

SharePoint Presentation for SIAAB Conference



IDOT SharePoint

IDOT SharePoint Developers

Dave Heineman

- SharePoint Developer for 2 years
- Background in application development, database design/development, and .NET development

Dave Cheley

- SharePoint Developer for 10 years
- Background in web development, database design/development, and .NET development

Kerrie Thomas

- SharePoint Designer/Developer for 10 years
- Extensive knowledge of SharePoint functionality and capabilities in several versions beginning with WSS 2.0 to 2013 on-premise.
- Background in web design, web development, project management, business analysis, and user training/documentation



SharePoint

- SharePoint helps you organize information, people and projects. SharePoint makes it easy to find answers, discover insights and connect with others.
- SharePoint is often used to store and track electronic documents or images of paper documents. It is usually also capable of keeping track of the different versions created by different users. SharePoint also provides the benefit of a central location for storing and collaborating on documents, which can significantly reduce emails and duplicated work in an organization.
- According to Microsoft, SharePoint is used by 78% of Fortune 500 companies.

Employee 411

- **Business Need:** To provide a single location for all HR / Employee related information.

Employee and Career Services

Leave and Timekeeping

Organization

Payroll and Benefits

Safety and Health

Training and Education

Travel

Employee 411

WELCOME TO THE EMPLOYEE 411 SITE

This site was designed to assist employees with easily locating personnel-related resources they need. Please provide comments and feedback to improve this site using this link. Thank you.

Tip 1: Mouse-over the different blue bars below to access common links. | **Tip 2:** Click on the blue bar title to open the home page for all related links.

Employee and Career Services	Leave and Timekeeping	Organization	Payroll and Benefits	Safety and Health	 SAFETY TRAINING	 ISSUE TRACKING	 PROCUREMENT	 HEALTH
					 INTERNAL MEMOS	 PUBLICATIONS	 FORMS	Training and Education
 IDOL	 EMERGENCY GUIDELINES	 JSA	 OSHA					

[Submit Site Feedback](#)

CONTACTS

[Contacts](#)

CURRENT NEWS

There are no items to show in this view of the "Announcements" list. To add a new item, click "New".

I NEED TO...

[I NEED TO...](#)

QU

[BI](#)

[CIV](#)

[FOR](#)

[IDC](#)

[JOB](#)

[PEP](#)

[PO](#)

SAFETY & HEALTH

[Go to home page](#)

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[SAFETY TRAINING](#)



[ISSUE TRACKING](#)



[PROCUREMENT](#)



[FORMS](#)



[INTERNAL MEMOS](#)



[PUBLICATIONS](#)



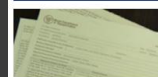
[OSHA](#)



[IDOL](#)



[EMERGENCY GUIDELINES](#)



[JSA](#)



[GENERAL HEALTH INFO](#)



[SAFETY GENERAL INFO](#)



[SAFETY INTERNAL LINKS](#)



[SAFETY EXTERNAL LINKS](#)

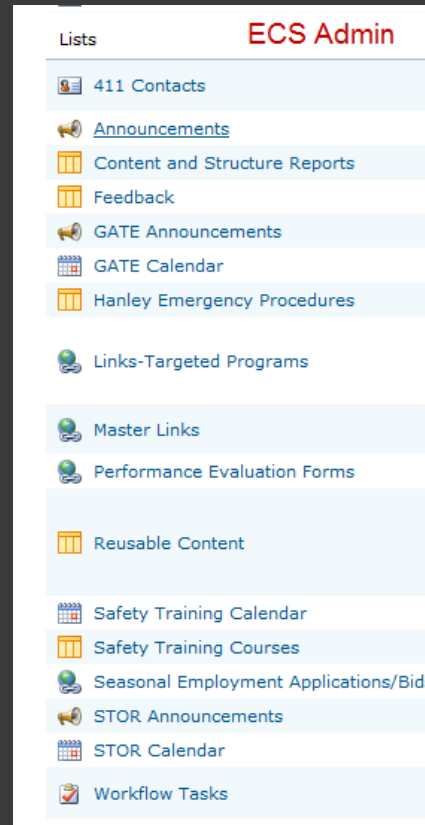
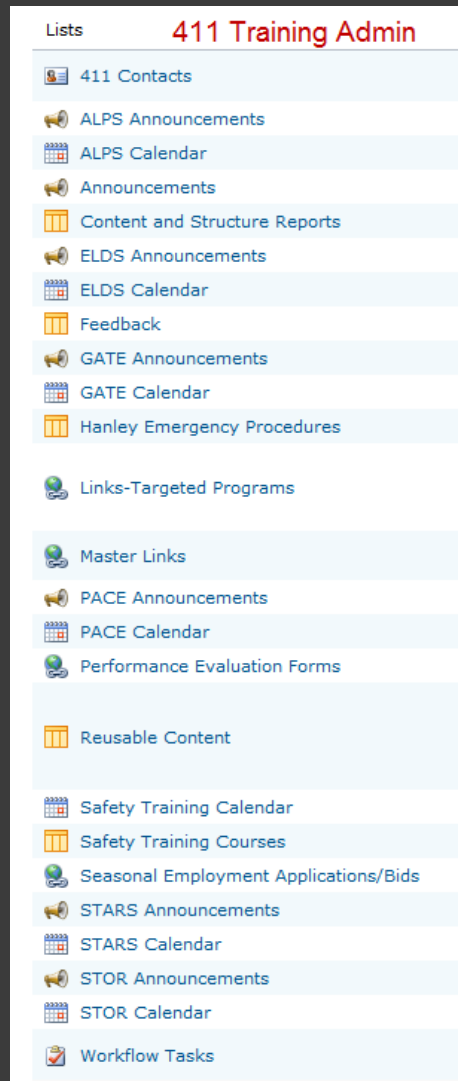
SAFETY CONTACTS

Current Announcements

There are no items to show in this view of the "Announcements" list. To add a new item, click "New".

[I NEED TO...](#)

Employee 411 - Security



- A user can only see and access the information to which they have been granted permissions.
- An HR area administrator manages their specific team's information on the site.

Employee 411 – Metadata

- Metadata can be defined for a list or library and used as Search criteria

The screenshot displays a web application interface for 'Employee 411'. On the left is a 'Key Filters' sidebar with 'Apply' and 'Clear' buttons. Below the filters are links for 'Recycle Bin' and 'All Site Content'. The main area shows a table with columns: 'Last Name', 'First Name', 'Area Supported', and 'Role'. A checkbox is present next to the 'Last Name' header. The table lists several employees, including Aleman, Aleman-Hughes, Althoff, Andalcio, Anderson, Angeles, and Angleton.

