

AGENCY USER GUIDE

City of Hoboken Parking Permit Project

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Note: This document may contain information of a sensitive nature. The information should not be given to persons other than those who are involved in this project or who will become involved during the lifecycle.

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1 Introduction

Welcome to the Hoboken Parking Permit System – HOBOKEN's web-based e-Permit application which allows resident and local business to apply for street parking permit, garage parking permit, parking coupons, Hop-On bus pass and No-Parking signs or bags.

1.1 Overview

Hoboken Parking Utility (HPU) implements the GovOnline's Parking Permit system to allow residents and local business to apply for parking permits through following online functionalities:

- Fill out permit application online 24 by 7
- Upload and submit required documents or attachments online
- Pay the fees online
- Print out the receipt or permit online
- Check the status online and receive email notification

GovOnline also allows agency user to perform following functionalities

- Review permit application online, send back the application when modifications needed
- Configure application programs online
- Configure permit fees online
- Ask for additional fees or information when needed online
- Issue parking permits online
- Receive email notification when application was submitted

The Hoboken Parking Permit System includes the following two websites:

- **GovOnline Public Website**: To submit parking permit application online by Public User
- **GovOnline Agency Website**: To review and manage permit application online by Agency User

This document is served as the Agency User Guide to cover the functionalities of the "GovOnline-Agency Website".

1.2 System Goals and Benefits

There are numbers of beneficial goals that have been considered and which have guided the development of the Hoboken Parking Permit System. Among them are:

- Provide online parking permit application and management.
- Support online availability of up-to-date reporting and tracking of submitted applications.
- Improve the accuracy of data by eliminating potential errors that would otherwise be introduced through manual data entry.
- Save time and efforts for residents and local business and agency.
- Save the HOBOKEN administration costs by reducing, and eventually better utilizing resources required for managing paper-based applications.
- Improve the overall effectiveness of Parking Permit Program with faster responses for data analyses, compliance assessment, and decision-making.

2 Minimum System Requirements

Residents, local businesses and agency will need to have the ability to access the Hoboken Parking Permit System web site through the Internet. Typically, such access is available either through a dedicated connection through the facilities local area network or through a connection to an Internet Service Provider.

To ensure that all of the features of the Hoboken Parking Permit System are available, Microsoft Internet Explorer web browser (version 6.0 or higher) is required. The performance of the system will vary based on the computer's internet connection speed, CPU, Operating System, and available memory.

HOBOKEN recommends the following system configuration:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- Microsoft Windows XP or higher
- 256 MB of RAM or higher

3 GovOnline-Agency Home Page

The GovOnline-Agency Portal Home page provides many dashboards to allow the log-in agency user to have direct "quick access" to the desired functional areas to perform his or her daily job functions.

Below are the brief functional descriptions of each dashboard block:

1. Submitted Applications: This block displays the newly submitted applications that may need to be reviewed
2. Applications Summary: This block displays the summary of submitted applications
3. My Tasks: This block lists the work tasks that were assigned to the "lead reviewer"
4. Quick Links: This block provides shortcuts to many useful HOBOKEN functional areas

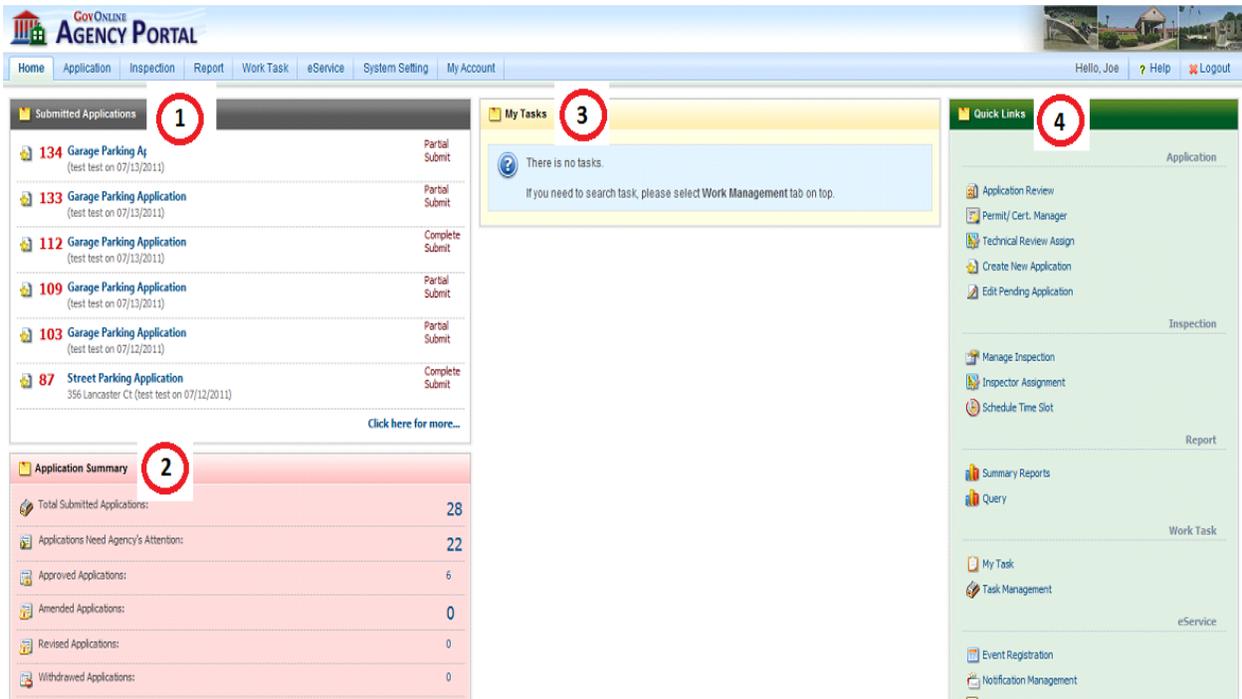


Figure 1: HOBOKEN Agency Portal Home Site

4 Managing Applications

The HOBOKEN Agency system allows the agency user (with proper application access permissions) to review, update, edit, and approve the submitted applications.

Following sample submitted application will take you through a typical permit application management lifecycle. From GovOnline-Agency Portal Home page, the agency user simply clicks a selected submitted permit application icon (such as: 175 Garage Parking Application) from the “Submitted Applications” dashboard area to access this recently submitted permit application.

Submitted Applications		
	182 Hop on Bus Pass Application 356 Lancaster Ct (test test on 07/14/2011)	Complete Submit
	181 No Parking Sign & Meter Bag Application 356 Lancaster Ct (test test on 07/14/2011)	Complete Submit
	175 Garage Parking Application (test test on 07/14/2011)	Partial Submit
	133 Garage Parking Application (test test on 07/13/2011)	Partial Submit
	132 Street Parking Application 356 Lancaster Ct (test test on 07/13/2011)	Partial Submit
	112 Garage Parking Application (test test on 07/13/2011)	Complete Submit
Click here for more...		

Application Summary	
Total Submitted Applications:	35

Figure 2: Submitted Applications Web Part on the Home Page

Once entering the selected application review page, the overview of the current application status is displayed on the status bar. Agency staff will work on the current case by accessing following tabs:

- Administrative Review
- Decision
- Application and Fee
- Email History
- Correspondence

The screenshot displays the 'Application Review' page. On the left, there is a sidebar with 'Application Management' and 'Paper Submission' sections. The main content area has a breadcrumb trail: 'Application > Application Management > Application Review'. Below this is a status bar with 'Edited', 'Submitting', 'Review', 'Decide', and 'Close' buttons. A red box highlights the application title: '175 Garage Parking Application (Partial Submit) By test test on 7/14/2011 6:59:26 PM'. Below the title are tabs for 'Administrative Review', 'Decision', 'Application and Fee', 'Email History', and 'Correspondence'. A yellow message box states: 'This page allows you to administrative review of a given application. If all required documents received, please click "Complete Application Received" button to mark it as completed received.' The 'Administrative Review' section contains a table:

Required?	Amendment?	Form Data	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Garage Parking Form	Review

Below the table is a 'Comment Template' section with a dropdown menu and a text area containing 'I have reviewed this application.' To the right is a 'Review History' section with a yellow background. At the bottom of the comment section are buttons for 'Save Comments', 'Send Back for Amendment', and 'Admin Review Complete'. The 'Received Check/Money Order/Cash' section is partially visible at the bottom of the page.

Figure 3: Application Review Page

4.1 Administrative Review

Under the Administrative Review tab, the agency user has the flexibility to decide if the complete application has been received, review for completeness, and review the history of this submitted application.

If all submitted materials are reviewed and satisfactory, click the "Admin Review Complete" button to change the application status to "Admin Review Completed".

Otherwise, the "Send Back for Amendment" button may be used to request further information or corrections from the reporting company. The agency user may also select and "Confirm" an exemption or clarification under the "Custom Administrative Review" heading.

Furthermore, the Administrative Review tab also provides a complete Application Review History, which includes the status, dates, owner, applicant and comments of the application.

The screenshot displays the 'Administrative Review' section of an application review page. At the top, there are navigation tabs: 'Administrative Review' (selected), 'Decision', 'Application and Fee', 'Email History', and 'Correspondence'. Below the tabs is a yellow informational banner: 'This page allows you to administrative review of a given application. If all required documents received, please click "Complete Application Received" button to mark it as completed received.'

The main content area is titled 'Administrative Review' and contains a table with the following data:

Required?	Amendment?	Form Data	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Garage Parking Form	Review

Below the table, there are two main sections: 'Comment Template' and 'Review History'. The 'Comment Template' section includes a dropdown menu, a 'Review Comments' field with the text 'I have reviewed this application.', and a 'Save Comments' button. The 'Review History' section is currently empty. At the bottom of the main content area, there are three buttons: 'Save Comments', 'Send Back for Amendment' (highlighted with a red box), and 'Admin Review Complete' (highlighted with a yellow box).

Below the main content area, there is a section titled 'Received Check/Money Order/Cash' with a table showing payment details:

Payment	Due Amount(\$)	Convenience(\$)	* Paid Amount(\$)	* Received Date	Check/Money Order #	Comment
Credit Card 07/14/2011	\$72.02	\$2.02	72.02	07/14/2011		<input type="text"/>

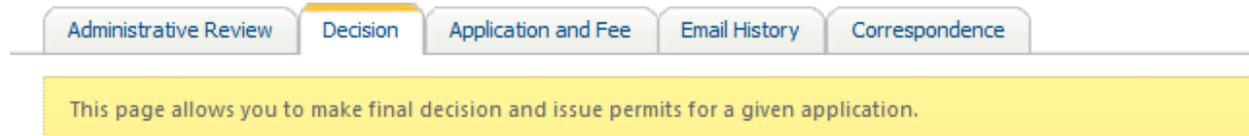
At the bottom of this section is a 'Save' button.

Figure 4: Administrative Review Features on Application Review Page

4.2 Decision

Under Decision tab, an agency user can review the application package and perform the following:

1. Add comments
2. View Review History
3. Set the application status:
 - o Admin Review Completed
 - o Approved
 - o Denied
 - o Revised
4. Set a Custom Final Review



Decision (More Detail)

The screenshot shows the "Decision (More Detail)" section of the application review page. It contains two main panels. The top panel, titled "Comment Template" and "Review History", has a dropdown menu for the comment template and a text area for "Review Comments" containing the text "I have reviewed this application." with a blue checkmark icon. The bottom panel, titled "Application Status" and "Comments", has a dropdown menu for "Application Status" with the text "(Select a application status)", a yellow "Confirm" button, and a text area for "Comments" containing the text "Application Status Comments." with a blue checkmark icon. A note at the bottom of the panel states: "You cannot change the application status until all reviewers have reviewed the application."

Figure 5: Decision Features on Application Review Page

4.3 Application Data

During any of the agency user's Review/Decision stages, the "Application Data" tab allows the reviewer(s) to fully access the user submitted data. This tab consists of following subsections:

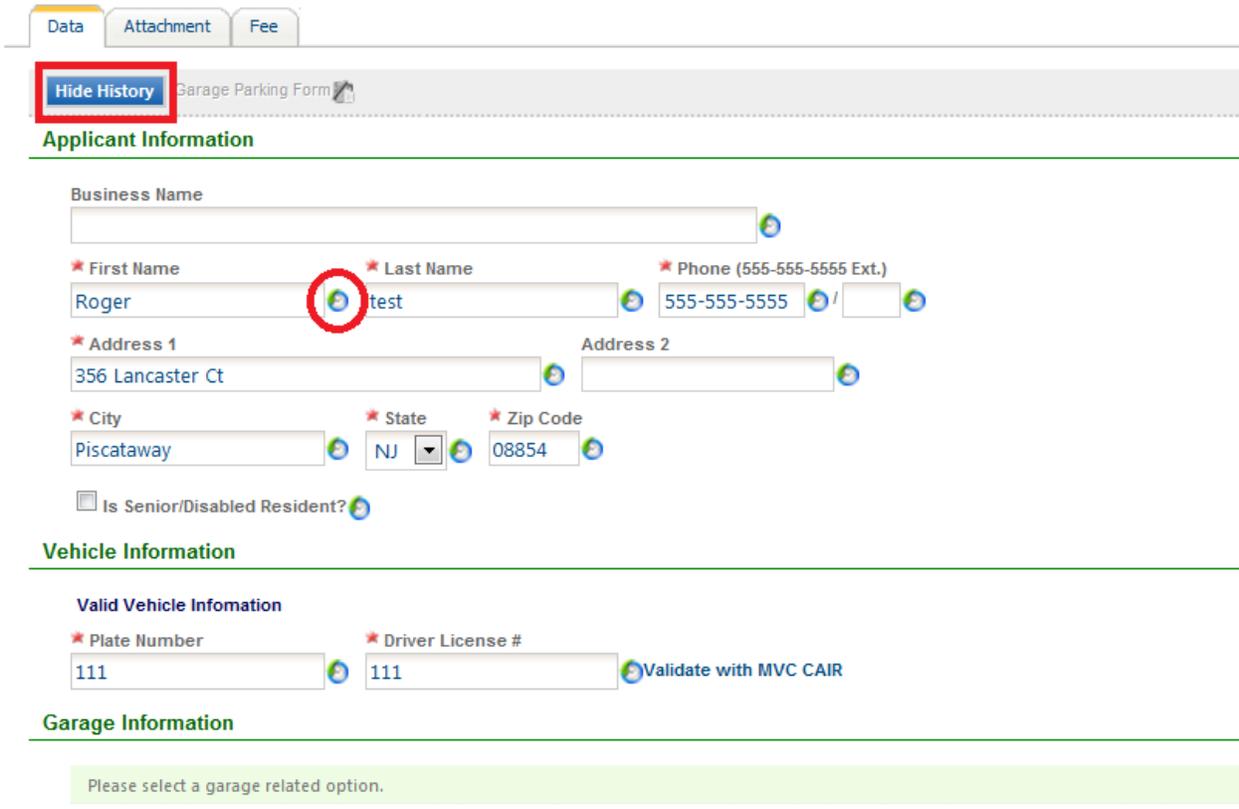
1. Data: It contains all original submitted application data form.
2. Attachment: This tab contains all attachments submitted by the applicant
3. Fee: It contains all fees associated with the permit application and allow additional fees to be added.

The screenshot displays a web application interface for reviewing application data. On the left is a navigation sidebar with sections for 'Application Management' (containing 'Application Review', 'Permit/ Cert. Manager', and 'Technical Review Assign') and 'Paper Submission' (containing 'Create New Application' and 'Edit Pending Application'). The main content area shows a breadcrumb trail 'Application > Application Management > Application Review' and a 'Back to Search' button. A progress bar indicates the current stage is 'Submitting', with other stages being 'Edited', 'Review', 'Decide', and 'Close'. Below this, the application is identified as '175 Garage Parking Application (Partially Submitted)' by 'test test' on '7/14/2011 6:59:26 PM'. A series of tabs includes 'Administrative Review', 'Decision', 'Application and Fee' (which is active), 'Email History', and 'Correspondence'. A yellow banner states 'This page allows you to review application data.' A dropdown menu is set to 'Garage Parking Form' with a 'Load' button. Below this, three tabs are visible: 'Data' (highlighted with a red box), 'Attachment', and 'Fee'. A 'Show History' button is also present. The 'Applicant Information' section contains the following fields: Business Name (empty), First Name (test), Last Name (test), Phone (555-555-5555), Address 1 (356 Lancaster Ct), Address 2 (empty), City (Piscataway), State (NJ), and Zip Code (08854).

Figure 6: Application Data

4.3.1 Application Data - Data

Clicking on the “Show History” button will display the “history tracking icon” () on the data entry form. Via the “history tracking icon”, any changes made at the selected data element will be displayed. An example screen shot for the history tracking result is shown below:



Data Attachment Fee

Hide History Garage Parking Form

Applicant Information

Business Name

* First Name: Roger

* Last Name: test

* Phone (555-555-5555 Ext.): 555-555-5555

* Address 1: 356 Lancaster Ct

Address 2:

* City: Piscataway

* State: NJ

* Zip Code: 08854

Is Senior/Disabled Resident?

