



- I. Purpose To provide an improvement for inter-office and departmental communication.
  
- II. Scope The electronic management system is implemented for daily use by all office personnel, within the Office of Purchasing, for the effort of providing efficient staff notifications (i.e. meeting times, training and special subjects), to all BCC Bureaus for operational developments.
  
- III. Responsibility
  - A. The electronic management board should be accessed daily by office personnel during normal operational working hours. Any special events/ situations are non-applicable. It will be the employees' **responsibility** to notify Management of their absence from work. If employees have an excused absence from work, a designated administrator, within the Office of Purchasing will indicate the employee's status on the electronic board, until their return, to work. The appointed representative and alternate designees will assist in providing the staff with notifications of the employees work status (i.e., present, absent, late and/ or special subjects.), if deemed necessary. In addition; trouble shooting problems with your computer that does enable you access the electronic system, should be informed to either representative.
  
  - B. **You are not required to provide detailed information**, only specific details (i.e. appt., meeting, personal time etc...), but it's not limited to you providing the date(s) and time of your return (in the comment section) to work.
  
  - C. The Electronic Board, Microsoft Outlook Calendar or Emails, are not linked together. Therefore, please ensure that all data is posted and saved within its appropriated software programs.
  
  - D. Employees should comply to any requirements and notifications presented to us by Information Technology (i.e., if you receive notice to shut down your system for maintenance performances or services, please comply to this request, and assist in ensuring that all staff have complied).

A questionnaire survey will be conducted for all BCC Bureaus— sporadically as a request for feedback, on the use of this system. Participation and comments from all BCC Bureaus will be greatly appreciated.



#### IV. General Information

The initial process and procedures to access the Electronic sign/out Board.

Log-In to the Intranet (access this site by visiting <http://home.escambia/>)

- Right view of screen, scroll to “Applications”
- Select “Electronic Sign-in/out Board
- Prompts to User Log-in
- **Enter your username and password**—(Contact the designated representative or Information Resources, for any troubleshooting problems
- Electronic Sign-In/ Out appears (your name should appear in **bold print**).
- Click on the “Red” or “Green” Status indicator
- **Change of Status appears**
- Select an option to choose from (In-Office, Sick, Meeting etc...) Select the information of your preference, which enables others to view.
- Click In/ Out Board to activate your status
- Minimize or close your window (you will remain active until you change your status).

#### \*Option 2- Steps and Procedures

If you do not shut down your system at the end of the work day, follow these step, which allows you to reset or; change your status upon your return to work.

- Log-In to the Intranet (access this site by visiting <http://home.escambia/>)
- Right of your screen, scroll to the “Applications”
- Select “Electronic Sign-in/out Board
- “User Log-in appears
- **Enter your username and password**—(Contact Angie Holbrook or Information Resources, if you have troubleshooting problems)
- Electronic Sign-In/ Out Board appears (your name should appear in **bold print**).



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- Click on the “Red” or “Green” Status indicator
  - “Change Status for: (**your name appears**)
  - New Status- select an option
  - *Until-click “erase”*
  - *Comments- click “erase”*
  - Select “*Change Status*’
  - Click In/Out Board
  - Log Out

\*\*\* You have now canceled your previous status.

Proceed to the initial setup to reactivate your status.