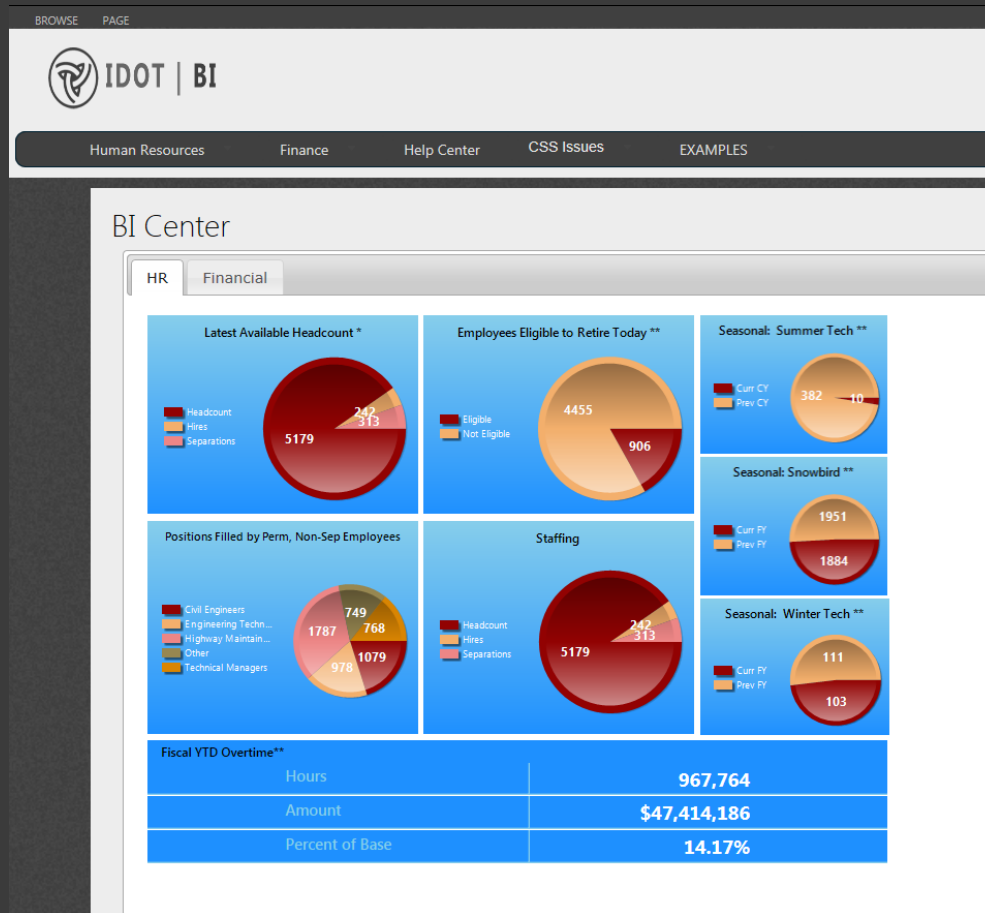
<input type="checkbox"/> Last Name	First Name	Area Supported	Role
Aleman	Susan	District 1	Unknown
Aleman-Hughes	Nicole	District 6	Internal Personnel (PAF), Personnel (Snowbird) Temporary
Althoff	Sandra	District 7	Administrative
Andalcio	John	District 1	Unknown
Anderson	Tracie	District 4	Employee Benefits
Angeles	Heidi	Statewide	Unknown
Angleton	LeAnn	District 2	Employee

Business Intelligence Portal

- **Business Need:** To provide a one-stop-shop for data consumers to access data which has been transformed into intelligent information in order to make well informed and critical business decisions.



Business Intelligence Portal (BI Portal)



BI Portal – Excel Services

Current-Onboard-Employees

Dashboard As of Dates Clarifications Content Help

FILE OPEN IN EXCEL DATA FIND

Current Onboard Employee List

Is Employee Full Time Part Tim...	Position Division	Title Series	Union
FTP	(UNKN)	Civil Engineers	AFSCME
PPT	Secretary's Office	Engineering Technicians	AFSCME Gubernatorially Exclud...
Temp	Public-Intermod Tran	Highway	
	Fin. & Admin.	Technical	
	Chief Counsel	Other	
	Planning & Program	(N/A)	
	Legislative Affairs	(UNKN)	
	Communications	Unknown	
	Quality Comp. & Rev		

Is Employee Code Or Tech
 Code
 Tech
 (N/A)

Position Division Full Name Position Abbrev Employees
 (UNKN) Anglin, Christopher R ET1 Active

Report Clarifications **Current Onboard Employee List**

FILE OPEN IN EXCEL DATA FIND

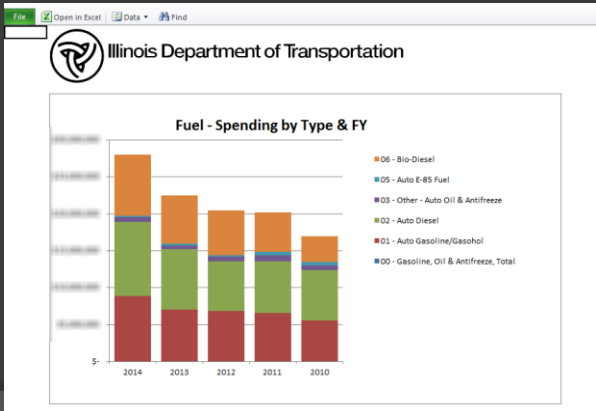
Illinois Department of Transportation

Accounting Entity Code: All
 Budget Responsibility Code: All
 Appropriation Object Code: 1800 - Operation Of Auto Equipment

Data Source: FADM

Invoice Split Net Amount

Row Labels	Column Labels	2014
1893 - Repair & Maintenance, Automotive Equip		
00 - Repair & Maintenance, Automotive Equipment Total		
01 - Repair, Auto Equipment		
02 - Maintenance, Auto Equipment		
03 - Cms Fleet Maintenance		
1894 - Parts & Fittings Automotive Equipment		
1896 - Gasoline, Oil & Antifreeze		
00 - Gasoline, Oil & Antifreeze, Total		
01 - Auto Gasoline/gasohol		
02 - Auto Diesel		
03 - Other - Auto Oil & Antifreeze		
05 - Auto E-85 Fuel		
06 - Bio-Diesel		
1898 - Automotive Service N.E.C.		
1899 - Automotive Expense, N.E.C.		
Grand Total		




BI Portal - SQL Report Builder

➤ Set Parameters

Payments Against an Obligation

As of Date: 10/20/2014
Data Source: FADM



Illinois Department of Transportation

Payments Against an Obligation

Voucher or Adjustments for 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999

* See Notes at End of Report

Parameters

Obligations (use commas)
00t0139,04t0069

Select Fiscal Year
2015, 2014, 2013, 2012, 2011, 2010

Accounting Entity
00 - Secretary's Office, 01 - Office

Budget Responsibility
8000 - Office Of The Secretary, 80

Set parameters to run a report


IDOT Vendor ID - Name	Obligation Number	Fiscal Year	Vouch Adjus Date
024879 - (N/A) - Secretary's Office	00T0139		
024879 - (N/A) - Secretary's Office	04T0069		
GRAND TOTAL			