Vehicle Information

Valid Vehicle Information

* Plate Number: 111

* Driver License #: 111

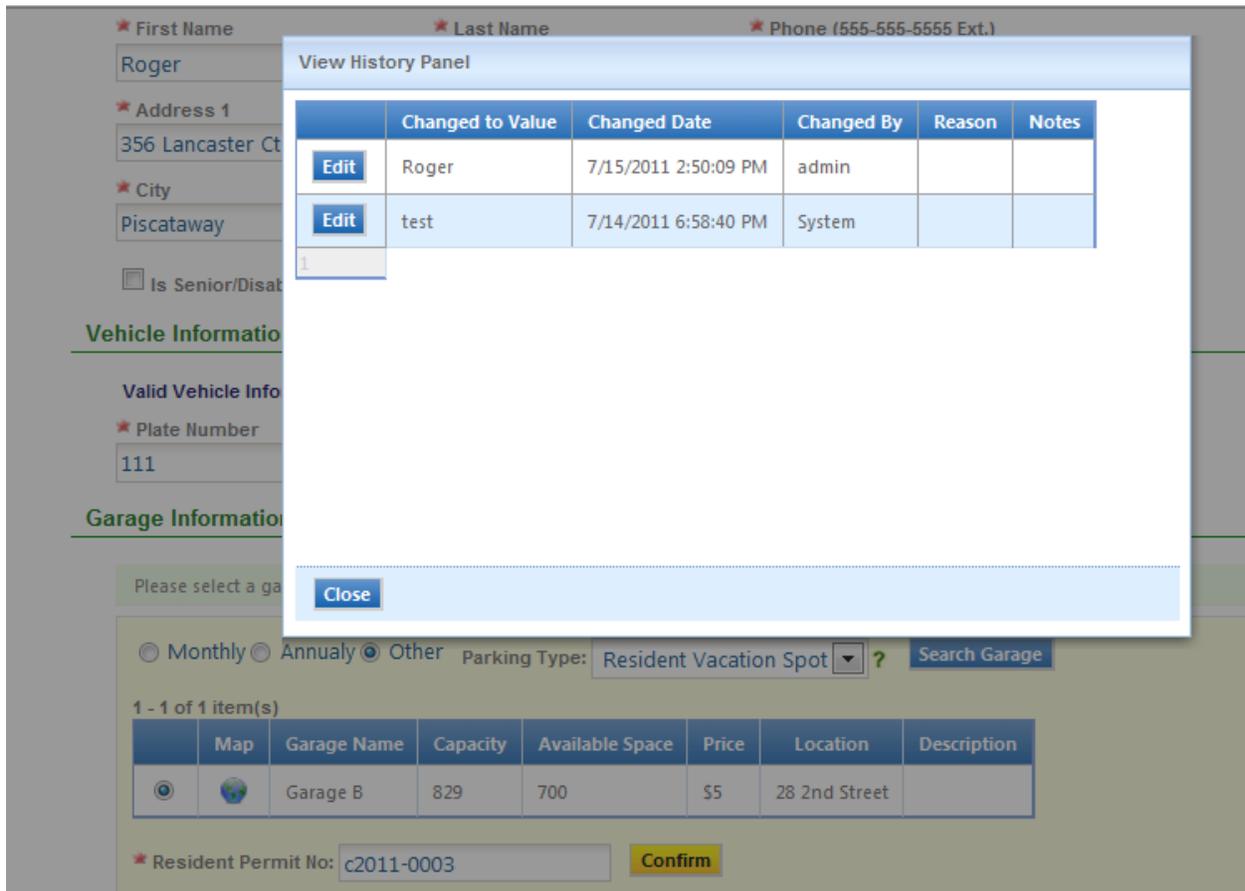
Validate with MVC CAIR

Garage Information

Please select a garage related option.

Figure 7: History Tracking Icon on the Data Entry Form

An example result generated after clicking on the history tracking icon (). This pop-up panel shows the First_Name was changed from "test" to "Roger" by admin on 7/15/2011 2:50:09 PM.



The screenshot shows a data entry form with a 'View History Panel' pop-up. The form includes fields for First Name (Roger), Address 1 (356 Lancaster Ct), City (Piscataway), and Plate Number (111). The 'View History Panel' contains a table with the following data:

	Changed to Value	Changed Date	Changed By	Reason	Notes
<input type="button" value="Edit"/>	Roger	7/15/2011 2:50:09 PM	admin		
<input type="button" value="Edit"/>	test	7/14/2011 6:58:40 PM	System		

The background form also shows 'Garage Information' with a table of 1 item(s):

Map	Garage Name	Capacity	Available Space	Price	Location	Description
<input checked="" type="radio"/>	Garage B	829	700	\$5	28 2nd Street	

At the bottom, there is a 'Resident Permit No:' field with the value 'c2011-0003' and a 'Confirm' button.

Figure 8: History Tracking Result on the Data Entry Form

4.3.2 Application Data – Attachment

From this tab, agency user can review any attached/submitted documents, agency user can also upload any attachments or add notes to the attachments.

 **175** Garage Parking Application **(Partially Submitted)**  By test test on 7/14/2011 6:59:26 PM

Administrative Review Decision **Application and Fee** Email History Correspondence

This page allows you to review application data.

Select **Garage Parking Form**

Data **Attachment** Fee

Attachment Detail

Please make sure that all required attachments are received.

 1. Proof of Current Residency <i>(Required, Other)</i> <input checked="" type="checkbox"/> Received 
Driver License.pdf 88 KB  Copy of Driver License
<input type="button" value="Upload File"/> <input type="button" value="Add Note"/>
 2. Proof of Vehicle Ownership or Primary Use <i>(Required, N/A)</i> <input checked="" type="checkbox"/> Received 
<input type="button" value="Upload File"/> <input type="button" value="Add Note"/>

Figure 9: Application Data: Attachment

4.3.3 Application Data – Fee

This tab allows agency user reviews any required fees are paid correctly or not, agency user can also add any additional fees to the application.

175 Garage Parking Application (Partially Submitted) By test test on 7/14/2011 6:59:26 PM

Administrative Review Decision **Application and Fee** Email History Correspondence

This page allows you to review application data.

Select Garage Parking Form Load

Data Attachment **Fee**

Some initialed fees need to be created!

Fee Detail

Please review, verify and adjust fee amount.

Delete	Required	* Fee Name	To Be Collected(\$)	Calculated(\$)	Paid(\$)	Status	Type	Calculate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resident Garage Parking Permit	70.00	\$70.00	\$70.00	Required	Permit Fee	

Create Required Fee **Add Additional Fee**

Figure 10: Application Data: Fee

4.4 Email History

Agency user can view all emails sent and received pertaining to the application, including the confirmation, receipts, and approvals. Agency user can also create a new email by clicking the “New Email” button.

175 Garage Parking Application (Partially Submitted) By test test on 7/14/2011 6:59:26 PM

Administrative Review Decision Application and Fee **Email History** Correspondence

Application Review Email History

1 - 1 of 1 item(s)

Reply	Detail	Subject	Sent By	Message	Sent Date
		Confirmation of Permit application submitted	test test		07/14/2011

New Email

Figure 11: Email History Tab on Application Review Page

The email creation pop-up screen:

Receipt

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arking A

ew D

view En

ail

Ger

Cor

Sent Date

07/15/2011

07/14/2011

Contact Applicant

Email

If you have any questions for the applicant or if you need additional information, please send email.

* Notification Type:

* Message:

Send Cancel

Figure 12: Add New Email in Email History Tab on Application Review Page

4.5 Correspondence

The agency user may view all sent and received correspondences for the application. The agency user may also create a new correspondence by clicking “New Comment” button.

175 Garage Parking Application (Partially Submitted) By Chris Smith on 7/14/2011 6:59:26 PM

Administrative Review Decision Application and Fee Email History Correspondence

Comment

1 - 2 of 2 item(s)

Discussion	Initiator	Category	Subject	Initiator Name	Initiated Date	Phone	Initiator Email	Address
1	Agency	General	Modified form	Joe Smith	07/15/2011 03:23 PM	-	-	-
1	Applicant	General	Reviewed done	test test	07/15/2011 03:24 PM	555-555-5555	Roger_Yang@enfotech.com	123 Main Street Ct , Hoboken, NJ 08902

New Comment

Figure 13: Correspondence Tab on Application Review Page

The correspondence creation pop-up screen:

Application > Create New Comment

Back to S

Edited

175 G

Administra

Commen

1 - 2 of

Discu

New

Detail

Category: General

* Subject:

* Message:

Create Cancel

Figure 14: Add New Correspondence in Correspondence Tab on Application Review Page

5 Report

From the Report menu tab, the agency user may view various summary reports, including:

- Payment Summary Report
- Parking Summary Report
- Parking Detail Report

Reports may also be filtered by name and type as shown below.

The screenshot shows the 'Report' menu tab selected in a navigation bar. Below the navigation bar is a breadcrumb trail: 'Submission > Report > Summary Report'. A yellow informational box contains text about searching for submitted applications and a pencil icon. Below this is a search filter section with 'Report Name' and 'Report Type' dropdowns, and a 'Search' button. The 'Report Type' dropdown is set to '(All)'. Below the search filters is a 'Search Result' section with a table listing 3 items. The first item, 'Payment Summary Report', is circled in red.

Report Name: Report Type: (All)

Search Result

1 - 3 of 3 item(s)

View	Name	Type
	Payment Summary Report	System Summary Reports
	Parking Summary Report	System Summary Reports
	Parking Detail Report	System Summary Reports

Figure 15: Listing of Reports Available in GovOnline-Agency Website

5.1 Report Filter

Each report comes with filter dropdown to filter out un-wanted data. For the date range, check “NULL” if you want all data to be displayed. Select specific Parking Type to filter out data or select (All) to select all parking types. Select payment type, “credit card”, “check” ... or (All) for everything.

Start Date NULL End Date NULL

PARKING TYPE (All) PAYMENT METHOD (All)

(All)
 (Garage Parking)
 (Street Parking)
 Business Discount
 Business Discount & On-Street
 Business Monthly
 Business Monthly HUMC
 Business Monthly Limited
 Business Monthly Reserved
 Business On-Street
 Resident Monthly
 Resident Monthly Limited
 Resident Monthly Reserved
 Resident On-Street
 Resident On-Street Temporary
 Resident On-Street Visitor
 Resident Senior
 Resident Vacation Spot

Parking Detail Report

Payment Method: (All)

Permit No	Name	Address	Plate No	Pay Methc
Month of Jul				
e2011-0001	7/15/2011	12/31/2011	356 Lancaster Ct	Credit Car
e2011-0001	7/18/2011	12/31/2011	356 Lancaster Ct	Credit Car
e2011-0001	7/21/2011	12/31/2011	356 Lancaster Ct	Credit Car
Jul Total:				
Total:				

Figure 16: Reports Filter

5.2 Report Output

Each report can be printed out directly by clicking the “printer” icon. Report can also be exported to different formats by selecting the desired format, like CSV, PDF, Excel ...

Parking Detail Report

Date: (All)
Type: (All)
Payment Method: (All)

Permit No	Start Date	End Date	Name	Address	Payment Method
Resident On-Street Parking Type					
Month of Jul					
e2011-0001	7/15/2011	12/31/2011		356 Lancaster Ct	Credit Card
e2011-0001	7/18/2011	12/31/2011		356 Lancaster Ct	Credit Card
e2011-0001	7/21/2011	12/31/2011		356 Lancaster Ct	Credit Card
Jul Total:					
Total:					

Figure 17: Reports Output

6 Work Task

From the Work Task system menu tab, the agency user may locate a desired task by clicking “**My Task**” or “**Task Management**” on the left panel.

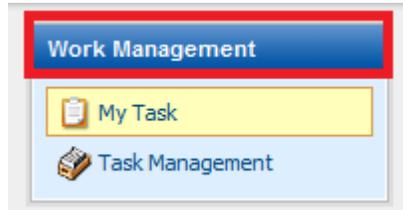


Figure 18: Work Task System Menu

6.1 My Task

The My Task page allows the agency user to search and retrieve tasks by name, group, type, status, start date, due date, or completion date.

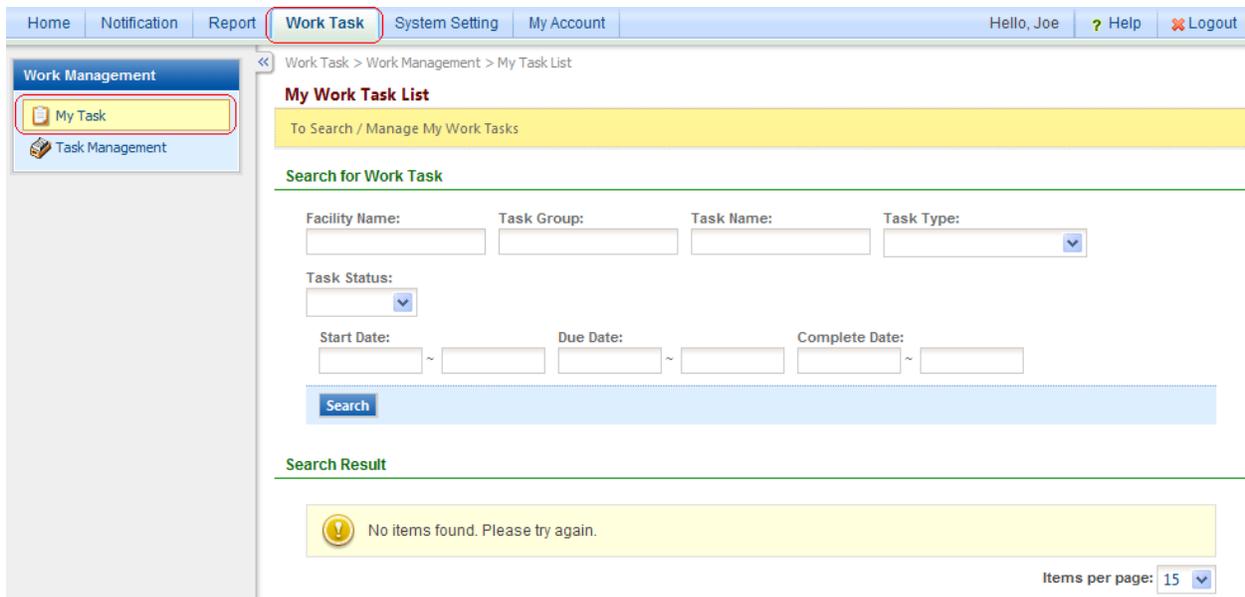
A screenshot of a web application interface. At the top is a navigation bar with tabs: Home, Notification, Report, Work Task (highlighted with a red box), System Setting, My Account. On the right of the navigation bar are 'Hello, Joe', '? Help', and 'Logout'. Below the navigation bar is a left sidebar with 'Work Management' and two sub-items: 'My Task' (highlighted with a red box) and 'Task Management'. The main content area shows a breadcrumb 'Work Task > Work Management > My Task List'. Below this is a yellow header 'My Work Task List' and a sub-header 'To Search / Manage My Work Tasks'. A section titled 'Search for Work Task' contains several input fields: 'Facility Name', 'Task Group', 'Task Name', 'Task Type' (a dropdown menu), 'Task Status' (a dropdown menu), 'Start Date', 'Due Date', and 'Complete Date' (each with a range selector '~'). A blue 'Search' button is below these fields. Underneath is a 'Search Result' section with a yellow message box containing a warning icon and the text 'No items found. Please try again.' At the bottom right, there is a label 'Items per page: 15' with a dropdown arrow.

Figure 19: Work Task - My Task Page

6.2 Task Management

The Task Management page allows agency users to search for all work tasks created in the system.

The screenshot displays the 'Work Task Management' interface. At the top, a navigation bar includes 'Home', 'Notification', 'Report', 'Work Task' (highlighted with a red box), 'System Setting', and 'My Account'. On the right of the navigation bar, it shows 'Hello, Joe', a 'Help' icon, and a 'Logout' button. A left sidebar contains 'Work Management' with sub-items 'My Task' and 'Task Management' (highlighted with a red box). The main content area is titled 'Work Task List' and contains a yellow banner with the text 'To Search / Manage Work Tasks.' Below this is a section titled 'Search for Work Task' with the following search criteria: 'Facility Name:', 'Task Group:', 'Task Name:', and 'Task Type:' (a dropdown menu). There is also a 'Task Status:' dropdown menu. The 'Assign To:' field is a dropdown menu, followed by 'Start Date:' and 'Due Date:' fields, each with a date input and a tilde (~) separator. A 'Complete Date:' field is also present. A blue 'Search' button is located below the search criteria. Under the 'Search Result' section, a yellow banner with a warning icon and the text 'No items found. Please try again.' is displayed. In the bottom right corner, there is a dropdown menu for 'Items per page:' set to '15'.

