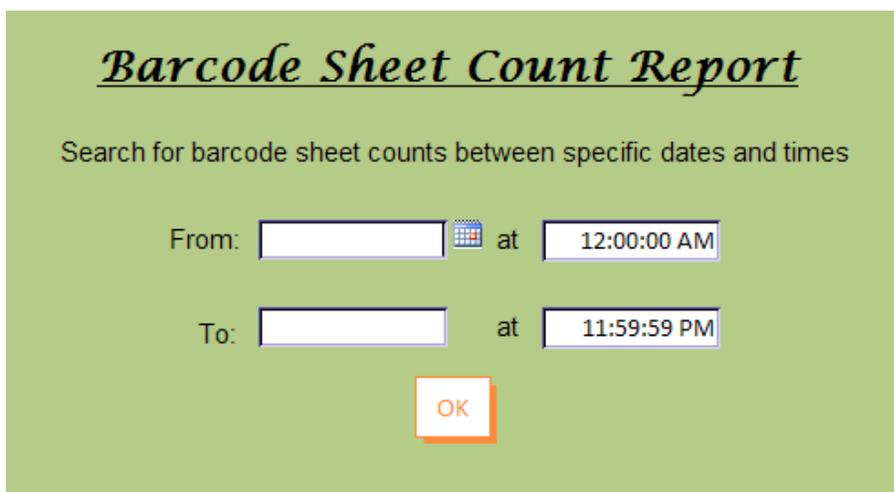
This report can be run to find the count of barcode sheets that were created between a specific timeframe.

1. To run this report, return to the Personnel Number Entry form and select on the "OK" button next to Barcode Count Report.



The screenshot shows the 'Agency Barcode Creator' interface. At the top, there is a title 'Agency Barcode Creator' and an image of a barcode with the number '5421545'. Below this, there is a form with a text input field labeled 'Enter Personnel Number' and an 'OK' button. Further down, there is a button labeled 'Barcode Count Report' with an 'OK' button next to it, which is highlighted with a red border. At the bottom, there is a button labeled 'Update Employee Lookup List'.

2. This will take you to the Date/Time Entry screen. Enter the dates and times you would like to search between. Note: the time fields default to midnight and 11:59pm.



The screenshot shows the 'Barcode Sheet Count Report' interface. At the top, there is a title 'Barcode Sheet Count Report' and a subtitle 'Search for barcode sheet counts between specific dates and times'. Below this, there are two rows of input fields. The first row is labeled 'From:' and has a date input field, a calendar icon, and a time input field set to '12:00:00 AM'. The second row is labeled 'To:' and has a date input field, a calendar icon, and a time input field set to '11:59:59 PM'. Below these fields, there is an 'OK' button.

3. After selecting "OK," the report results will open in a printer-friendly format. This report will show the total number of barcode sheets created for each employee, as well as a grand total.

Note: If midnight is used for either the Start Date or End Date, the time will not display on the report results.

Barcode Sheet Count Report

From: 11/29/2012

To: 1/16/2013 11:59:59 PM

Pers No	Name	Count
00000000	XXXXXXXXXXXXXXXXXXXX	1
00000000	XXXXXXXXXXXXXXXXXXXX	5
TOTAL:		6