Apply

➤ Run a Report

Payments Against an Obligation

As of Date: 10/20/2014
Data Source: FADM



Illinois Department of Transportation

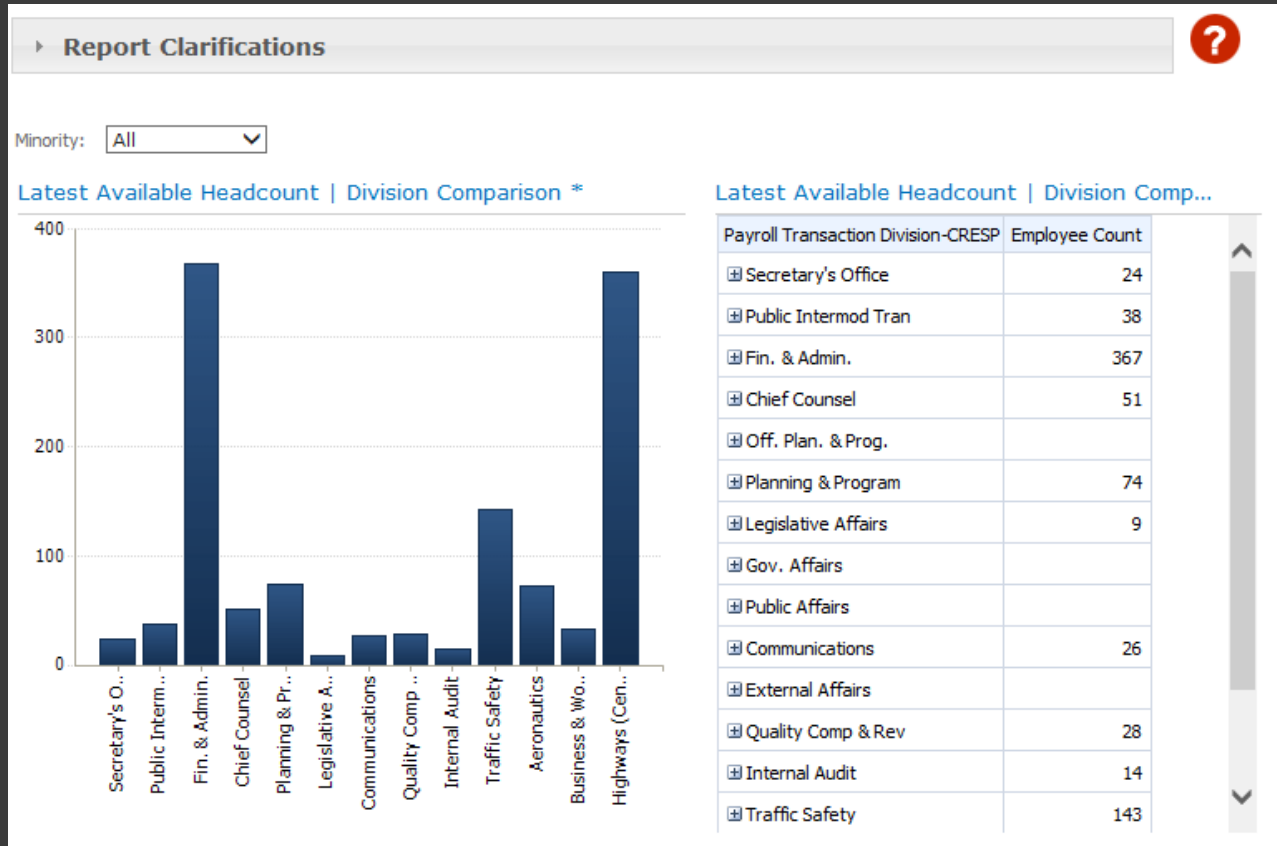
Payments Against an Obligation

Voucher or Adjustments for 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999

* See Notes at End of Report

IDOT Vendor ID - Name	Obligation Number	Fiscal Year	Voucher or Adjustment Date	Voucher Number	Warrant Date
024879 - (N/A) - Secretary's Office	00T0139				
(N/A) - Secretary's Office		2000	06/02/00	AP10648	01/01/00
(N/A) - Secretary's Office		2000	06/02/00	AP10648	01/01/00
(N/A) - Secretary's Office		2000	01/05/00	AP05347	01/01/00
(N/A) - Secretary's Office		2000	01/19/00	AP05993	01/01/00
(N/A) - Secretary's Office		2000	10/06/99	AP02092	01/01/00
(N/A) - Secretary's Office		2000	11/18/99	AP03820	01/01/00
(N/A) - Secretary's Office		2000	11/18/99	AP03820	01/01/00
(N/A) - Secretary's Office		2000	11/04/99	AP02961	01/01/00
(N/A) - Secretary's Office		2000	11/04/99	AP02961	01/01/00
(N/A) - Secretary's Office		2000	10/29/99	AP02961	01/01/00
(N/A) - Secretary's Office		2000	10/29/99	AP02961	01/01/00

BI Portal - PerformancePoint



BI Portal

➤ Validation, Versioning, Content Approval, Workflows

Pages: Workflows: Annual-Service-Years

[Start a New Workflow](#)



BI Portal Report - Approval Request

Routes a document for approval. Approvers can approve or reject the document, request changes to the document.

Workflows

Select a workflow to view more details. [Show my workflows only.](#)

Name	Started	Ended

Running Workflows

There are no running workflows on this item.



Job-Position-History ✖



Content Approval

Draft



KLT-TEST ✖



Pending



Op-Auto



The report shows 1800-Operation of Auto Equipment spending details including 1) detailed expenditure objects; 2) fuel spending; 3) fuel units; and 4) CMS versus other vendors

Approved

BI Center > Human Resources > Overtime > Documents > Fiscal YTD Overtime Combined

No.	Modified	Modified By	Size	Comments
Delete All Versions Delete Draft Versions				
This is the current published major version				
8.0	8/26/2014 11:38 AM	Fugate, Patrick L	90.5 KB	
7.0	7/31/2014 12:00 PM	Fugate, Patrick L	90.5 KB	
6.0	7/31/2014 6:22 AM	Thomas, Kerrie L	91.1 KB	Approval Status Approved
5.5	7/30/2014 2:05 PM	Thomas, Kerrie L	90.6 KB	Scheduling Start Date Pending Approval Status Pending
5.4	7/30/2014 2:04 PM	Thomas, Kerrie L	90.6 KB	Scheduling Start Date 7/31/2014 6:00 AM Approval Status Scheduled
5.3	7/30/2014 2:00 PM	Thomas, Kerrie L	91.1 KB	modified formatting Approval Status Pending
5.2	7/30/2014 1:57 PM	Thomas, Kerrie L	90.3 KB	
5.1	7/30/2014 9:41 AM	Westerfield, Peggy J	74.6 KB	Modified pivot tables to use Pay Period End date instead of Payroll Date. Coordinating with Headcount Changes July 2014. PJW
5.0	5/30/2014 6:00 AM	Thomas, Kerrie L	76 KB	Made slicers unmoveable Approval Status Draft Scheduling Start Date 5/30/2014 6:00 AM

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Please enter your phone number in the format of: (XXX) XXX-XXXX

Require that this column contains information:

Yes No

Enforce unique values:

Yes No

Maximum number of characters:

255

Default value:

Text Calculated Value

Column Validation

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass.

Example: If your column is called "Company Name" a valid formula would be [Company Name]="My Company".

[Learn more about proper syntax for formulas.](#)

Formula:

```
=AND(IF(ISERROR(FIND(" ",Phone,1)),FALSE,
(FIND(" ",Phone)=1)),IF(ISERROR(FIND(" ",Phone,5)),FALSE,(FIND(" ",Phone,5)=5)),IF
(ISERROR(FIND(" ",Phone,6)),FALSE,(FIND(" ",Phone,6)=6)),IF(ISERROR(FIND(" ",Phone,10)),FALSE,(FIND(" ",Phone,10)=10)),IF
(ISERROR(1*CONCATENATE(MID(Phone,2,3),MID(Phone,7,3),MID(Phone,11,4))),FALSE,AND
```

Type descriptive text that explains what is needed for this column's value to be considered valid.