Figure 20: Work Task - Task Management page

7 System Setting

The System Setting main tab allows the agency user to adjust its operations in the following ways:

- Security Setting
 - Manage System Users (Agency User)
 - Manage Groups
 - Manage Roles
 - Manage Permissions
 - Manage Reporting Company User
- System Management
 - Application Configuration
 - System Configuration
 - Reference Data
 - Workflow Configuration
 - System Logs

The screenshot displays the 'Manage System Users' page within the 'System Setting' tab. The navigation bar at the top includes 'Home', 'Notification', 'Report', 'Work Task', 'System Setting', and 'My Account'. The user is identified as 'Hello, Joe'. The left sidebar contains two main sections: 'Security Setting' (with sub-items like 'Manage System Users', 'Manage Groups', etc.) and 'System Management' (with sub-items like 'Notification Configuration', 'System Configuration', etc.).

The main content area is titled 'System Setting > Security Management > Manage Users'. It features a 'User Search' section with a yellow background, providing instructions on how to use wildcards in search criteria. Below this is a search form with a 'Status' dropdown set to '(All)', a 'User Name' text input, and buttons for 'Search', 'Advanced Search', and 'Add New'.

The 'Search Result' section shows a table with 5 items. The table has columns for 'View/Edit', 'User Name', 'First Name', 'Last Name', 'Email', 'Account Status', and 'User Account Accepted?'. Each row includes a pencil icon in the 'View/Edit' column.

View/Edit	User Name	First Name	Last Name	Email	Account Status	User Account Accepted?
	admin	Joe	Smith	NEWMOAGOV@GMAIL.COM	Active	Yes
	newmoa	newmoa	newmoa	NEWMOAGOV@GMAIL.COM	Active	Yes
	imerc	imerc	imerc	NEWMOAGOV@GMAIL.COM	Active	Yes
	AWienert	Adam	Wienert	awienert@newmoa.org	Active	Yes
	davidhu	test	test	NEWMOAGOV@GMAIL.COM	Active	No

Figure 21: System Setting: Manage System User Page

7.1 Security Setting

The Security Setting panel under the “System Setting” System menu is used to manage system users (agency users), permissions, roles, and the reporting company user.

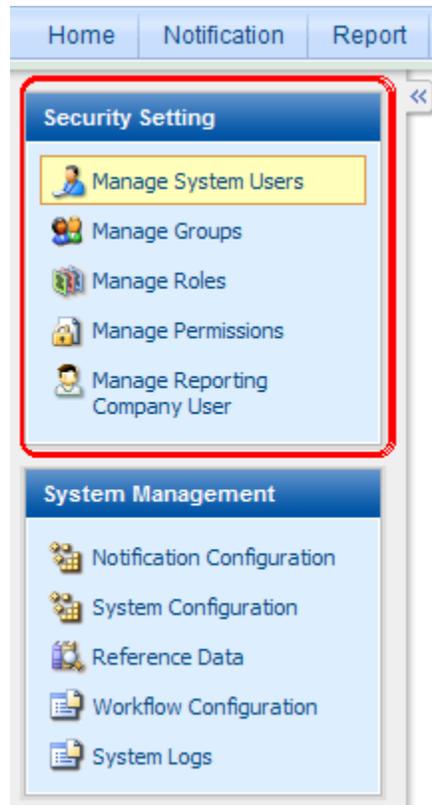


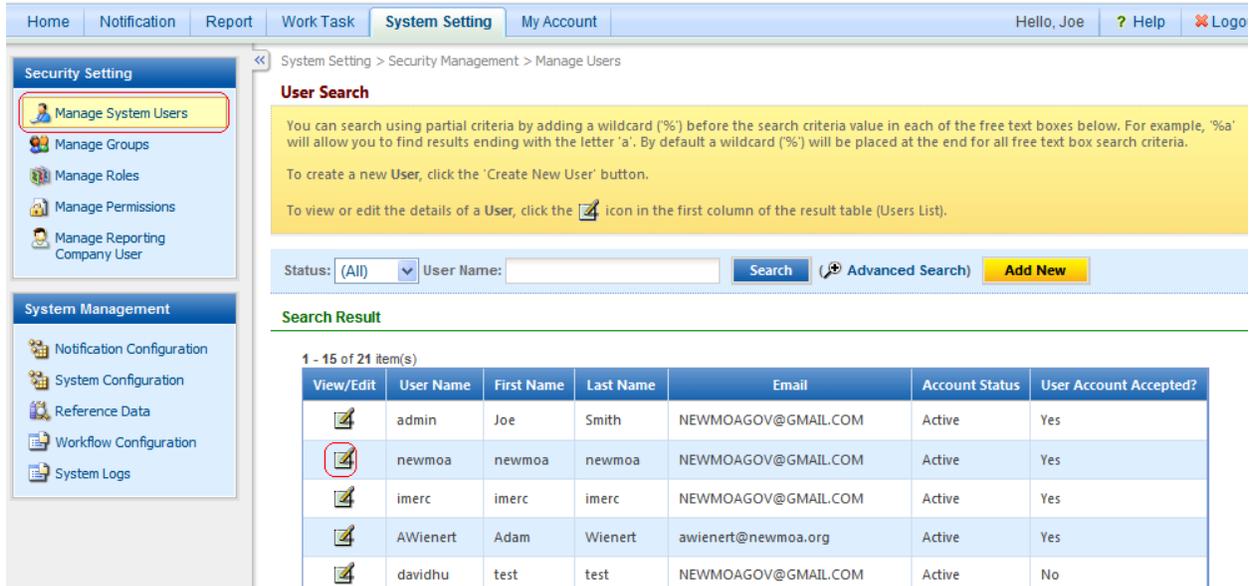
Figure 22: System Setting: Security Setting Panel

7.1.1 Manage System Users

This section will display all different functionalities to handle agency users.

7.1.1.1 Viewing Users

To view a complete list of system users (agency Users), go to Security Setting -> Manage System Users. To modify an existing agency user, click on the View/Edit (“”) icon beside the user name.



The screenshot shows the 'Manage System Users' page. The navigation menu on the left includes 'Security Setting' and 'System Management'. Under 'Security Setting', 'Manage System Users' is selected. The main content area has a breadcrumb trail: 'System Setting > Security Management > Manage Users'. Below this is a 'User Search' section with a yellow background, containing instructions on how to use wildcards and a 'Create New User' button. A search bar is present with a dropdown for 'Status' (set to 'All') and a text input for 'User Name'. There are 'Search', 'Advanced Search', and 'Add New' buttons. Below the search bar is a 'Search Result' section showing a table of 15 items (out of 21 total). The table has the following columns: View/Edit, User Name, First Name, Last Name, Email, Account Status, and User Account Accepted?. The second row, for user 'newmoa', has its 'View/Edit' icon circled in red.

View/Edit	User Name	First Name	Last Name	Email	Account Status	User Account Accepted?
	admin	Joe	Smith	NEWMOAGOV@GMAIL.COM	Active	Yes
	newmoa	newmoa	newmoa	NEWMOAGOV@GMAIL.COM	Active	Yes
	imerc	imerc	imerc	NEWMOAGOV@GMAIL.COM	Active	Yes
	AWienert	Adam	Wienert	awienert@newmoa.org	Active	Yes
	davidhu	test	test	NEWMOAGOV@GMAIL.COM	Active	No

Figure 23: System Setting - Manage System Users

From this screen, the agency user may view or modify the agency user's General and Account Information. The agency users may also click **"Reset Password"** to send a new, machine generated password to the user. Once the modification is finished, click **"Save User Info"** to save all changes.

User Information

Detail information for the user.

General Information

* First Name: * Last Name:

* Employer: Job Title:

* Address Line 1: Address Line 2:

* City: State: * Zip: Country:

Area Code: Phone No.: Extension:

Mobile Area Code: Mobile No.: Mobile Provider:

* Email:

Do you want to receive SMS messages through a mobile phone?
 Do you want to save scheduled inspection to your Outlook Calendar?

User Account Information

* Username: User Status: Account Approval Status: Account Type:

Note:

Reset Password **Issue/Reset PIN**

Permit Groups

 No results found. Please try again.

Associate Groups

System Roles

1 - 7 of 7 item(s)

Groups	Role Name	Description	Groups
<input type="checkbox"/>	Guest	Guest	
<input type="checkbox"/>	Application Clerk	Application Clerk	
<input type="checkbox"/>	Application Technical Assistant	Application Technical Assistant	
<input type="checkbox"/>	Application Official	Application Official	
<input type="checkbox"/>	System Admin	System Admin	
<input type="checkbox"/>	NEWMOA		
<input type="checkbox"/>	IMERC		

Save User Info

Figure 24: System Setting - Manage System Users - Modifying User Information

7.1.1.2 Permit Groups

The agency user may also click “**Associate Groups**” to add the user to various groups, including [HOBOKEN Administration] and [Super Admin]. Check the boxes of the groups you wish to associate the new user with and click “**OK**”.

Reset Password Issue/Reset PIN

Group Search

Group Name: Search

1 - 2 of 2 item(s)

	Group Name	Description
<input type="checkbox"/>	NEWMOA Administration	NEWMOA Administration
<input type="checkbox"/>	Super Admin	Super Admin

OK Close

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Figure 25: System Setting - Manage System Users - Associate Groups

7.1.1.3 System Roles

The agency user may also designate various system roles to the user by checking the box to the user name and clicking “**Save User Info**”

System Roles

1 - 7 of 7 item(s)

Groups	Role Name	Description	Groups
<input type="checkbox"/>	Guest	Guest	
<input type="checkbox"/>	Application Clerk	Application Clerk	
<input type="checkbox"/>	Application Technical Assistant	Application Technical Assistant	
<input type="checkbox"/>	Application Official	Application Official	
<input type="checkbox"/>	System Admin	System Admin	
<input type="checkbox"/>	NEWMOA		
<input type="checkbox"/>	IMERC		

Save User Info

Figure 26: System Setting - Manage System Users - System Roles

7.1.1.4 Adding a New Agency User

To add a new agency user, click “Add New” button and fill out all required information. Once “Save User Info” button is clicked, a randomly generated password will be sent to the user’s email address.

The screenshot shows the 'System Setting > Security Management > Manage Users' page. The left sidebar contains 'Security Setting' (Manage System Users, Manage Groups, Manage Roles, Manage Permissions, Manage Reporting Company User) and 'System Management' (Notification Configuration, System Configuration, Reference Data, Workflow Configuration, System Logs). The main content area has a 'User Search' section with instructions on using wildcards and a 'Create New User' button. Below this is a search bar with a dropdown for 'Status' (set to '(All)'), a text input for 'User Name', and buttons for 'Search', 'Advanced Search', and 'Add New' (highlighted with a red box). The 'Search Result' section shows a table with 5 users.

View/Edit	User Name	First Name	Last Name	Email	Account Status	User Account Accepted?
	admin	Joe	Smith	NEWMOAGOV@GMAIL.COM	Active	Yes
	newmoa	newmoa	newmoa	NEWMOAGOV@GMAIL.COM	Active	Yes
	imerc	imerc	imerc	NEWMOAGOV@GMAIL.COM	Active	Yes
	AWienert	Adam	Wienert	awienert@newmoa.org	Active	Yes
	davidhu	test	test	NEWMOAGOV@GMAIL.COM	Active	No

Figure 27: System Setting - Manage System Users - Adding a New User

User Information

Detail information for the user.

General Information

* First Name:	* Last Name:		
<input type="text" value="New"/>	<input type="text" value="User"/>		
* Employer:	Job Title:		
<input type="text" value="New User Company"/>	<input type="text"/>		
* Address Line 1:	Address Line 2:		
<input type="text" value="New User Street"/>	<input type="text"/>		
* City:	State:	* Zip:	Country:
<input type="text" value="New User City"/>	<input type="text" value="NJ"/>	<input type="text" value="08902"/>	<input type="text" value="United States"/>
Area Code:	Phone No.:	Extension:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile Area Code:	Mobile No.:	Mobile Provider:	
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	
* Email:			
<input type="text" value="new.user.email@newusercompany.com"/>			
<input type="checkbox"/> Do you want to receive SMS messages through a mobile phone?			
<input type="checkbox"/> Do you want to save scheduled inspection to your Outlook Calendar?			

User Account Information

* Username:	User Status:	Account Approval Status:	Account Type:
<input type="text" value="newuser"/>	<input type="text" value="Active"/>	<input type="text" value="No"/>	<input type="text" value="Administratives"/>
Note:	<input type="text"/>		

Save User Info

Figure 28: System Setting - Manage System Users - Inputting New User Information

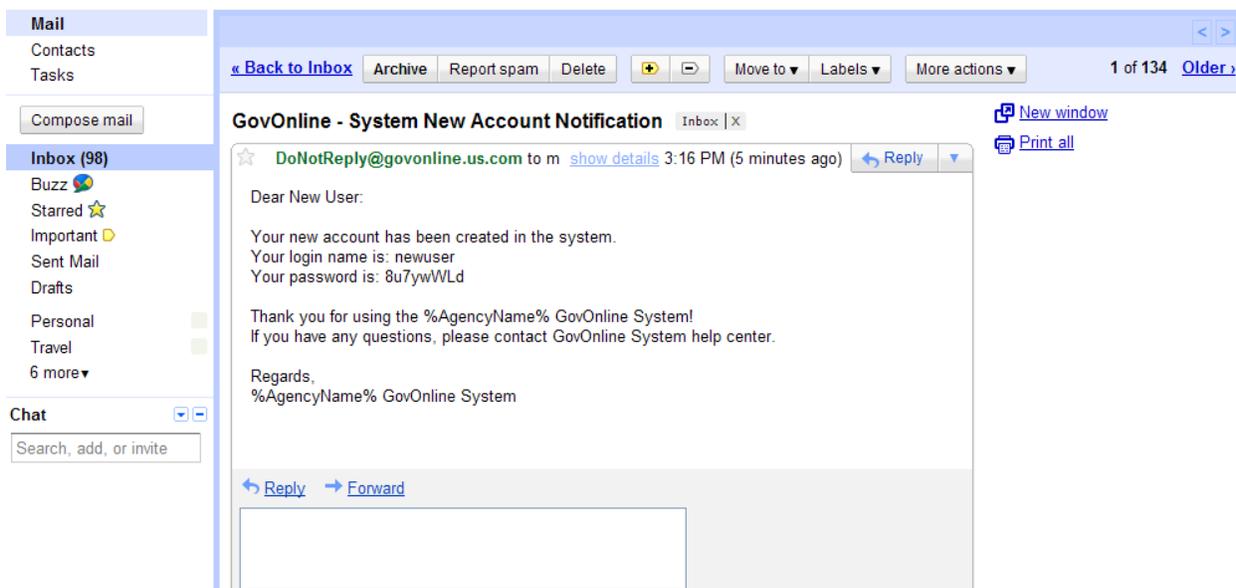


Figure 29: System Setting - Manage System Users - New User Account Application Email

7.1.2 Manage Groups

This is used to add a new application security group or modify existing application security group which includes modifying the associated users with the application security group and also the application security group property setting of Permit Type, Inspection Type, Report Type, Event Type, Application Type and Request Type.

7.1.2.1 Creating Application Security Groups

1. To add a new application security group, click the “+” icon and fill out group name and description.
2. Then click the “Associate Users” button to select users to be associated with the group.
3. Click the “Save Group” button at the end of the page to save all changes.

The screenshot displays the 'System Setting > Security Setting > Manage Groups' interface. On the left, there are two navigation panels: 'Security Setting' with options like 'Manage System Users', 'Manage Groups', 'Manage Roles', 'Manage Permissions', and 'Manage Reporting Company User'; and 'System Management' with options like 'Notification Configuration', 'System Configuration', 'Reference Data', 'Workflow Configuration', and 'System Logs'. The main content area is titled 'System Groups' and includes a yellow instruction box: 'This Page allows you to Add/Remove System "Group" and associate "Users" for a selected Group. Select a System Group from the list and click on the User(s) you wish to associate to the System Group. To add a new System Group, click on the + icon next to System Groups. From the pop-up window, enter the Group Details and click OK. To remove a System Group, click on the x icon located on the right of the selected System Group. Click Save to record the changes to the system. * Denotes a required field.' Below this, there are two tabs: 'Groups' and 'Group Details'. The 'Groups' tab shows a tree view with 'NEWMOA Administration' > 'Super Admin' > 'Test Group'. The 'Group Details' tab is active and contains the following sections: 'Group Info' with a required 'Group Name' field (containing 'Test Group') and a 'Description' field (containing 'Testing'); 'Group Users' with a message 'No items found. Please try again.' and an 'Associate Users' button; 'Group DataSet' with a 'Table Name' dropdown (set to 'REF_INSPECTION_CATEGORY') and another 'No items found. Please try again.' message. At the bottom of the 'Group Details' tab is a 'Save Group' button.

Figure 30: System Setting - Creating a New Application Security Group

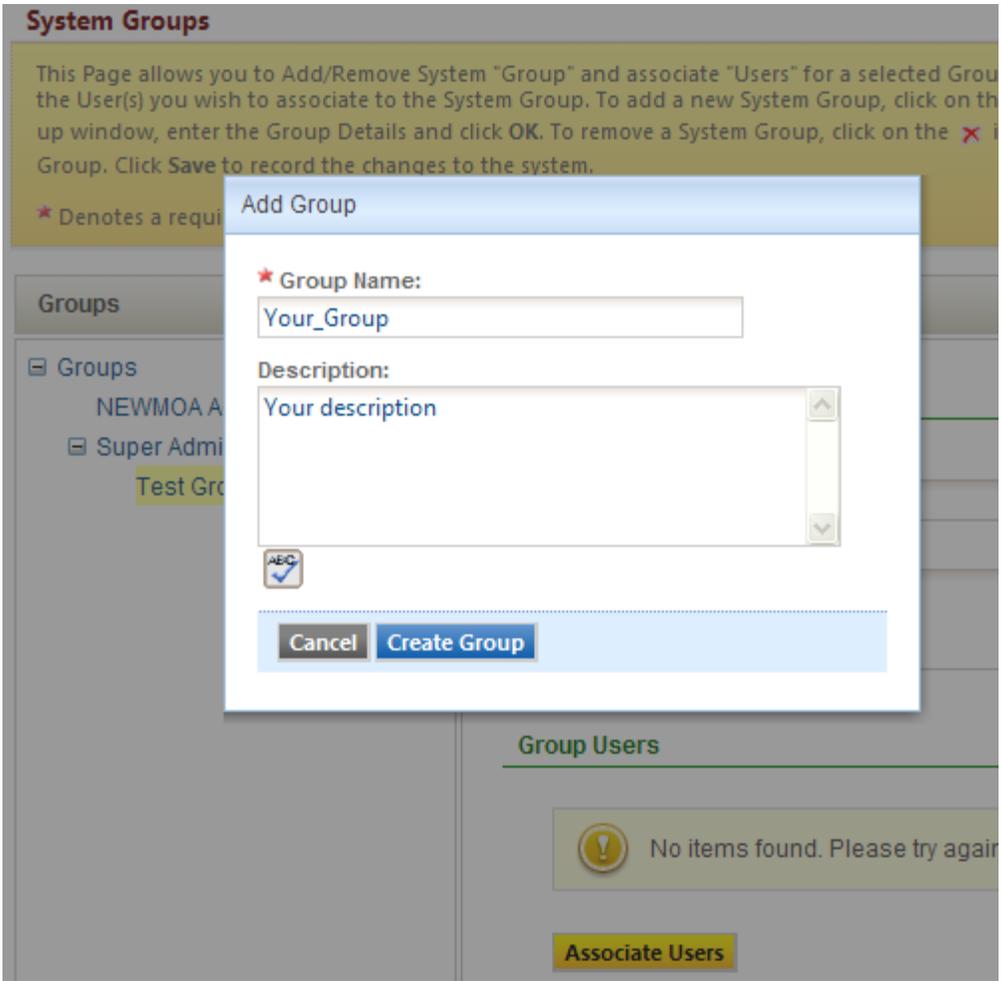


Figure 31: System Setting - Manage Groups - Create Group Description Box

7.1.2.2 Group Data Set

The Group property setting can be set from the “**Group DataSet**” dropdown. For example choose PM_TYPE (Permit Type) to set the group property for the associated users who have access rights to the selected permit application types. Choose REF_INSPECTION_CATEGORY (Inspection Type) to set the group property for the associated users who have access rights to the selected inspection types.

1. **PM_TYPE** (Permit Type): To set the group property for the associated users who have access rights to the selected permit application types.
2. **REF_INSPECTION_CATEGORY** (Inspection Type): To set the group property for the associated users who have access rights to the selected inspection types.
3. **PM_FORM** (Form Type): To set the group property for the associated users who have access rights to the selected application form types.
4. **REF_REPORT_TYPE** (Report Type): To set the group property for the associated users who have access rights to the selected report types.
5. **REF_EVENT_CATEGORY** (Event Type): To set the group property for the associated users who have access rights to the selected event types.
6. **REF_NOTIFICATION_CATEGORY** (Notification Type): To set the group property for the associated users who have access rights to the selected notification types.
7. **REF_REQUEST_CATEGORY** (Request Type): To set the group property for the associated users who have access rights to the selected request types.

★ Group Name:
Test Group

Description:
Testing

Group Users

1 - 1 of 1 item(s)

Delete	First Name	Middle	Last Name	Job Title	Email	Updated By	Updated Date
✖	New		User			admin	6/3/2011 3:33:23 PM

Associate Users

Group DataSet

Table Name:
REF_INSPECTION_CATEGORY
PM_TYPE
REF_INSPECTION_CATEGORY
PM_FORM
REF_REPORT_TYPE
REF_EVENT_CATEGORY
REF_NOTIFICATION_CATEGORY
REF_REQUEST_CATEGORY

Figure 32: System Setting - Manage Groups - Group Data Set

7.1.3 Manage Application Security Roles

This is used to add a new Application Security role or modify an existing Application Security role which includes modifying the associated role tasks (permission sets) with the Application Security role.

1. To add a new user role, click the “+” icon and fill out role name and description.
2. Then select the role tasks (permission sets) to be associated with the role.
3. Click the “**Save Role**” button at the end of the page to save all changes.

The screenshot displays the 'Manage System Roles' interface. On the left, a navigation menu includes 'Security Setting' (with sub-items: Manage System Users, Manage Groups, Manage Roles, Manage Permissions, Manage Reporting Company User) and 'System Management' (with sub-items: Notification Configuration, System Configuration, Reference Data, Workflow Configuration, System Logs). The main content area is titled 'System Roles' and contains a yellow informational banner. Below the banner is a list of roles: Application Clerk, Application Official, Application Technical Assistant, Guest, IMERC, NEWMOA, and System Admin. The 'System Admin' role is selected, and its details are shown in the 'Role Details' panel. This panel has a 'Role Info' section with 'Role Name' (System Admin) and 'Description' (System Admin) fields. Below is a 'Role Tasks' section with a table of 12 tasks. A red box highlights the checkboxes for the first 11 tasks, and another red box highlights the 'Save Role' button at the bottom.

System Roles

This Page allows you to Add/Remove "System Role" and associate "Tasks" for a selected System Role. To add a new System Role, click on the + icon next to System Roles. From the pop-up window, enter the Role Details and click OK. To remove a System Role, click on the x icon located on the right of the selected System Role. Click Save to save the changes to the system.

* Denotes a required field.

Roles

- Application Clerk
- Application Official
- Application Technical Assistant
- Guest
- IMERC
- NEWMOA
- System Admin

Role Details

Role Info

* Role Name: System Admin

Description: System Admin

Role Tasks

1 - 12 of 12 item(s)

Task Name	Description
<input type="checkbox"/> Guest	Guest
<input type="checkbox"/> Application Administrative Reviewer	Application administrative review
<input type="checkbox"/> Application Technical Reviewer	Application technical review
<input type="checkbox"/> Application Decision Maker	Application final decision
<input type="checkbox"/> Application Paper Submitter	Application page submission
<input type="checkbox"/> Inspection Scheduler	Schedule inspection, assign to inspector
<input type="checkbox"/> Inspection Decision Maker	Enter inspection result, make final decision.
<input type="checkbox"/> Event Manager	Event Manager
<input type="checkbox"/> Notification Manager	Notification Manager
<input type="checkbox"/> Request Manager	Request Manager
<input type="checkbox"/> System Setting Admin	System setting admin, config application template, inspection template and fee.
<input checked="" type="checkbox"/> System Super Admin	Super Admin

Save Role

Figure 33: System Setting - Manage Application Security Roles

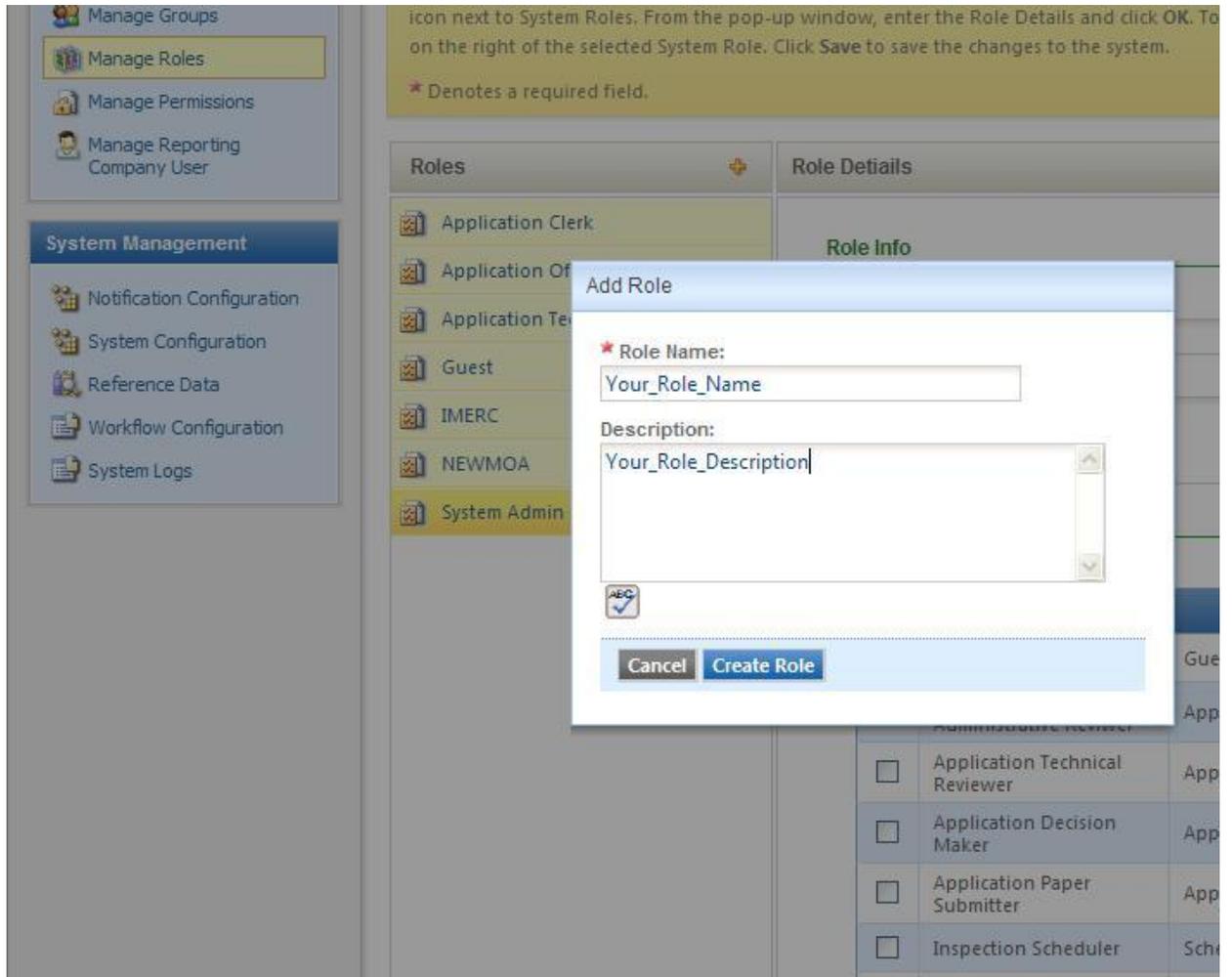


Figure 34: System Setting - Manage Roles - Adding a Role

7.1.4 Manage Application Permissions

This is used to add new role tasks (permission set) or modify existing role tasks which includes modifying the associated permissions (process/page/controls) with the role task.

1. To add a new role task, click the “+” icon and fill out role task name and description.
2. Click the “Associate Permission” to select desired permissions (process/page/controls) to be associated with the role task.
3. Click the “X” icon to disassociate associated permissions.
4. Click the “Save Task with Permission” button at the end of the page to save all changes.

System Permission Sets

This Page allows you to Add/remove System Permission Sets (Task) and associate "Permission" for a selected System Permission Set (Task). Select a System Permission Set (Task) from the list and check on the "allow(s)" (Permission) you wish to select to the System Permission Set. To add a new System Permission Set (Task), click on the + icon next to System Permission Sets. From the pop-up window, enter the Permission Set (Task) Details and click OK. To remove a System Permission Set (Task), click on the X icon located on the right of the selected System Permission Set (Task). Click Save to save the changes to the system.

* Denotes a required field.

Tasks

- Application Administrative Reviewer
- Application Decision Maker
- Application Paper Submitter
- Application Technical Reviewer
- Event Manager
- Guest
- Inspection Decision Maker
- Inspection Scheduler
- Notification Manager
- Request Manager
- System Setting Admin
- System Super Admin

Task Details

Task Info

Task Name: Application Administrative Reviewer

Description: Application administrative review

Task Permission

The following control(s) don't allow to access

Deletes	Process Name	Page	Control
X	AppHomeAdmin.aspx-btnLinkInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkInspection
X	AppHomeAdmin.aspx-btnLinkMoreInspections	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkMoreInspections
X	AppHomeAdmin.aspx-btnLinkTotalInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkTotalInspection
X	AppHomeAdmin.aspx-btnLinkPlannedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkPlannedInspection
X	AppHomeAdmin.aspx-btnLinkPlannedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkPlannedInspection
X	AppHomeAdmin.aspx-btnLinkRequestedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkRequestedInspection
X	AppHomeAdmin.aspx-btnLinkScheduledInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkScheduledInspection
X	AppHomeAdmin.aspx-btnLinkPassedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkPassedInspection
X	AppHomeAdmin.aspx-btnLinkFailedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkFailedInspection
X	AppHomeAdmin.aspx-btnLinkTerminatedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnLinkTerminatedInspection
X	AppHomeAdmin.aspx-btnStoppedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btnStoppedInspection
X	ReportList.aspx-btnSearch	~/EnSuite/Shared/Pages/Report/ReportList.aspx	btnSearch
X	ReportList.aspx-InkReport	~/EnSuite/Shared/Pages/Report/ReportList.aspx	InkReport
X	ReferenceData.aspx-btnLoadGenericData	~/EnSuite/Setting/Pages/ReferenceData.aspx	btnLoadGenericData
X	ReferenceData.aspx-btnEditGenericData	~/EnSuite/Setting/Pages/ReferenceData.aspx	btnEditGenericData

1 - 15 of 555 Item(s)

Associate Permission

Save Task with Permission

Figure 35: System Setting - Manage Permissions - Managing Permissions

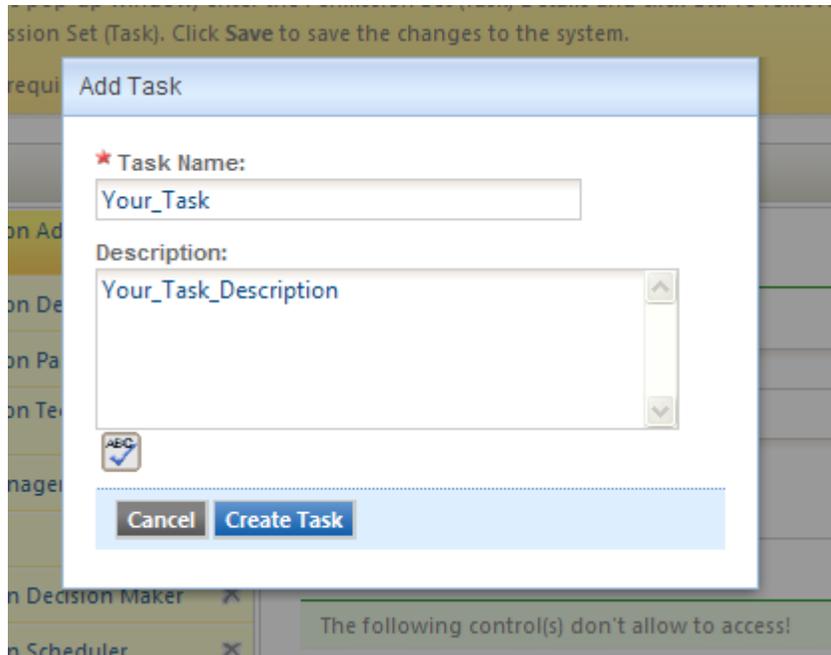
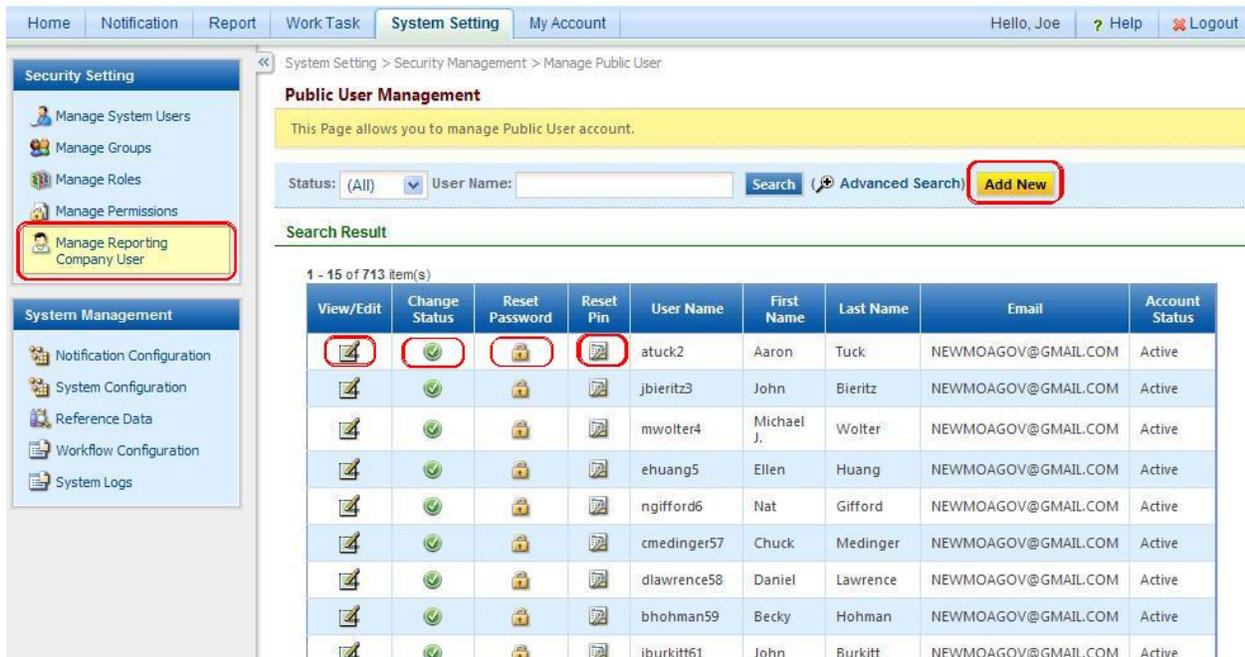


Figure 36: System Setting - Manage Permissions - Adding a Task

7.1.5 Manage Public User (Reporting Company User)

This is used to add new public users (Reporting Company User) or modify existing public users, including modifying user information, status and reset password or PIN.