User message:

format:
(XXX) XXX-XXXX



DBE Revolving Loan Program

- Business Need: To provide a solution that can collect, store and track information and documentation for the program and perform simple calculations on the data for reporting.



DBE Revolving Loan Program

➤ Home Screen View

Lists

- Action Items

Documentation

- Eligibility Approval
- Eligibility Conditional
- Award Letter Approved
- Supporting Documentation

Pre-Eligibility

- Pre-Eligibility
- By Eligibility Status
- By Loan Decision
- Expired Eligibility
- Compliant Status
- Outcome/Result

Loan Administration

- Loan Administration
- By Loan Status
- Delinquent/Default
- Administrative View (copy/paste)

Contractor Payment Search

- Pay Estimates

Reports

- Loan Program Summary
- Demographics: Pre-Eligibility
- Demographics: Loan
- Year: Loan Demographics

Search by DBE Search by Loan Account #

* After entering a loan account #, click Enter to run the search. To see all values again, clear the value and click the search button.

Pre-Eligibility

Edit	Company	Eligibility Status	# of Ap
	Northwest Power Constructors LLC	Eligible	
	Northwest Power Constructors LLC	Eligible	
	Northwest Power Constructors Company	Eligible	
	Shawnee Constructors, Inc.	Eligible	
	Shawnee Constructors, Inc.	Eligible	
	Shawnee Constructors	Not Eligible	
	Shawnee Constructors, Inc.	Eligible	
	Shawnee Constructors, LLC	Conditional	
	Shawnee Constructors, Inc.	Eligible	
	Shawnee Constructors, Inc. (Withdrawn)	Not Eligible	

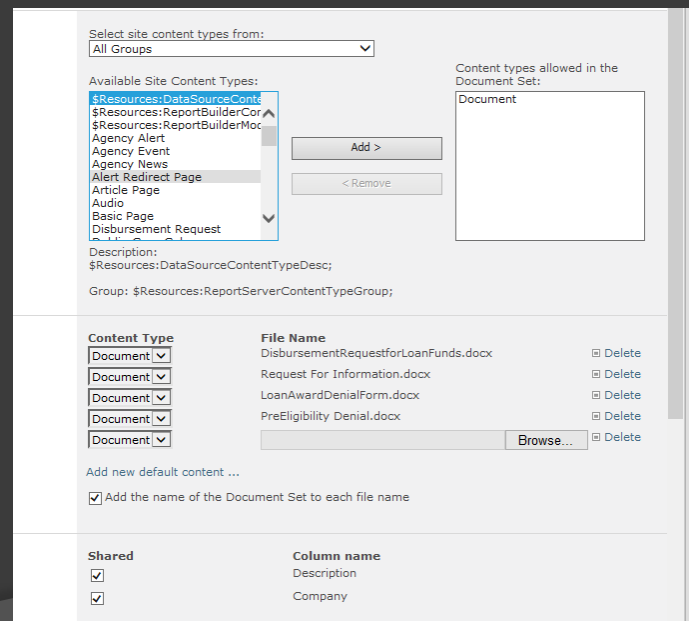
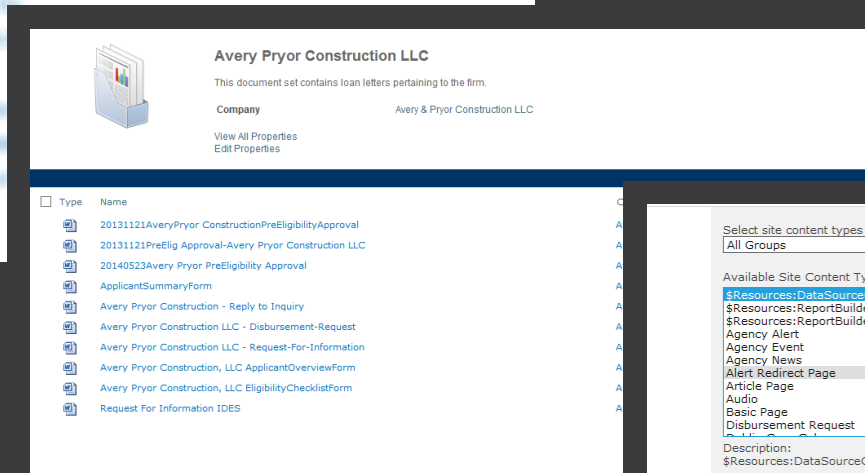
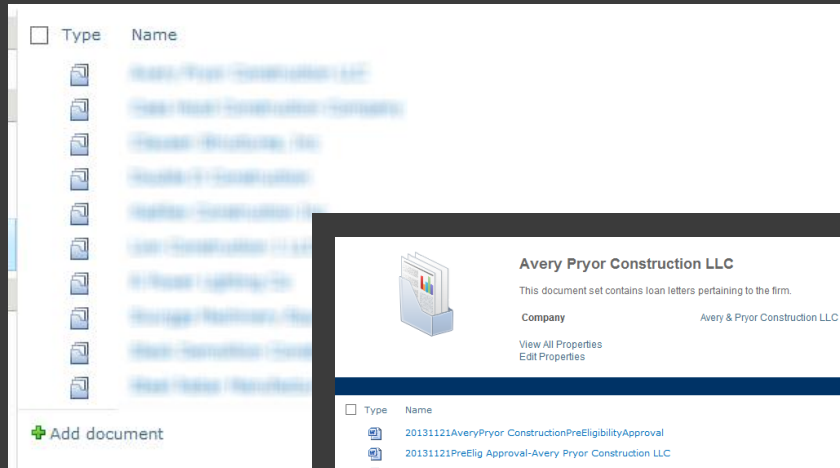
1 - 10 ▶

Loan Administration

Edit	Company	Loan Account#	Loan Status	Loan Decision	Total Loan Award	Loan Maturity Date
There are no items to show in this view of the "Loan Administration" list. To add a new item, click "New".						