1. To add a new role task, click the **“Add New”** button and fill out all required user information. Once the **“Save”** button is clicked, a randomly generated password will be sent to the user’s email address.
2. To modify an existing agency user, click on the View/Edit (“”) icon to select the desired user to update. Once the modification is finished, click the **“Save”** to save all changes.
 - a. Click the Change Status “” icon to change public user’s status.
 - b. Click the Reset Password “” icon to reset public user’s login password.
 - c. Click the Reset PIN “” icon to reset public user’s PIN.



System Setting > Security Management > Manage Public User

Public User Management

This Page allows you to manage Public User account.

Status: (All) User Name: Search

Search Result

1 - 15 of 713 item(s)

View/Edit	Change Status	Reset Password	Reset Pin	User Name	First Name	Last Name	Email	Account Status
				atuck2	Aaron	Tuck	NEWMOAGOV@GMAIL.COM	Active
				jbieritz3	John	Bieritz	NEWMOAGOV@GMAIL.COM	Active
				mwolter4	Michael J.	Wolter	NEWMOAGOV@GMAIL.COM	Active
				ehuang5	Ellen	Huang	NEWMOAGOV@GMAIL.COM	Active
				ngifford6	Nat	Gifford	NEWMOAGOV@GMAIL.COM	Active
				cmedinger57	Chuck	Medinger	NEWMOAGOV@GMAIL.COM	Active
				dlawrence58	Daniel	Lawrence	NEWMOAGOV@GMAIL.COM	Active
				bhohman59	Becky	Hohman	NEWMOAGOV@GMAIL.COM	Active
				jburkitt61	John	Burkitt	NEWMOAGOV@GMAIL.COM	Active

Figure 37: System Setting - Manage Reporting Company User

7.2 System Management

The System Management panel under the “System Setting” System menu is used to adjust the system and notification level configuration. It can also take care of workflow configuration and system logs.

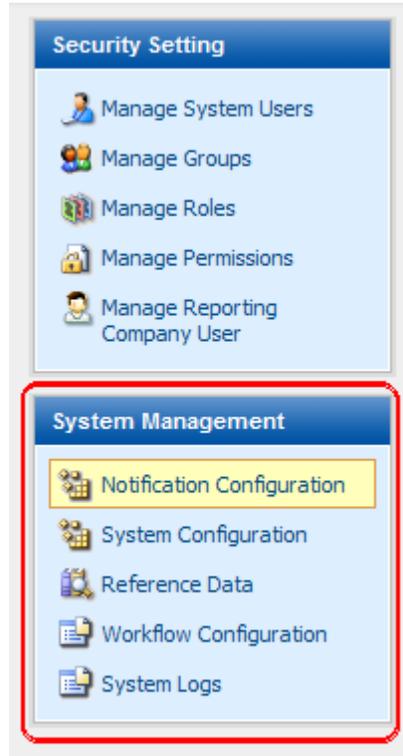
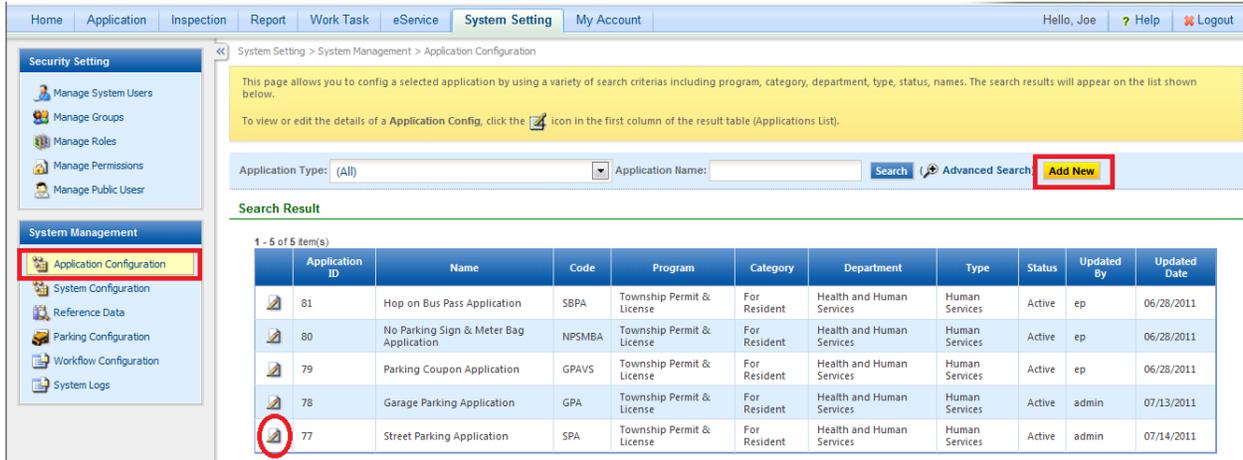


Figure 38: System Management Panel

7.2.1 Application Configuration

This section is used to set up the application level configuration. Click the “Add New” button to add a new application configuration. Or click the Edit (“”) icon to modify existing application configuration.



System Setting > System Management > Application Configuration

This page allows you to config a selected application by using a variety of search criterias including program, category, department, type, status, names. The search results will appear on the list shown below.

To view or edit the details of a Application Config, click the  icon in the first column of the result table (Applications List).

Application Type: (All) Application Name: Search Advanced Search **Add New**

Search Result

1 - 5 of 5 item(s)

	Application ID	Name	Code	Program	Category	Department	Type	Status	Updated By	Updated Date
	81	Hop on Bus Pass Application	SBPA	Township Permit & License	For Resident	Health and Human Services	Human Services	Active	ep	06/28/2011
	80	No Parking Sign & Meter Bag Application	NPSMBA	Township Permit & License	For Resident	Health and Human Services	Human Services	Active	ep	06/28/2011
	79	Parking Coupon Application	GPAVS	Township Permit & License	For Resident	Health and Human Services	Human Services	Active	ep	06/28/2011
	78	Garage Parking Application	GPA	Township Permit & License	For Resident	Health and Human Services	Human Services	Active	admin	07/13/2011
	77	Street Parking Application	SPA	Township Permit & License	For Resident	Health and Human Services	Human Services	Active	admin	07/14/2011

Figure 39: System Setting - Application Configuration

7.2.1.1 General

The General section consists of application information, attachment's mail-to and fax-to address and fee pay-to (to send check) address. It also provides the ability to upload application instructions in PDF format.

System Setting > System Management > Application Configuration

Cancel Create New

General Package Setting Form Setting Notification Template Notification Application Property SubSystem

This page allows you to configure general Application information displayed when your application is found using one of GovOnline system search options. You can configure the application name, form number, description, website link, and the 'Is this needed?' file. You can also modify the text displayed at the bottom of the Application Receipt for your application.

Basic Information

* Application Name: Your_Application_Name * Application Code: QHIPA * Application Status: Active

* Program: Township Permit & License * Category: For Business * Department: Boards & Commissions

* Application Type: Engineering

Fee Desc: Reference Number:

Related Web URI: [Verify]

Description: Your_Description

Attachment Mail-To

* Mail To: Your Address

Address Line 1: Address Line 2:

City: State: Zip:

Instruction: MailingInfo.Comments

Attachment Fax-To

Fax Number:

Instruction: FaxInfo.Comments

Application Fee Pay-To

* Pay To: Your_Recipient

Address Line 1: Address Line 2:

City: State: Zip:

Instruction: Enclose a copy of your application Receipt with your check or money order.

'Is This Needed?' Instruction File

Latest instruction file: ? .PDF

Upload New File: [Browse...]

Save

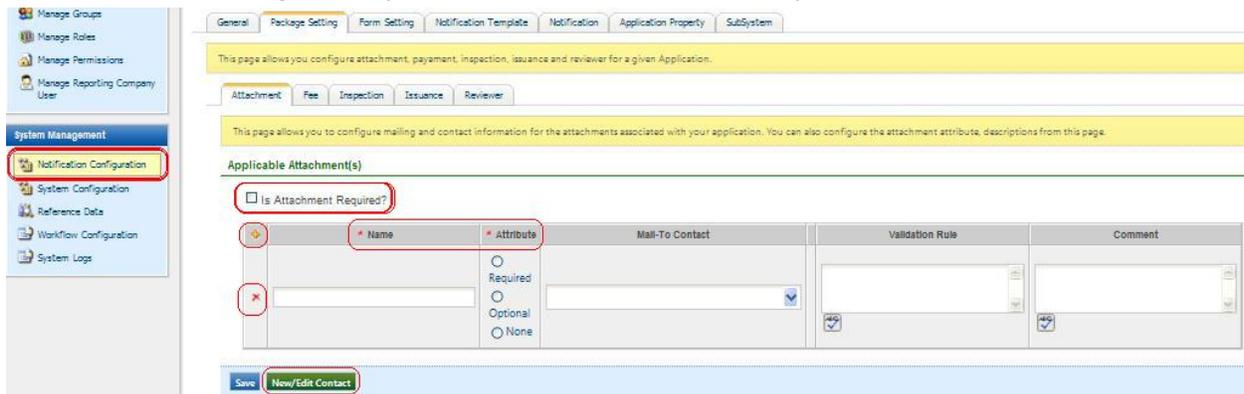
Figure 40: System Setting - Application Configuration - General

7.2.1.2 Package Setting

This is used to set up application package's configuration. If attachments, fees, inspections, issuance and reviewer are required for the Application package, configuration needs to be set here.

7.2.1.2.1 Attachment

- Click the checkbox () if the attachment page needs to be displayed.
- Click the **"New/Edit Contact"** icon to add a new attachment mail-to contact or modify existing contact.
- Click () icon to add additional required/optional attachments. Optional mail-to contact can be selected. Attachment name and attribute are required to be specified.
- Click () icon to delete the selected attachment.
- Select the **"Required"** option button if the attachment is required.



The screenshot shows the 'Attachment' configuration page. The sidebar on the left includes 'System Management' with 'Notification Configuration' highlighted. The main content area has tabs for 'General', 'Package Setting', 'Form Setting', 'Notification Template', 'Notification', 'Application Property', and 'SubSystem'. Below the tabs, there are instructions and a table for 'Applicable Attachment(s)'. The table has columns for Name, Attributes, Mail-To Contact, Validation Rule, and Comment. A checkbox 'Is Attachment Required?' is located above the table. A 'New/Edit Contact' button is at the bottom.

Figure 41: System Setting - Application Configuration - Package Setting - Attachment

7.2.1.2.2 Fee

The Fee tab is used to configure fees for different types of parking programs.

- Click the checkbox () if the fee page needs to be displayed.
- Click the () icon to add additional required fees. Fee name and amount and fee type are required fields to be specified.
- Click the () icon to delete the selected fee.
- The “Pay Upfront” checkbox needs to be checked if the fee needs to be paid up front.

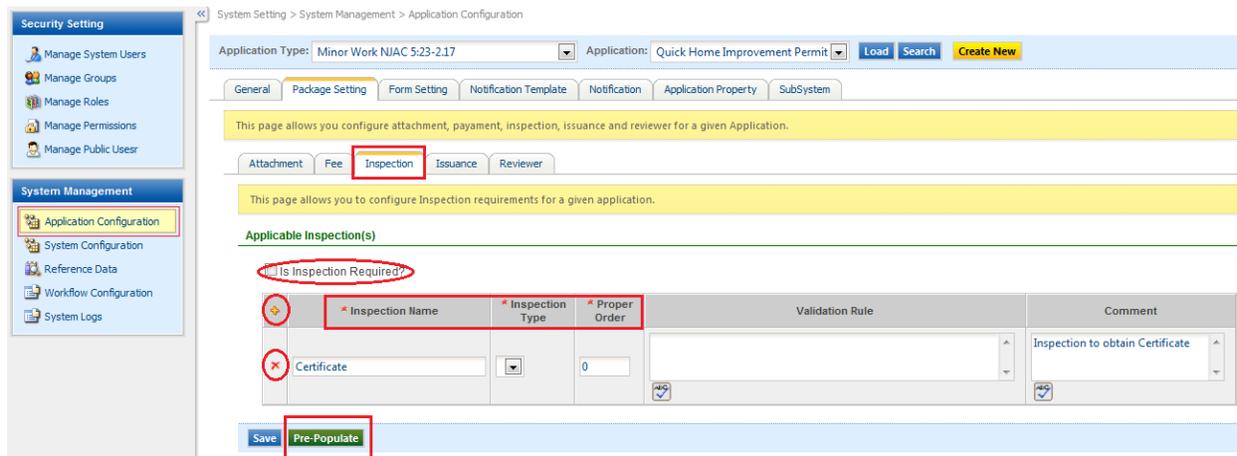
The screenshot shows the 'Fee' configuration interface. At the top, there are tabs for 'General', 'Package Setting', 'Form Setting', 'Notification Template', 'Notification', 'Application Property', and 'SubSystem'. The 'Package Setting' tab is active. Below the tabs, a yellow banner provides context: 'This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.' Another yellow banner below that states: 'If fee is required for your application. You can also configure the payment mailing address that will be displayed on the \"/>The 'Applicable Fee(s)' section contains a checkbox labeled 'is Fee Required?' which is checked. Below this is a table with the following columns: 'Name', 'Fixed Amount(\$)', 'Pay Upfront', 'Type', and 'Comment'. The table has one row with empty input fields. A 'Save' button is located at the bottom left of the form area.

Figure 42: System Setting - Application Configuration - Package Setting - Fee

7.2.1.2.3 Inspection

Inspection function is currently not used by HOBOKEN in Parking Permit Reporting.

- Click the checkbox () if the inspection page is needed for the application.
- Click () icon to pre-populate pre-configured inspections.
- Click () icon to add additional inspection. Inspection name, type and proper order fields are required to be specified.
- Click () icon to delete the selected inspection.



The screenshot displays the 'System Setting > System Management > Application Configuration' interface. The 'Application Type' is set to 'Minor Work NJAC 5:23-2.17' and the 'Application' is 'Quick Home Improvement Permit'. The 'Inspection' tab is selected, and the 'Is Inspection Required?' checkbox is checked. The table below shows one inspection configuration:

* Inspection Name	* Inspection Type	* Proper Order	Validation Rule	Comment
Certificate		0		Inspection to obtain Certificate

At the bottom of the page, there are 'Save' and 'Pre-Populate' buttons.

Figure 43: System Setting - Application Configuration - Package Setting - Inspection

7.2.1.2.4 Issuance

The Issuance tab is used to configure parking permits or decals for different types of parking programs..

- Click the (+) icon to add additional issuance. Issuance name is required to be specified.
- Click the (X) icon to delete the selected inspection.
- Application status is used to determine when the issuance should happen.
- “**Auto Issue**” is used to determine whether the issuance should be automatically triggered.

	* Issuance Name	* Application Status	Issuance Type	Report	Auto Issue?
(+)					<input type="checkbox"/>
(X)					

Figure 44: System Management - Notification Configuration - Package Setting - Issuance

7.2.1.2.5 Reviewer

- Click the (+) icon to add additional reviewer. Reviewer name is required to be specified.
- Click the (X) icon to delete the selected reviewer.
- Review sequence can be no sequence (parallel) or in sequence.
- Reviewer can be one individual or group of many individuals.
- Review duration days need to be specified to prevent any review delay.

General Package Setting Form Setting Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection Issuance **Reviewer**

This page allows you to configure reviewer(s) for a given application.

Applicable Reviewer(s)

* Application Review Sequence Type: Parelle

+	Review Type	* Reviewer	* Review Duration Days	Comment
x	Your_Review_type	<input checked="" type="radio"/> Individual <input type="radio"/> Group Joe Smith	5	<input type="text"/> <input checked="" type="checkbox"/> ABC

Save

Figure 45: System Setting - Application Configuration - Package Setting - Reviewer

7.2.1.3 Form Setting

The Form Setting tab is used to set up the Application Form configuration. If the attachments, fees, inspections, issuance and reviewer are required for the Application Form, configuration needs to be set here.

- Click the (+) icon to add additional form for the Application package. Form type and attribute fields are required to be specified. Main type form will be displayed for applicant to fill out. If pre-fill checkbox is checked, the form will be pre-filled with stored data.
- Click the (X) icon to delete the selected form.
- Click the (📄) icon to modify the selected form.

The screenshot shows the 'Form Setting' tab of a configuration interface. At the top, there are dropdown menus for 'Application Type: Human Services' and 'Application: Street Parking Application', along with 'Load', 'Search', and 'Create New' buttons. Below this is a navigation bar with tabs for 'General', 'Package Setting', 'Form Setting' (selected), 'Notification Template', 'Notification', 'Application Property', and 'SubSystem'. A yellow banner states: 'This page allows you configure Attachment, Fee, Inspection, Issuance and Reviewer details for each application form.' The main section is titled 'Form Setting & Association' and contains a table with the following data:

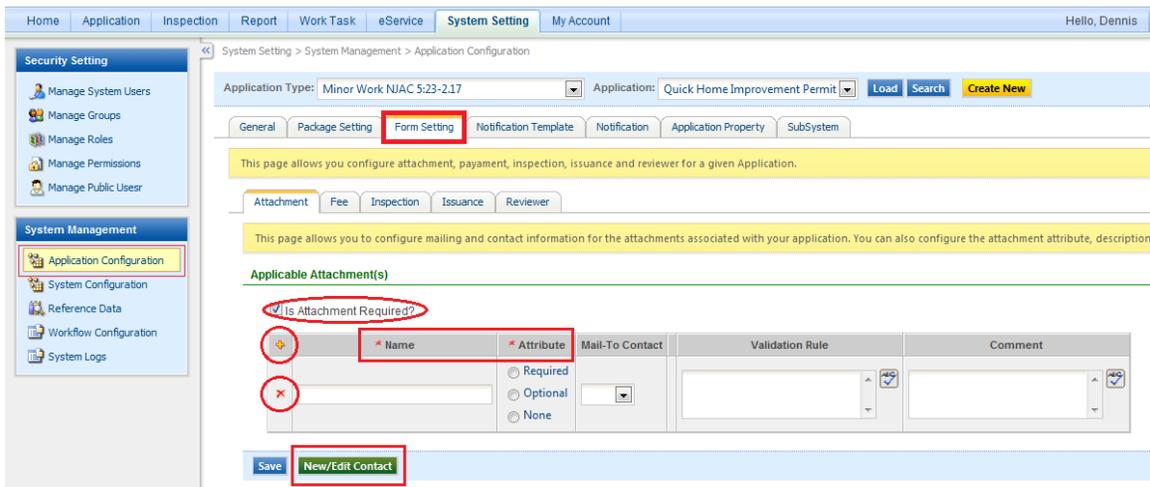
Setting	Form Name	Type	Attribute	Pre-Fill?	Description
	Street Parking Form	<input checked="" type="radio"/> Main Form <input type="radio"/> Ancillary Form	<input checked="" type="radio"/> Applicable <input type="radio"/> N/A <input type="radio"/> Office Use Only <input type="radio"/> Optional	<input type="checkbox"/>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

At the bottom of the table, there are buttons for 'Save', 'Add Existing Form', and 'Create New Form'.

Figure 46: System Setting - Application Configuration - Form Setting - Form Setting

7.2.1.3.1 Attachment

- Click the checkbox () if the attachment page needs to be displayed.
- Click the “**New/Edit Contact**” icon to add a new attachment mail-to contact or modify existing contact.
- Click the () icon to add additional required/optional attachments. Optional mail-to contact can be selected. Attachment name and attribute are required to be specified.
- Click the () icon to delete the selected attachment.
- Select “**Required**” option button if the attachment is required.



Home Application Inspection Report Work Task eService **System Setting** My Account Hello, Dennis

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search **Create New**

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection Issuance Reviewer

This page allows you to configure mailing and contact information for the attachments associated with your application. You can also configure the attachment attribute, description

Applicable Attachment(s)

Is Attachment Required?

	* Name	* Attribute	Mail-To Contact	Validation Rule	Comment
				<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> None	
					

Save **New/Edit Contact**

Figure 47: System Setting - Application Configuration - Form Setting - Attachment

7.2.1.3.2 Fee

The Fee tab is used to configure form level fees for different types of parking forms.

- Click the checkbox () if the fee page needs to be displayed.
- Click the () icon to add additional required fees. Fee name and amount and fee type are required fields to be specified.
- Click the () icon to delete the selected fee.
- The “**Pay Upfront**” checkbox needs to be checked if the fee needs to be paid up front.

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment **Fee** Inspection Issuance Reviewer

If fee is required for your application. You can also configure the payment mailing address that will be displayed on the "Pay by Check" Payment Page and, if the user is required to submitted application with the Application Receipt.

Applicable Fee(s)

Is Fee Required?

	* Name	* Fixed Amount(\$)	Pay Upfront	* Type	Comment
			<input type="checkbox"/>		

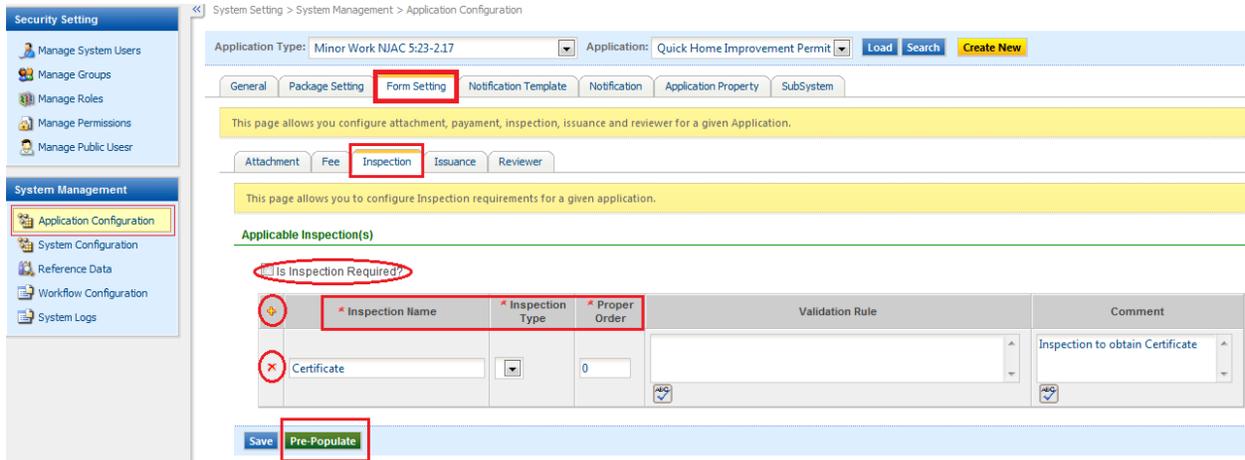
Save

- Permit Fee
- Administrative Fee
- Waived Fee
- DCA Volume Training Fee
- DCA Alteration Training Fee
- DCA Waived Training Fee

Figure 48: System Setting - Application Configuration - Form Setting - Fee

7.2.1.3.3 Inspection

- Click the checkbox () if the inspection page is needed for the application.
- Click the “Pre-Populate” to pre-populate pre-configured inspections.
- Click the () icon to add additional inspection. Inspection name, type and proper order fields are required to be specified.
- Click the () icon to delete the selected inspection.



System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you to configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee **Inspection** Issuance Reviewer

This page allows you to configure Inspection requirements for a given application.

Applicable Inspection(s)

Is Inspection Required?

	* Inspection Name	* Inspection Type	* Proper Order	Validation Rule	Comment
	Certificate		0		Inspection to obtain Certificate

Save **Pre-Populate**

Figure 49: System Setting - Application Configuration - Form Setting - Inspection

7.2.1.3.4 Issuance

- Click the (+) icon to add an additional issuance.
- Click (X) icon to delete the selected inspection.
- Application status is used to determine when the issuance will occur.
- “Auto Issue” is used to determine whether the issuance should be automatically triggered.

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

[Back to Form Setting](#)

Mercury-Added Product Notification

Attachment Fee Inspection **Issuance** Reviewer

This page allows you to configure Issuance for a given application form.

Applicable Issuance(s)

(+)	* Issuance Name	* Form Status	Issuance Type	Report	Auto Issue?
(X)	Your_Issuance_Name	Approved	General Permit		<input checked="" type="checkbox"/>

Save

Figure 50: System Setting - Application Configuration - Form Setting - Issuance

7.2.1.3.4.1 Reviewer

- Click **“Reviewer”**
- Click the (+) icon to add additional issuance. Issuance name is required to be specified.
- Click the (x) icon to delete the selected inspection.
- The review sequence can be no sequence (parallel) or in sequence.
- The reviewer can be one individual or group of many individuals.
- The review duration days need to be specified to prevent any review delay.

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

← Back to Form Setting

Mercury-Added Product Notification

Attachment Fee Inspection Issuance **Reviewer**

This page allows you to configure reviewer for a given application form.

Applicable Reviewer(s)

* Application Form Review Sequence Type: Parallel

Review Type	* Reviewer	* Review Duration Days	Comment
Your_Review_Type	<input checked="" type="radio"/> Individual <input type="radio"/> Group Joe Smith	1	

Save

Figure 51: System Setting - Application Configuration - Form Setting - Reviewer

7.2.1.4 Application Template

The Application Template is used to set up the email notification template for agency and applicant, based on different events (approval, denial, etc.) and recipients.

- For each desired notification template, select template item from template list to set up email recipient and content and message text.
- Click **“Admin/Applicant”** dropdown to select the notification template type.
- Fill out **“FROM”**, **“TO list”**, **“CC list”**, **“BCC list”**.
- Select status (**“Active”** or **“Inactive”**); format (**“Text”** or **“HTML”**).
- Fill out email content text and message text.
- Click **“Save Template”** to save all changes.

This page allows you to modify the email templates associated with GovOnline system triggered events. \"Applicant\" emails are sent to the applicant and, if the applicant is a consultant with submission rights, the owner. \"Admin\" emails are sent to all other designated email recipients, including the CC list and BCC list. You can configure the email recipients for each triggered event from the \"Notification\" tab.

Template List: Admin

AdministrativeReviewComplete
Amendment
Approval
AttachmentNotice
CompleteSubmitted
ConsultantToOwner
Denial
FormReviewAmended
FormReviewApproved
FormReviewDenied
FormReviewIssueCertificate
FormReviewIssueLicense
FormReviewIssuePermit
GeneralInquiry
GeneralTemp1
GeneralTemp2
InspectionNotice
IssueCertificate
GeneralTemp2
InspectionNotice
IssueCertificate
IssueLicense
IssuePermit
NotCompleteReceived
PartialSubmitted
PassDueDate
PayFeeNotice
ReceivedPayment
Renewal
Revision
RevisionRequest
RevisionRequestApproved
RevisionRequestDenied
RevisionRequestResponse
TechnicalReviewCompleted
Withdrawal
WithdrawalRequest
WithdrawalRequestApproved
WithdrawalRequestDenied
WithdrawalRequestResponse

Sender Configuration

* From: DoNotReply@GovOnline.us.com
To List:
CC List:
BCC List:

Template Configuration

* Status: Active
* Format: Text
Tag:
* Subject: A Permit application has been received completely

* Email Content:
GovOnline System Message:
Dear Administrator:
This email provides notice that the following application has been received completely:
Application ID: %SubmissionRid%
Application Name: %ApplicationName%
Application Status: %SubmissionStatusName%
Submitted Date: %SubmissionDate%
From:
Applicant: %ApplicantFirstName% %ApplicantLastName%
Owner: %OwnerFirstName% %OwnerLastName%
Click the following link to review the application
< a href= \"%ApplicationPath%/EnSuite/Permit/Pages/SubmissionReview/SubReviewEntry.aspx?subid=%SubmissionRid%&reviewType=TR\" >Review link< /a >
Thank you for using the %AgencyName% GovOnline System!
If you have any questions, please contact GovOnline System help center.
Regards,
%AgencyName% GovOnline System

* Text Message:

Save Template

Figure 52: System Setting - Application Configuration - Application Template

7.2.1.5 Notification

Here the agency user may set up the notification configuration, including the email template and notification recipients for each event.

- Click the (+) icon to set up notification receiver, multiple recipients can be set for each receiver.
- Once all receivers are set, click the “**Notification Config**” icon to configure notification event.

General Package Setting Form Setting Notification Template **Notification** Application Property SubSystem

This page allows you to configure the email notification events associated with your application/permit. The Sender Name and Sender Email you provide below will appear in the \From\ section of any e-Permit email sent out on behalf of your application/permit. The CC and BCC boxes are for you to provide a static list of email addresses to be CC'd or BCC'd with an applicant version email for any triggering event where the CC or BCC option is selected respectively. Be sure to include a semicolon \;\ to separate multiple email addresses in your list.

Basic Information

Sender Name: GovOnline Sender Email: DoNotReply@GovOnline.us.com

CC List: ? BCC List: ?

Additional Notification(s)

Please use semicolon(;) to separate multiple email addresses.

+ *	Receiver ID	Receiver Name	Receiver Email	Status
	Official	Department Director	alex_li@enfotech.com	Active

Save **Notification Config**

Figure 53: System Setting - Application Configuration - Notification

General Package Setting Form Setting Notification Template **Notification** Application Property SubSystem

← Back to Basic Info

This page allows you to configure the email notification events associated with your application/permit.

Notification Event List	Detail
<ul style="list-style-type: none"> AdministrativeReviewComplete Amendment Approval AttachmentNotice CompleteSubmitted ConsultantToOwner Denial FormReviewAmended FormReviewApproved FormReviewDenied FormReviewIssueCertificate FormReviewIssueLicense FormReviewIssuePermit GeneralInquiry GeneralTemp1 GeneralTemp2 InspectionNotice 	<p>Notification Event Detail</p> <p>* Status: Active <input type="button" value="v"/> * Email Template: AdministrativeReviewComplete <input type="button" value="v"/></p> <p>Description: When application is completely received</p> <p><input checked="" type="checkbox"/> Notification Recipients</p> <p>To: <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Official CC: <input checked="" type="checkbox"/> Cc List <input type="checkbox"/> Official BCC: <input checked="" type="checkbox"/> Bcc List <input type="checkbox"/> Official</p> <p><input type="button" value="Save"/></p>

Figure 54: System Setting - Application Configuration - Notification

- Select email template from email template dropdown for the notification event.
- Select the receivers for the notification event. All agency staff given access rights will be shown to be selected.

7.2.1.6 Application Property

Here the agency user sets up application property for each individual permit application. For example, Is the permit renewable? Does the permit need to have administrative review?

- Click () to turn on any individual property for the selected permit application.
- Decide if the permit application needs to have administrative / technical review and final decision?
- Specify the review duration to send reminder email to prevent any review delay.
- Specify whether permit application allows renewal / extension or termination.
- Specify whether the email notification will have PDF format's application forms attached.
- Decide whether post review allows additional attachments, additional payments, withdraw or revision.