DBE Revolving Loan Program

➤ Document Set View



- Document Sets are used to group related documentation.
- Document templates are auto-generated when a new Document Set is created



DBE Revolving Loan Program

Auto-create Word document

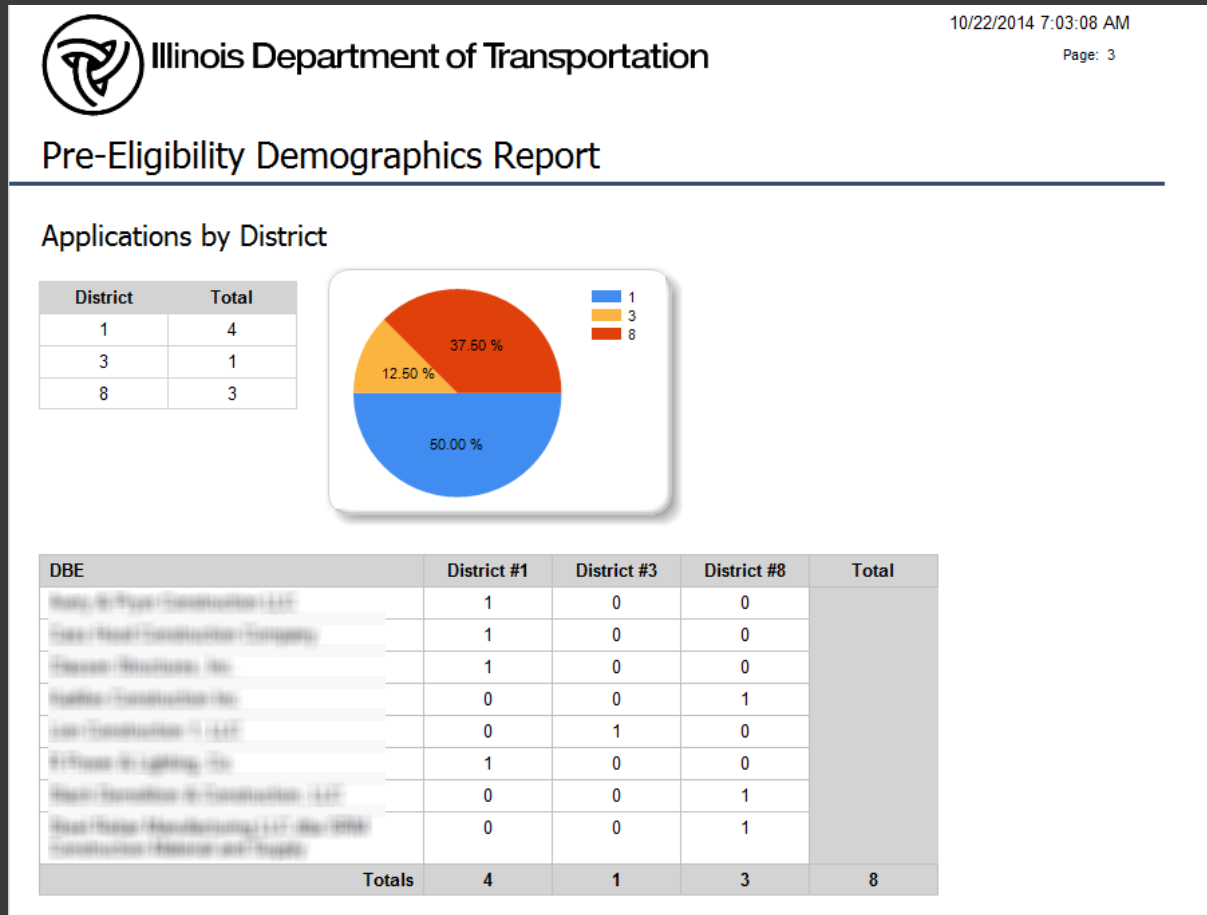
Word documents are auto-generated based on item conditions entered

Information inside the Word document is populated from information within the SharePoint site, such as mailing address



DBE Revolving Loan Program

➤ Reports



Labor Relations Tracking Site

- **Business Need:** To provide a secure means to store, track and find labor related items such as disciplinary and grievance information.



Labor Relations Tracking Site

- Labor Relations formerly tracked discipline, grievances, issues, etc. using Microsoft Access which limited end user access to the data
- Data is now entered through this SharePoint form which provides secure access to data across the organization

The screenshot shows a SharePoint form titled "Labor Relations Items - New Item". The form is displayed in a browser window with several tabs open, including "All Site Content", "Home - Labor Relations Tra...", "Home - Legislative Bill Review", and "AskForHelp". The form has a ribbon menu with "Edit" selected, showing options like Save, Cancel, Paste, Copy, Attach File, and Spelling. The form fields include:

- LRNo: A text field with a note: "Please do not add to or edit this field. It is automatically set by the system."
- Last Name *: A text field.
- First Name: A text field.
- Middle Name: A text field.
- Type of Item: A list box with radio button options: Discipline, Grievance, Issue, and Invalid Drivers License.
- Race: A dropdown menu.
- Social Security Number: A text field.
- Sex: A dropdown menu.
- Employee Status: A dropdown menu.
- Job Title: A dropdown menu with "(None)" selected.
- Business Unit: A dropdown menu.
- Location: A dropdown menu with "(None)" selected.
- Yard: A dropdown menu.
- Supervisor: A text field.
- Assigned To: A text field with a user selection icon.
- Discipline Date: A date picker.
- Discipline Status: A dropdown menu.
- Date of Pre D: A date picker.

Labor Relations Tracking Site

- Data is stored in a SharePoint List

Labor Relations Search Box

This Site: Labor Relation -- Enter LR Number Here --

Labor Relations Items




<input type="checkbox"/>	ID	Last Name	First Name	Type of Item	Discipline Date	Grievance Date	Discipline Status	Grievance Status	AFSCME Number	Date Received	Category 1
<input type="checkbox"/>	14802	Smith	Charles	Discipline, Grievance	9/17/2014	9/19/2014	Closed	Active		9/30/2014	Discipline
<input type="checkbox"/>	14801	Jones	Timothy	Discipline, Grievance	9/17/2014	9/22/2014	Closed	Active		9/30/2014	Discipline
<input type="checkbox"/>	14800	Someone	Jonathan	Discipline, Grievance	9/15/2014	9/22/2014	Closed	Active		10/6/2014	Discipline/Suspension
<input type="checkbox"/>	14799	Doe	Krystal	Discipline	9/16/2014		Closed				
<input type="checkbox"/>	14798	Skywalker	Todd	Discipline	9/15/2014		Closed				


- Data can be searched easily using the built-in SharePoint search function

This Site: Labor Relation 14882

Try searching again in All Sites.

1-1 of 1 results

 [Smith](#)
14882 ... RC-19 - Highway Workers - Downstate/Teamsters ... Damaging State Property - Equipment or Machinery ... On January 6, 2012 while mowing employee hit a culvert damaging the axle. ...
Authors: Jane, Doe T Date: 10/22/2012
<https://insideidot.portal.illinois.gov/someaddress.../Cases/DispForm.aspx?ID=14882>

Labor Relations Tracking Site

➤ Data can be extracted and reported when needed



Discipline Category Report

For Discipline Dates Greater Than: 1/1/2012
For Discipline Category: Insubordination

Page: 1
Printed: 1/2/2013

LR#	Discipline Date	Name	Location / Yard	Final Action Taken	Days	Discipline Reasons	Discipline Comments	Reversal Action	Progressive Discipline
12084	7/4/2014	Jack Smith	Road Construction - RCC	Written Reprimand		Insubordination - Failure to Follow Supervisors Orders Misconduct - Creating A Negative Public Image Poor Work Performance -	Failed to complete job duties as assigned. Employee was not following direct instructions.	Reduced to Oral Reprimand	1st Offense
12109	1/9/2012	Jane Doe	Day Labor - DLB	Oral Reprimand		Insubordination - Failure to Follow Supervisors Orders Insubordination - Disrespectful Attitude Insubordination - Abusive Language Toward Supervisor	Specifically, on 1.4.12, refused to follow immediate supervisor's direction to stop construction of the office furniture that was building for office. Immediate supervisor indicated that it violated the state policy against the purchase or construction of furniture for the		1st Offense