General	Package Setting	Form Setting	Notification Template	Notification	Application Property	SubSystem
This page allows you to configure properties associated with your application/permit.						
Property						
<input checked="" type="checkbox"/> Show Disclaimer? The GovOnline system of Township, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any						
<input checked="" type="checkbox"/> Show Security Precautions? To prevent your information from being used inappropriately, we maintain stringent GovOnline's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.						
<input checked="" type="checkbox"/> Show Certification Statement? I hereby certify that I am the owner in fee or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.						
<input checked="" type="checkbox"/> Show Message on Receipt Page? AUTHORIZATION TO PROCEED 1. In accordance with NJAC 5:23-2.17A you are hereby authorized to proceed with minor work. 2. You will receive your approved permit application shortly via email. 3. You must print the provided application; sign and seal all documents therein where indicated and submit the						
Decision	<input type="checkbox"/> Issue Approval Sticker? <input type="checkbox"/> Issue Not Approval Sticker?	<input checked="" type="checkbox"/> Allow Administrative Review? <input type="checkbox"/> Allow Admin Review Complete Check? Admin Review Complete Period: 12 Days after submitted Email Notification: 5 days before <input checked="" type="checkbox"/> Complete Notification Attached PDF?	<input checked="" type="checkbox"/> Allow Technical Review? <input type="checkbox"/> Allow Tech Review Complete Check? Tech Review Complete Period: 12 Days after Admin Review Complete Email Notification: 5 days before <input type="checkbox"/> Form Review? Form Review Caption: Review <input type="checkbox"/> Complete Notification Attached PDF?	<input checked="" type="checkbox"/> Allow Final Decision? <input type="checkbox"/> Allow Final Decision Complete Check? Final Decision Complete Period: 12 Days after Tech Review Complete Email Notification: 5 days before Review Tab Caption: Review <input type="checkbox"/> Complete Notification Attached PDF? <input type="checkbox"/> Enforce Inspection Done before Final Decision Complete?		
License/Permit/Certificate	<input type="checkbox"/> Allow Public Inquiry <input type="checkbox"/> Allow Consultant <input type="checkbox"/> Show Form List <input type="checkbox"/> Require Security Question? <input type="checkbox"/> Require Pin? <input type="checkbox"/> Auto Approval? <input type="checkbox"/> Combine Payment and Submit process? <input type="checkbox"/> Submit Notification Attached PDF? <input type="checkbox"/> Issue License Notification Attached PDF? <input checked="" type="checkbox"/> Issue Permit Notification Attached PDF? <input checked="" type="checkbox"/> Issue Certificate Notification Attached PDF?	Issue Period: 0 days late Effective Period: 0 days late Expired Type: <input checked="" type="radio"/> Period Days <input type="radio"/> Fixed Date Message 365 days late	<input type="checkbox"/> Allow Renewal? Renew Period: 365 days before expiration Email Notification: 30 days before expiration	<input type="checkbox"/> Allow Extension? Extension Period: days before expiration Email Notification: days before expiration	<input type="checkbox"/> Allow Termination?	

	Attachment	Payment	Withdrawal	Revision
Post-Submit/Pre-Review	<input type="checkbox"/> Allow Additional Attachment	<input type="checkbox"/> Allow Additional Payment	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed
Post-Review/Pre-Transfer	<input type="checkbox"/> Allow Additional Attachments	<input type="checkbox"/> Allow Additional Payments	<input checked="" type="radio"/> Unrestricted <input type="radio"/> Restricted <input type="radio"/> Not Allowed	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed
Post-Transfer/Pre-Decision	<input type="checkbox"/> Allow Additional Attachments	<input type="checkbox"/> Allow Additional Payments	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed

Figure 55: System Setting - Application Configuration - Application Configuration/Property

7.2.1.7 Subsystem

Here the agency user may set up the Application package's integration with the subsystem.

- Specify the service location, User/Password for HOBOKEN to integrate with the subsystem.
- Specify the file location if the attachments download is allowed.
- Specify task name and triggering point for the subsystem integration.

Figure 56: System Setting - Application Configuration - Subsystem

7.2.2 System Configuration

System Configuration allows the agency user to configure tasks, email templates, email servers, report servers, web services, atomic time and seed code.

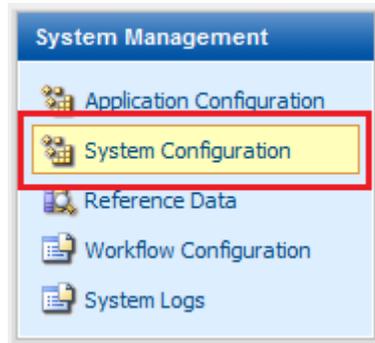


Figure 57: System Configuration

7.2.2.1 Task

- Select the desired task to be configured from the Task dropdown.
- Specify the task schedule.

A screenshot of a web application interface for configuring a task. The top navigation bar includes 'Home', 'Notification', 'Report', 'Work Task', 'System Setting' (highlighted with a red box), and 'My Account'. The user is identified as 'Hello, Joe' with 'Help' and 'Logout' options. The left sidebar shows 'Security Setting' and 'System Management' sections. The 'System Management' section has 'System Configuration' highlighted with a red box. The main content area shows the breadcrumb 'System Setting > System Management > System Config' and a sub-menu with 'Task' highlighted. A yellow message box states: 'To configure a Task Schedule, click "Save" to save the information to the database.' Below this, the 'Task Name' dropdown is set to 'Application Renewal Notification'. The 'Task Schedule' section includes: 'Task Status: Enabled', 'Run Exclusively: ', 'Duration: Start Date: 10/10/2010, 10 : 10 (hh:mm)', 'Frequency: Daily, Weekly, Monthly', and 'Every 1 minute(s) day(s)'. At the bottom are 'Save' and 'Get Server Time' buttons.

Figure 58: System Setting - System Configuration - Task

7.2.2.2 Email Template

- For each desired email template, select the template item from the template dropdown.
- Fill out “FROM”, “TO list”, “CC list”, “BCC list”.
- Select status (“Active” or “Inactive”); format (“Text” or “HTML”).
- Fill out email content text and message text.
- Click “Save Email Template” to save all changes.

The screenshot displays the 'Email Template' configuration interface. At the top, a navigation bar includes 'Task', 'Email Template' (highlighted with a red box), 'Email Server', 'Report Server', 'Web Services', 'Atomic Time', and 'Seed Code'. Below this is a yellow instruction box: 'To configure an Email Template, select if from the list or click "Add New" to add a new Email Template. After the desired information, click "Save" to save the information to the database.' A dropdown menu for 'Select Email Template:' is set to 'ActivePublicAccount'. The 'Sender Setting' section contains four input fields: 'From:' (DoNotReply@GovOnline.us.com), 'To List:', 'CC List:', and 'BCC List:'. The 'Template Configuration' section includes 'Template Status' (Active), 'Format' (Text), and 'Template Tag' (%LoginName%). The 'Subject:' field contains 'Active ePermit Account Notification'. The 'Email Content:' field contains a message with placeholders: 'Dear %FirstName% %LastName%:', 'This is the notification regarding your account Activated recently by ePermit System. Your login name is: %LoginName%', 'Thank you for using the %AgencyName% GovOnline System! If you have any questions, please contact GovOnline System help center.', and 'Regards, %AgencyName% GovOnline System'. The 'Text Message:' field is empty. At the bottom, a blue button labeled 'Save Email Configuration' is visible.

Figure 59: System Setting - System Configuration - Email Template

7.2.2.3 Email Server

- Specify the email server's host name, port, ID and password to be able to send email.

The screenshot shows a web interface for system configuration. At the top, there is a navigation bar with tabs: Task, Email Template, Email Server (highlighted with a red box), Report Server, Web Services, Atomic Time, and Seed Code. Below the navigation bar is a yellow instruction box: "To configure a Email Server, please enter a valid server URL or IP address, click "Save" to update the information to the database." The main content area is titled "Email Server Setting" and contains four input fields: Host (mail.enfotech.com), Port (25), User ID (GovSAA), and Password (empty). At the bottom of the form is a blue button labeled "Save Email Server".

Figure 60: System Setting - System Configuration - Email Server

7.2.2.4 Report Server

- Specify report server's name, ID, password and domain to be able to show report.

The screenshot shows a web interface for system configuration. At the top, there is a navigation bar with tabs: Task, Email Template, Email Server, Report Server (highlighted with a red box), Web Services, Atomic Time, and Seed Code. Below the navigation bar is a yellow instruction box: "This Page allows you to configure a Report Server Information, click "Save" to save the information to the database." The main content area is titled "Report Server Setting" and contains four input fields: Server (http://Clayton/reportserver), User ID (testadmin), Password (empty), and Domain (Clayton). At the bottom of the form is a blue button labeled "Save Report Server".

Figure 61: System Setting - System Configuration - Report Server

7.2.2.5 Web Services

- Specify GovOnline's HOBOKEN Web Services name, URL, token and status to be called from other system.

Task Email Template Email Server Report Server **Web Services** Atomic Time Seed Code

This Page allows you to Add New a Web Service, click "Save" to save the information to the database.

Web Service List

1 - 1 of 1 item(s)

Edit	Web Service Name	Web Service URL	Web Service Token	Web Service Status	Delete
	my Webservice	http://www.mywebservic.com/v11	AKFN34J5L32J56M63L4J1J423FAWF324	A	

Add New Webservice

Figure 62: System Setting - System Configuration - Web Services

7.2.2.6 Atomic Time

Edit Atomic Clock's information or change the priority sequence of all atomic clocks for HOBOKEN to use.

Task Email Template Email Server Report Server Web Services **Atomic Time** Seed Code

This Page allows you to Add New a Atomic, click "Save" to save the information to the database.

Atomic Clock List

		Status	IP Address	Name	Port	Timeout (milli-seconds)
	1	A	129.6.15.28	time-a.nist.gov	13	1000
	2	A	129.6.15.29	time-b.nist.gov	13	1000
	3	A	132.163.4.101	time-a.timefreq.blrdoc.gov	13	1000
	4	A	132.163.4.102	time-b.timefreq.blrdoc.gov	13	1000
	5	A	132.163.4.103	time-c.timefreq.blrdoc.gov	13	1000
	6	A	128.138.140.44	utcnist.colorado.edu	13	1000
	7	A	192.43.244.18	time.nist.gov	13	1000
	8	A	131.107.1.10	time-nw.nist.gov	13	1000
	9	A	63.149.208.50	nist1.datum.com	13	1000
	10	A	216.200.93.8	nist1.dc.glassey.com	13	1000
	11	A	208.184.49.9	nist1.ny.glassey.com	13	1000
	12	A	207.126.103.204	nist1.sj.glassey.com	13	1000
	13	A	207.200.81.113	nist1.aol-ca.truetime.com	13	1000
	14	A	205.188.185.33	nist1.aol-va.truetime.com	13	1000

Figure 63: System Setting - System Configuration - Atomic Time

7.2.2.7 Seed Code

Change or reset different kinds of Permit Numbers.

The screenshot shows a web interface for system configuration. At the top, there is a navigation bar with several tabs: Task, Email Template, Email Server, Report Server, Web Services, Atomic Time, and Seed Code. The 'Seed Code' tab is highlighted with a red border. Below the navigation bar is a yellow informational banner that reads: 'This page allows you to reset control number, permit number and so on.' Underneath the banner is a section titled 'Seed Records' with a green underline. Below this section, there is a table with the following data:

	Name	Current Number	Min Number	Max Number	Updated Date	Updated By
	UCCARS Record ID	22	0	9999999	01/10/2011	Admin

Figure 64: System Setting - System Configuration - Seed Code

7.2.3 Reference Data

Here the agency user may manipulate all types of reference data, including fee data, event category, inspection category, comment template, statute code and work items.

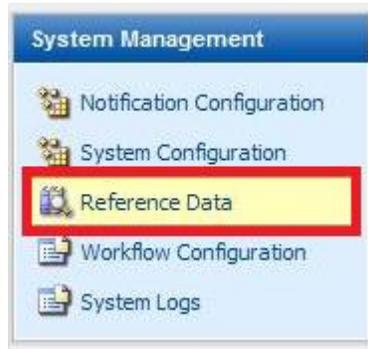


Figure 65: System Setting - Reference Data

7.2.3.1 Generic Data

This is used to configure different types of reference data .

- Click the “**Add New**” button to add any new reference table.
- Click edit () to add/edit/inactivate data of any existing reference table.

Generic Data Event Category Fee Config Inspection Category Comment Template Statute Code

To configure generic data, please select a generic table from dropdown list.

Generic Reference Table List: REF_ADDRESS_TYPE Load Add New

Data of REF_ADDRESS_TYPE

REF_ADDRESS_TYPE
REF_PHONE_TYPE

1 - 8 of 8 item(s)

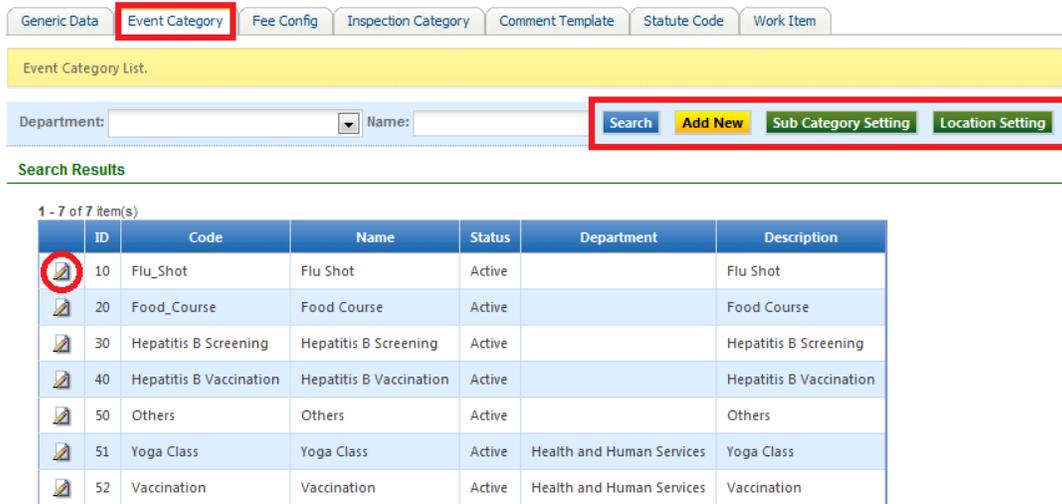
Edit	Code	Name	Description	Status CD	Updated Date	Updated By
	Business	Business Address	Business Address	Active	2010-06-04	admin
	General	General Address	General Address	Active	2009-11-25	SSIS
	Billing	Billing Address	Billing Address	Active	2009-11-25	SSIS
	Contact	Contact Mailing Address	Contact Mailing Address	Active	2009-11-25	SSIS
	Mailing	Mailing Address	Mailing Address	Active	2009-11-25	SSIS
	Permanent	Permanent home address	Permanent home address	Active	2009-11-25	SSIS
	Service	Service address	Service address	Active	2010-09-07	admin
	a	a		Active	2010-09-07	admin

Figure 66: System Setting - Reference Data - Generic Data

7.2.3.2 Event Category

This is currently not used in Hoboken Parking Permit system.

- Select desired department and click “Search” button to retrieve the desired event category.
- Click “Add New” button to add new event category.
- Click edit () to edit any existing event category.



Generic Data **Event Category** Fee Config Inspection Category Comment Template Statute Code Work Item

Event Category List.

Department: Name: **Search** **Add New** **Sub Category Setting** **Location Setting**

Search Results

1 - 7 of 7 item(s)

	ID	Code	Name	Status	Department	Description
	10	Flu_Shot	Flu Shot	Active		Flu Shot
	20	Food_Course	Food Course	Active		Food Course
	30	Hepatitis B Screening	Hepatitis B Screening	Active		Hepatitis B Screening
	40	Hepatitis B Vaccination	Hepatitis B Vaccination	Active		Hepatitis B Vaccination
	50	Others	Others	Active		Others
	51	Yoga Class	Yoga Class	Active	Health and Human Services	Yoga Class
	52	Vaccination	Vaccination	Active	Health and Human Services	Vaccination

Figure 67: System Setting - Reference Data - Event Category

Generic Data Event Category Fee Config Inspection Category Comment Template Statute Code

To configure generic data, please select a generic table from dropdown list.

Generic Reference Table List: REF_ADDRESS_TYPE Load Add New

Data of REF_ADDRESS_TYPE

1 - 8 of 8 item(s)

Edit	Code	Name	Description	Status CD	Updated Date	Updated By
	Business	Business Address	Business Address	Active	2010-06-04	admin
	General	General Address	General Address	Active	2009-11-25	SSIS
	Billing	Billing Address	Billing Address	Active	2009-11-25	SSIS
	Contact	Contact Mailing Address	Contact Mailing Address	Active	2009-11-25	SSIS
	Mailing	Mailing Address	Mailing Address	Active	2009-11-25	SSIS
	Permanent	Permanent home address	Permanent home address	Active	2009-11-25	SSIS
	Service	Service address	Service address	Active	2010-09-07	admin

Figure 68: System Setting - Reference Data - Event Category

- Click the “**Sub Category Setting**” button to manage event sub category.
- Click the “**Add New**” () button to add a new event sub category.
- Click “**Add New**” () button to delete an existing event sub category.
- Click “**Save**” button to save the modification of an existing event sub category.

Generic Data Event Category Fee Config Inspection Category Comment Template Statute Code

To configure generic data, please select a generic table from dropdown list.

Generic Reference Table List: REF_ADDRESS_TYPE Load Add New

Data of REF_ADDRESS_TYPE REF_ADDRESS_TYPE REF_PHONE_TYPE

1 - 8 of 8 item(s)

Edit	Code	Name	Description	Status CD	Updated Date	Updated By
	Business	Business Address	Business Address	Active	2010-06-04	admin
	General	General Address	General Address	Active	2009-11-25	SSIS
	Billing	Billing Address	Billing Address	Active	2009-11-25	SSIS
	Contact	Contact Mailing Address	Contact Mailing Address	Active	2009-11-25	SSIS
	Mailing	Mailing Address	Mailing Address	Active	2009-11-25	SSIS
	Permanent	Permanent home address	Permanent home address	Active	2009-11-25	SSIS
	Service	Service address	Service address	Active	2010-09-07	admin

Figure 69: System Setting - Reference Data - Generic Data

- Click the “**Location Setting**” button to manage event location.
- Click the “**Add New**” button to add new event location.
- Click edit () to edit any existing event location.