Error: Access Denied

Current User
You are currently signed in as: DOMAIN\WRONGUSER

[Sign in as a different user](#)
[Request access](#)

[Go back to site](#)

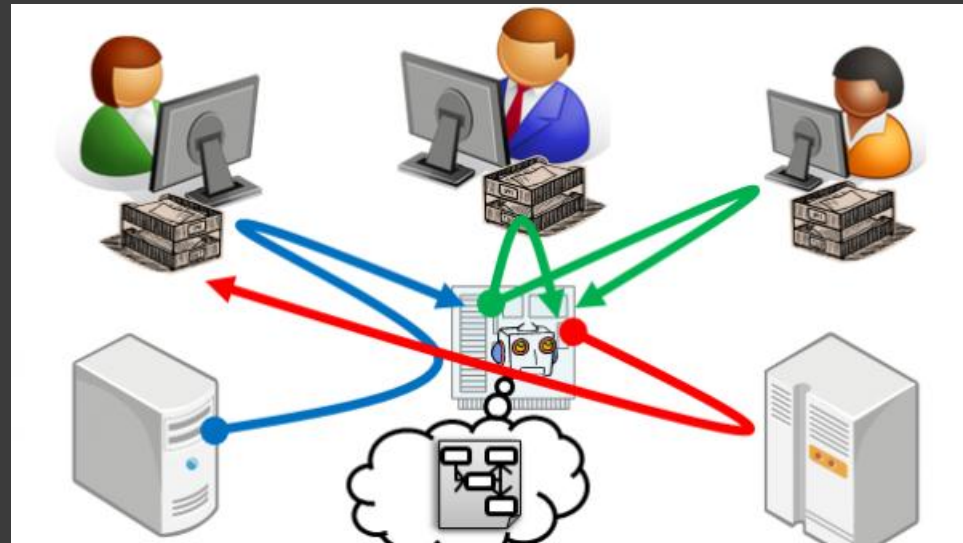


➤ Security features allow access to only those users with approved access rights



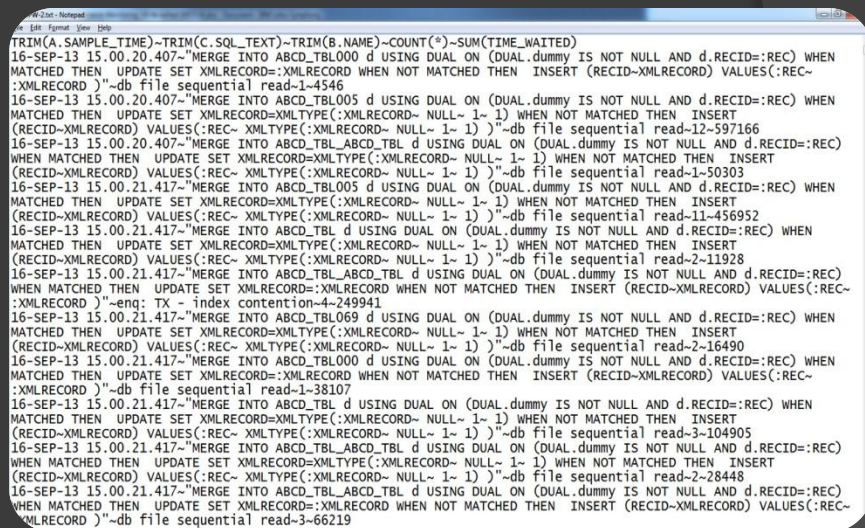
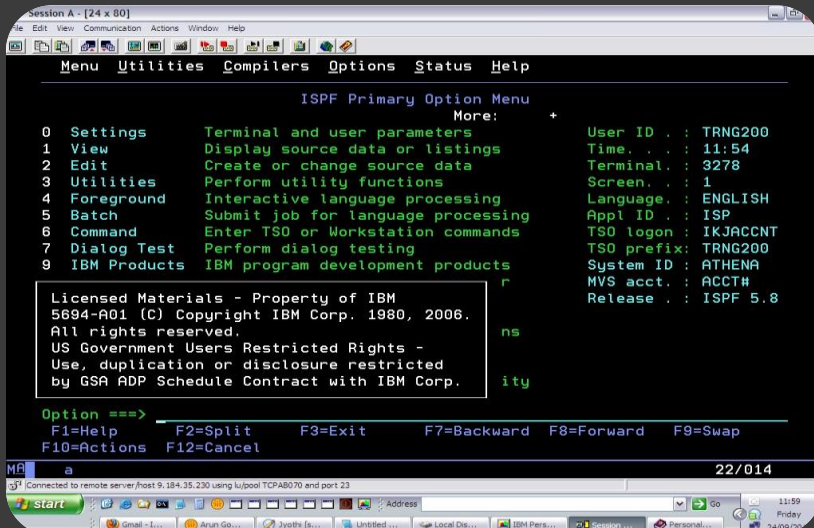
Advanced Construction Tracking and Alerts

- **Business Need:** To provide a process to format mainframe data and report the information to external users who will provide comments to internal staff.



Advanced Construction Tracking & Alerts

➤ Mainframe data is extracted to a flat (text) file



Advanced Construction Tracking & Alerts

➤ Formatted data in SharePoint List

➤ Workflow Process

Site Actions | Browse | Page | My Links

inside IODOT

BFM TRACKING SITES | ADVANCED CONSTRUCTION

InsideDOT > Sites > BFM Tracking Sites > Advanced Construction

Lists

- AC Alert Users
- AC Status Alerts
- Views
 - AC Status Alerts Not Confirmed
 - Project Documentation (BIP Use Only)
 - AC Documentation Notes
 - AC Issues and Testing
- Recycle Bin
- All Site Content