Fee Category

Fix Amount Formula

* Category Name:

Resident Parking Permit

* Category Code:

Resident_Parking

Description:

Resident Street Parking, Fee is 1st-\$15; 2nd-\$30; 3rd and more-\$90 per year.



Parameters

Function/Formula Adjustment

Parameter List

Parameter: No_Permit

New Parameter

Edit Parameter

Delete Parameter

	* Condition Type	* Operator	* Value
<input checked="" type="checkbox"/>	Between 0 ~ 0	=	15
<input checked="" type="checkbox"/>	Between 1 ~ 1	=	30
<input checked="" type="checkbox"/>	LargerThan 1	=	90

Figure 71: 3 System Setting - Reference Data - Fee Config - Parameters

- Click the “New Parameter” button to add new fee parameter.
- Click the “Edit Parameter” to edit any existing fee parameter.
- Click the “Delete Parameter” icon to delete the selected fee parameter.

Fee Category

Fix Amount Formula

* Category Name:

Resident Parking Permit

* Category Code:

Resident_Parking

Description:

Resident Street Parking, Fee is 1st-\$15; 2nd-\$30; 3rd and more-\$90 per year.



Parameters

Function/ Formula Adjustment

Function

Function: [No_Permit]

Formula Adjustment

Adjustment Name:



* Condition Type

* Operator

* Value

Save

Cancel

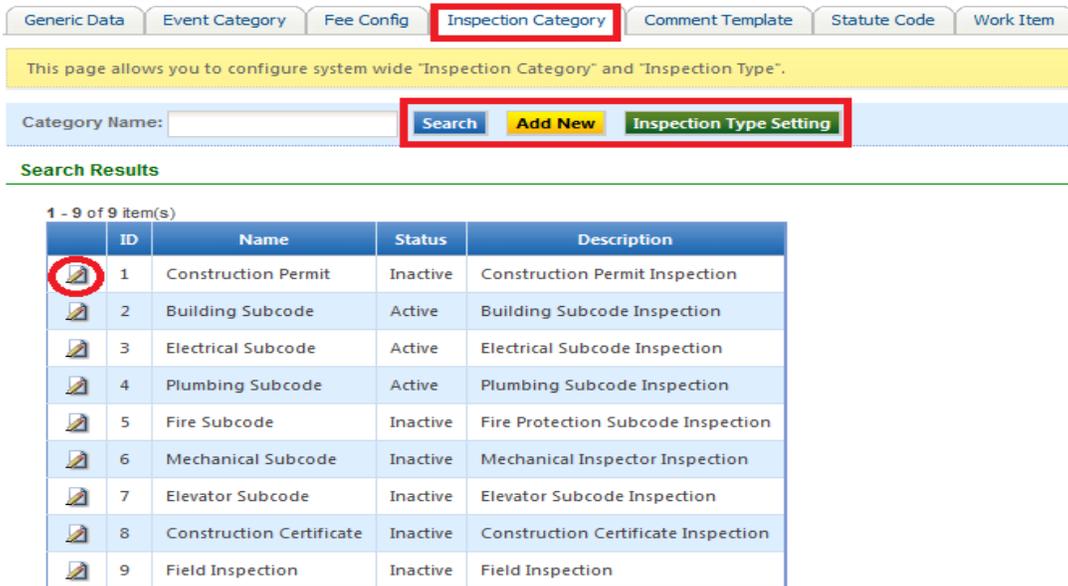
Figure 72: System Setting - Reference Data /Fee Config - Function/Formula Adjustment

- Click the “**Add New**” () button to add new fee formula.
- Click the “**Save**” button to save any updated fee formula information.
- Click the () icon to delete the selected fee formula.

7.2.3.4 Inspection Category

The Inspection Category is currently not used in Hoboken Parking Permit System.

- Click the **“Search”** button to retrieve the desired Inspection Category.
- Click the **“Add New”** button to add new Inspection Category.
- Click the () icon to edit desired Inspection Category.
- Click the **“Inspection Type Setting”** button to set up the desired inspection type.



Generic Data Event Category Fee Config **Inspection Category** Comment Template Statute Code Work Item

This page allows you to configure system wide "Inspection Category" and "Inspection Type".

Category Name: **Search** **Add New** **Inspection Type Setting**

Search Results

1 - 9 of 9 item(s)

	ID	Name	Status	Description
	1	Construction Permit	Inactive	Construction Permit Inspection
	2	Building Subcode	Active	Building Subcode Inspection
	3	Electrical Subcode	Active	Electrical Subcode Inspection
	4	Plumbing Subcode	Active	Plumbing Subcode Inspection
	5	Fire Subcode	Inactive	Fire Protection Subcode Inspection
	6	Mechanical Subcode	Inactive	Mechanical Inspector Inspection
	7	Elevator Subcode	Inactive	Elevator Subcode Inspection
	8	Construction Certificate	Inactive	Construction Certificate Inspection
	9	Field Inspection	Inactive	Field Inspection

Figure 73: Data - Fee Inspection Category

- Click the **“Search”** button to retrieve the desired Inspection Type.
- Click the **“Add New”** button to add new Inspection Type.
- Click the () icon to edit desired Inspection Type.

[Generic Data](#)
[Event Category](#)
[Fee Config](#)
[Inspection Category](#)
[Comment Template](#)
[Statute Code](#)
[Work Item](#)

This page allows you to configure system wide "Inspection Category" and "Inspection Type".

[← Back to Category List](#)

Category List: **Building Subcode**

Search Results

1 - 15 of 17 item(s)

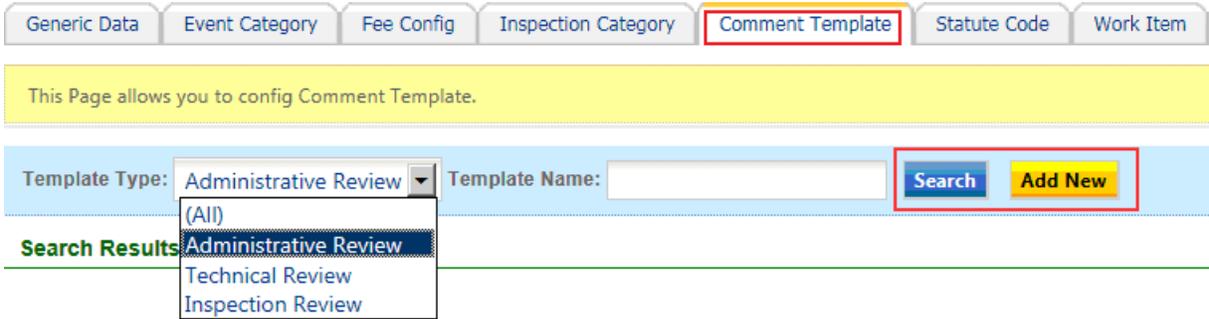
View/Edit	ID	Name	Duration Needed	Proper Order	Status	Description
	1	Footing	3	0	Active	Footing Inspection
	2	Footing Bonding		0	Active	Footing Bonding Inspection
	3	Foundation			Active	Foundation Inspection
	4	Slab			Active	Slab Inspection

Figure 74: System Setting - Reference Data - Fee Inspection Category - Inspection Type

7.2.3.5 Comment Template

This is used to create commonly used comment template to save the trouble of repeat typing.

- Click the **“Search”** button to retrieve the desired Comment Template.
- Click the **“Add New”** button to add new Comment Template.
- Click the () icon to edit desired Comment Template if there is one existing template in the grid.



Generic Data Event Category Fee Config Inspection Category **Comment Template** Statute Code Work Item

This Page allows you to config Comment Template.

Template Type: Administrative Review Template Name: **Search** **Add New**

Search Results

- (All)
- Administrative Review**
- Technical Review
- Inspection Review

Figure 75: System Setting - Reference Data - Comment Template

7.2.3.6 Statute Code

This is used to add/modify/delete reference status code.

To edit / add new statute code.

Select Sub-Code: All

1 - 15 of 45 item(s)

Edit	Statute Code	Statute Name	Statute Type	State	Status
	121	1996 BOCA- 1705.4.4	UCC/BOCA	NJ	A
	2.14(a)	WORK PERFORMED WITHOUT REQUIRED PERMIT	WORK W/O PERMIT	NJ	A
	2.16 (j) 1.	CONDITION OF PERMIT- PYMT OF APPROPRIATE FEES	COND/PMT/FEES	NJ	A

Figure 76: System Setting - Reference Data - Statute Code

- Click the “**Search**” button to retrieve the desired Statute Code.
- Click the “**Add New Statute Code**” button to add new Statute Code.
- Click the () icon to edit desired Statute Code.

Report Work Task **System Setting** My Account Hello, Jo

<< System Setting > System Management > Reference Data

Statute Code Information

* Statute Code: * Statute Name:

* Statute Type: Status:

Penalty Frequency: Administrative Code: State Code:

Description: 

Figure 77: Statute Code Information

7.2.4 Workflow Configuration

Workflow is used to configure additional external processes to be integrated with GovOnline.

- Click the **“New Process”** button to add new workflow process.
- Specify process name, description and create trigger information for the process
- Click **“Add New”** (+) button to add new process property.
- Click the (X) icon to delete existing process property.
- Click **“Save”** button to save any updated process property information.

Home | Notification | Report | Work Task | **System Setting** | My Account | Hello,

System Setting > System Management > Workflow Configuration

Process Name: ApplicationSubmitNotificationToApplicantWorkflow [Load] [New Process]

Process Information | Process Task

WorkTask_WorkTriggerTemplate not found.
WorkTask_WorkTriggerTemplate not found.

Basic Information

Process Name: ApplicationSubmitNotifica | Process Description: ApplicationSubmitNotificationToApplicantWorkflow

Trigger Information

Trigger Type: Conditional

Schema: PermitDataTransform | Entity: Submission

	* Property Name	Value From	Value To
(+)	SubStatusRid	1,2,3	5,6

[Save]

Figure 78: System Setting - Workflow Configuration

- Click the “**Add New**” (+) button to add new process task group.
- Within particular task group, click the “**Add New**” (+) button to add new process task.
- Within particular task group, click the (x) button to delete existing process task.
- Within particular task, click “**Add New**” (+) button to add new action for the process task.
- Within particular task, click the (x) button to delete existing action for the process task.
- Click the “**Save Task Group**” button to save any updated process property information.

Back to Category List

Event Category List: Flu Shot

Sub Category Setting

H1N1 Vaccination - Children under 3 years old

H1N1 Vaccination - All other ages

Sub Category Detail

* Code: H1N1_3YR

* Status: Active

* Name: H1N1 Vaccination - Children under 3 years old

Description: H1N1 Vaccination - Children under 3 years old

Save

Upload File

* File Name:

* File: Browse...

File Description:

Upload

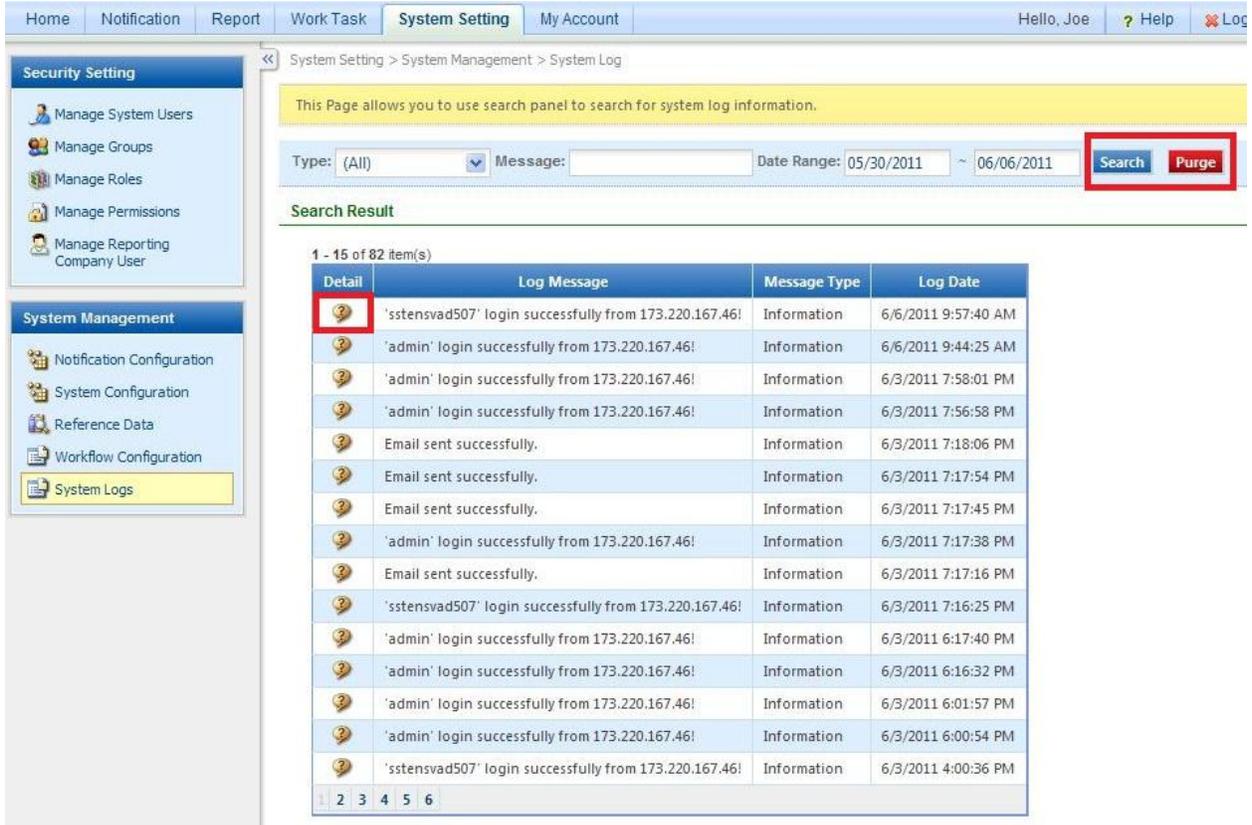
Uploaded Files

No uploaded files.

Figure 79: System Setting - Workflow Configuration - Process

7.2.5 System Logs

- Provide message type and date range, then click the “**Search**” button to retrieve desired system messages.
- Click the “**Detail**” () button to view detail information on the selected message.
- Click the “**Purge**” button to purge selected message.



System Setting > System Management > System Log

This Page allows you to use search panel to search for system log information.

Type: (All) Message: Date Range: 05/30/2011 ~ 06/06/2011 **Search** **Purge**

Search Result

1 - 15 of 82 item(s)

Detail	Log Message	Message Type	Log Date
	'sstensvad507' login successfully from 173.220.167.46!	Information	6/6/2011 9:57:40 AM
	'admin' login successfully from 173.220.167.46!	Information	6/6/2011 9:44:25 AM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 7:58:01 PM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 7:56:58 PM
	Email sent successfully.	Information	6/3/2011 7:18:06 PM
	Email sent successfully.	Information	6/3/2011 7:17:54 PM
	Email sent successfully.	Information	6/3/2011 7:17:45 PM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 7:17:38 PM
	Email sent successfully.	Information	6/3/2011 7:17:16 PM
	'sstensvad507' login successfully from 173.220.167.46!	Information	6/3/2011 7:16:25 PM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 6:17:40 PM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 6:16:32 PM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 6:01:57 PM
	'admin' login successfully from 173.220.167.46!	Information	6/3/2011 6:00:54 PM
	'sstensvad507' login successfully from 173.220.167.46!	Information	6/3/2011 4:00:36 PM

1 2 3 4 5 6

Figure 80: System Setting - System Logs

8 My Account

The Agency user may at any time access the My Account tab to modify his or her user information, including name, employer, job title and contact information. The user may also opt to receive messages via SMS and save scheduled inspection to their outlook calendar. The account password may also be changed by entering the new password and old password twice.

Home	Notification	Report	Work Task	System Setting	My Account
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My Account

Detail information for my account.

General Information

First Name:	Last Name:		
<input type="text" value="Joe"/>	<input type="text" value="Smith"/>		
Employer:	Job Title:		
<input type="text" value="enfoTech Inc."/>	<input type="text" value="Super Admin"/>		
Address Line 1:	Address Line 2:		
<input type="text" value="11 Princess Road"/>	<input type="text"/>		
City:	State:	Zip:	Country:
<input type="text" value="Lawrence"/>	<input type="text" value="NJ"/>	<input type="text" value="08648"/>	<input type="text" value="United States"/>
Area Code:	Phone No.:	Extension:	
<input type="text" value="609"/>	<input type="text" value="8969777"/>	<input type="text"/>	
Mobile Area Code:	Mobile No.:	Mobile Provider:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email:	<input type="text" value="NEWMOAGOV@GMAIL.COM"/>		

Do you want to receive SMS messages through a mobile phone?

Do you want to save scheduled inspection to your Outlook Calendar?

Change Password

Old Password:	<input type="text"/>		
New Password:	<input type="text"/>	Confirm New Password:	<input type="text"/>

[Save User Info](#)

Figure 81: My Account