AC Status Alerts

State Job Num	Federal Project Num	Section Num	Location	FHWA Agreement Date	AC Status	MPO #	Fund Codes	MPO Confirmation	DistrictName
D-91-411-12	SRTS-4009(128)	12-00048-00-SW	WASHINGTON AVE TO BEECHER ST	3/11/2014	CURRENT	05	LU2E	Yes	DISTRICT 1
C-91-436-13	HSIP-0372(011)	0303S-TS	IL 171 @ FOREST AVE/RIDGEWOOD AVE.	5/8/2014	CURRENT	05	LS30; MS30	Yes	DISTRICT 1
C-91-470-12	CMM-4003(051)	11-00288-00-BT	OAKTON ST TO LINCOLN AVE	6/26/2014	CURRENT	05	L40E; M400	Yes	DISTRICT 1
C-92-019-14	HSIP-0161(100)	13-00359-00-SP	VARIOUS	5/5/2014	CURRENT	06	MS30	Yes	DISTRICT 2
C-93-035-14	HSIP-0379(006)	(118,119)I-2	IL 126	6/9/2014	CURRENT	05	MS30	No	DISTRICT 3
C-91-243-14	CMM-4003(293)	12-00999-17-TL	ROLLINS RD TO ROSEDALE CT	5/2/2014	CURRENT	05	L40E; M400	No	DISTRICT 1
C-91-316-14	TE-00D1(960)	06-00045-02-LS/ETC	MADISON ST TO I-290	6/19/2014	CURRENT	05	L22E; L220	Yes	DISTRICT 1
C-91-359-12	CMM-4003(002)	11-00214-00-TL	RANDALL RD TO DUNHAM RD	6/24/2014	CURRENT	05	L40E; M400	Yes	DISTRICT 1
C-91-076-07	TE-00D1(733)	06-00179-00-LS	154TH ST. @ LOOMIS TO BROADWAY	4/28/2014	CURRENT	05	L22E; L220	Yes	DISTRICT 1
C-91-140-14	RRS-2937(006)	14R-1-P4	@ CSXT/GTW TO (S OF 182ND ST)	12/23/2013	CURRENT	05	LSSE	Yes	DISTRICT 1
C-91-144-14	RRS-2943(021)	14R-1-P8	@ CSXT/GTW TO (S OF 186TH ST)	12/23/2013	CURRENT	05	LSSE	Yes	DISTRICT 1
C-91-181-12	ACCM-9003(923)	11-00121-11-BR	CN RR/HARYAN WAY TO LAKE ST		AC	05	L40E	No	DISTRICT 1
C-95-021-11	ACNHPP-0704(143)	(57-7) RS-1 & IRS-3	W OF FOX CRK RD .2 MI E OF BUNN ST IN BLOOMINGTON		AC	09	L01E	No	DISTRICT 5
R-98-004-15	ACSRTS-4009(298)	10-00012-00-BT	SHILOH SAFE ROUTES TO SCHOOL		AC	14	LU2E	No	DISTRICT 8
C-91-017-14	M-4003(224)	13-00085-00-RS	SQUARE BARN RD TO SARATOGA CIRCLE	1/10/2014	CURRENT	05	L23R; M230; M240	Yes	DISTRICT 1
C-91-417-13	HSIP-0557(280)	2013-0511	DEKALB CO LINE TO FRENCH RD	4/29/2014	CURRENT	05	MS30	No	DISTRICT 1
D-91-391-09	ACM-9003(272)	07-00165-00-TL	@ RIDGE RD		AC	05	M230	Yes	DISTRICT 1
D-91-553-08	ACCM-9003(075)	08-00110-00-BR	MANHEIM RD TO RIVER WOODS DR		AC	05	M400	Yes	DISTRICT 1
P-91-391-14	ACTE-00D1(965)	14-00026-00-BT/UPARK	STEGER MONEE RD TO WESTERN AVE		AC	05	M300	Yes	DISTRICT 1
D-91-246-14	ACITEP-4009(286)	13-00067-00-BT	71ST TO 93RD ST IN BRIDGEVIEW		AC	5	M301	No	DISTRICT 1



OP&P Action Survey

Business Need: A single location to report the status of construction projects statewide to ensure they are submitted during the correct reporting period.



OP&P Action Survey

Notwithstanding

←

Previously housed and maintained in a single user's spreadsheet

Now items are automatically sent to users by scheduled events

Scheduled Workflows

view the workflow schedules that have been defined on this site.

Quick Links ▾

Edit	List	Item	Workflow	Repeat Sequence
Edit	IDOT Alerts	CheckScanning Quarterly Reminder	Send Email Alert	Every 3 months forever
Edit	IDOT Alerts	IDOTfyi! Monthly Updates	Send Email Alert	Every month forever
Edit	IDOT Alerts	Reminder for State Transportation Plan Action Item Quarterly Reporting	Send Email Alert	Every 6 months forever

OP&P Action Survey

- Emails are automatically sent to the appropriate user/staff

From: Heineman, David M
Sent: Tuesday, October 21, 2014 9:51 AM
To: George, Nicole
Subject: State Transportation Plan Action Item Bi-Annual Report

You can change whatever wording.. The link is for his item.

Please complete the survey for the following Action Item by the 31st of this month.
Your answers should be based on the previous six months.

Action Description: Establish a procedure for monitoring the condition and operational status of NHS Intermodal Connectors a
Sub Action Description:
Target Description: Develop a report that includes various available useful data for NHS Intermodal connectors
Target Year: 2014

<https://insideidot.portal.illinois.gov/SiteDirectory/OPPAP/Lists/OPPAActionAnswers/EditForm.aspx?ID=468>

Questions? Please contact, Nicole George at Nicole.George@illinois.gov or 217-785-2752.

Dave Heineman
Bureau of Information Processing
Illinois Department of Transportation

OP&P Action Survey

- SharePoint allows users to be defined by Security Group and to access only “their” items

SurveyTitle	ActionPlanID	Status	Approved	Q1	Q2	Q3	Q4	CurrentSurvey	CompletedBy	CompletedDate
Survey - D2	60	Ongoing	No					Yes		
Survey - L4	189	Not Started	No					Yes		
Survey - L2	182	Ongoing	Yes		Work continues to implement the action items under economic development in the long range transportation plan including the convening of working groups, identifying gaps, and supporting IDOT efforts and programs (SRP Funds, Economic Development Grant) to support transportation investments.	Convene additional working groups, continue to identify gaps and how they can be filled, continue to support and improve process to support transportation investments through IDOT programs.		Yes		
Survey - H6	163	Not Started	No					Yes		
Survey - H6	162	Not Started	No					Yes		
Survey - H6	160	In Progress	Yes		Project and Environmental Studies (Phase 1) is currently underway.	Complete Phase I engineering with Design Approval anticipated June 30, 2015.		Yes		
Survey - H2	151	Not Started	No					Yes		
Survey - H2	148	Not Started	No					Yes		
Survey - F3	139	Ongoing	Yes		The subaction to this is to "Identify transportation workforce needs in alignment with the states multimodal strategic initiatives". From an external workforce analysis, IDOT has held two meetings with private sector companies to identify workforce needs	Use the feedback from the private sector meetings to 1) identify additional workforce needs internally and 2) assess how IDOT can support private sector and educational institutions		Yes		

OP&P Action Survey

➤ Defined process

```
$('#select').change(function()
{
    var newSelection = $("select[Title='Status']").find('option:selected').text();
    //alert('Hey');
    if(isverified == false)
    {
        if (newSelection == 'Not Started')
        {
            //alert('Not Started Func')
            showNotStartedConditionalRows();
        }

        if (newSelection == 'ongoing')
        {
            showOngoingRows();
        }

        if (newSelection == 'In Progress')
        {
            showInProgressRows();
        }

        if (newSelection == 'Complete')
        {
            //alert('Complete Func')
            showCompleteConditionalRows();
        }
    }
});
```

```
if (approvedUsers == userName)
```

```
});
```

OP&P Action Survey

- Administrators have a single point for reviewing data that is shared and controlled by the group

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Survey - D2	60	Ongoing	No					Yes		
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Invoice Processing

Business Need:

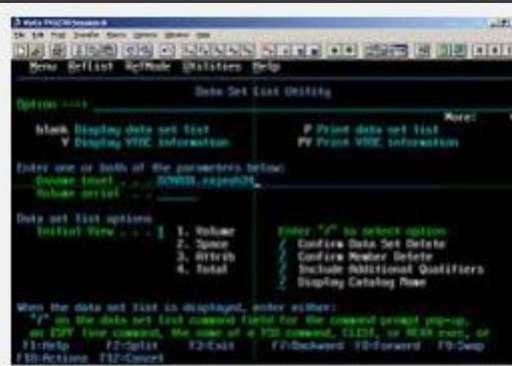
- Provide a standardized process for the paying of invoices received by the Department in all districts.
- Shorten the time from receipt of the invoice to payment to the vendor.
- Enhance search and retrieval.



Invoice Processing

Manual Process

- Stacks of papers
- Manually entered into a system
- Filed in a file cabinet



Invoice Processing

Automated Process

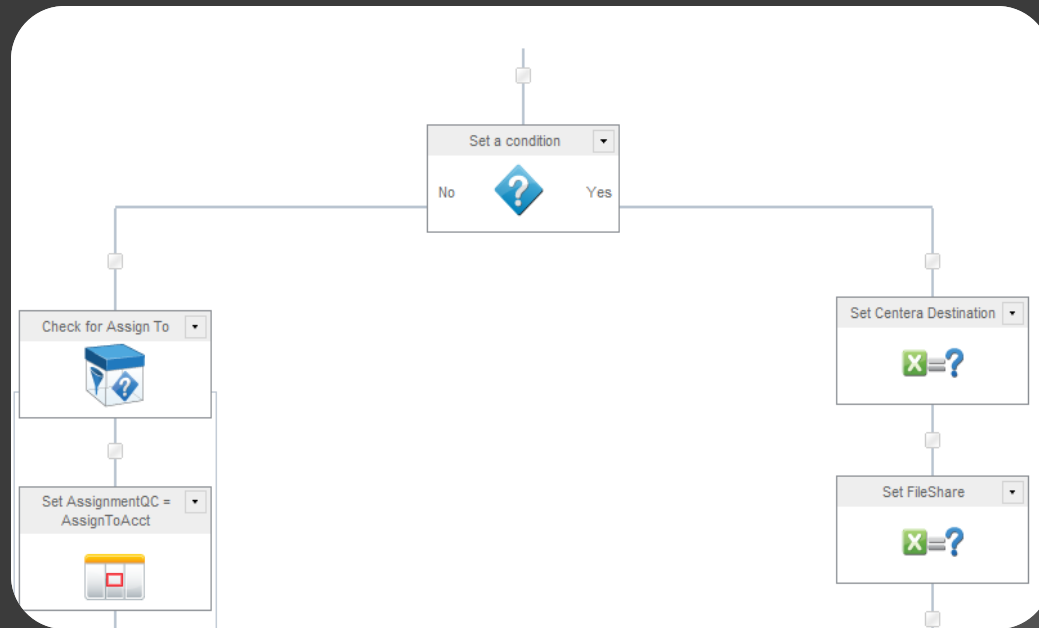
- Images are scanned
- Images are stored on a server with a few metadata tags

```
⊕ AcctgEntityDesc : (141)
⊖ AcctgEntityDesc : (1)
    A1410031045147754757.tif Click Here
⊕ AcctgEntityDesc : AERONAUTICS (58)
⊕ AcctgEntityDesc : BUDGET & FISCAL MANAGEMENT (2)
⊕ AcctgEntityDesc : BUREAU OF BUSINESS SERVICES (13)
⊕ AcctgEntityDesc : BUREAU OF INFORMATION PROCESSING (1)
⊕ AcctgEntityDesc : BUSINSS AND WORKFORCE DIVERSITY (3)
```

Invoice Processing

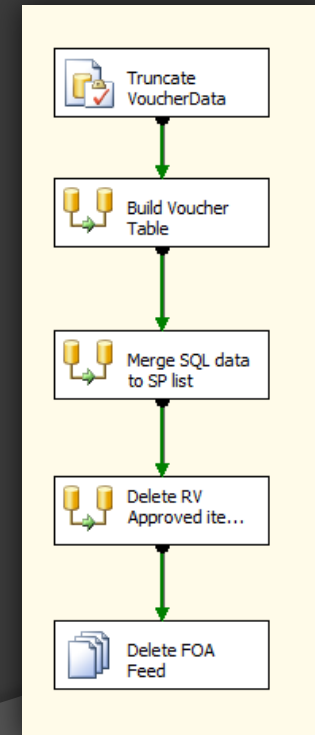
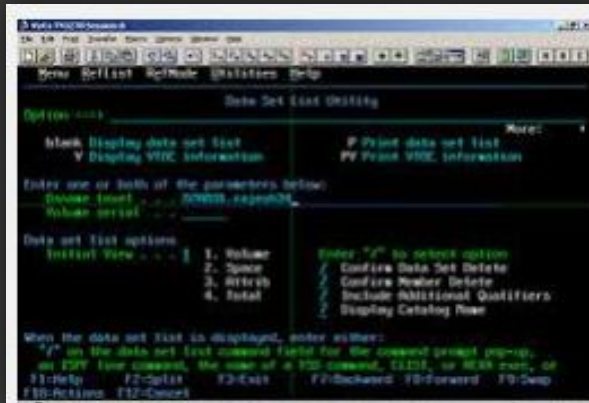
Workflows

- Image is routed appropriately via designed workflows



Invoice Processing

- Invoices are entered and paid in a more timely and consistent manner
- Automated match of the invoice with data from the system of record



Invoice Processing

- Images are now searchable by metadata from the system of record and automatically filed by the appropriate values

Search By Voucher Number

Reset Filter

<input type="checkbox"/>		Title	ImageURL	VoucherID	VoucherDate	VoucherNumber	VendorName	InvoiceKey
[-] AcctgEntityDesc : (203)								
[-] AcctgEntityDesc : (1)								
[-] AcctgEntityDesc : AERONAUTICS (105)								
		A1410071538359994086.tif	Click Here		//	AT 00874	VAISALA INC	201581999967099
		A1410071538346481586.tif	Click Here		//	AT 00873	VAISALA INC	201581999967105
		A1410061535582796593.tif	Click Here		//	AT 00885	SPRINGFIELD AIRPORT AUTHORITY	201581999967111
		A1410061535550817003.tif	Click Here		//	AT 00876	WORLD FUEL SERVICES INC	201581999967116
		A1410061535536777183.tif	Click Here		//	AT 00875	WORLD FUEL SERVICES INC	201581999967125
		A1410061535522113371.tif	Click Here		//	AT 00884	WORLD FUEL SERVICES INC	201581999967133
		A1410061535508229549.tif	Click Here		//	AT 00883	WORLD FUEL SERVICES INC	201581999967139

Invoice Processing

- Images are retained for the specified retention period along with a record of the staff who performed the action, and the date and time the action was performed

ScannedBy	FOAEntry	RVApprover	ScanDate	FOAEntryDate	RVDate
CENTRAL\tisckosme	CENTRAL\indquistjg	CENTRAL\forbistk	10/7/2014	10/9/2014	10/9/2014
CENTRAL\tisckosme	CENTRAL\indquistjg	CENTRAL\forbistk	10/7/2014	10/9/2014	10/9/2014
CENTRAL\tisckosme	CENTRAL\indquistjg	CENTRAL\forbistk	10/6/2014	10/9/2014	10/9/2014

Questions or Comments?

For additional information on IDOT SharePoint initiatives, please contact:

Chris Hill, Distributed Systems Manager

Email: Chris.Hill@illinois.gov