Commissioner's Memo System

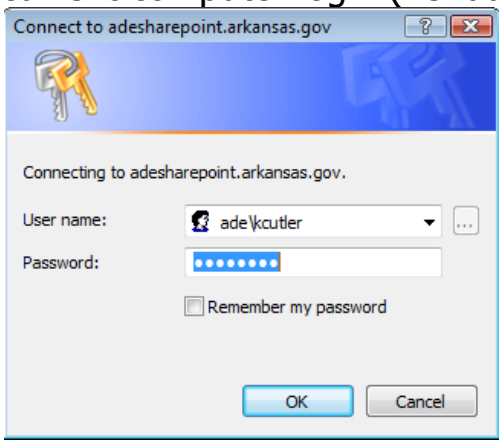
Overview

The Office of Communications of the Arkansas Department of Education has launched a new Commissioner's Memo website utilizing Microsoft SharePoint to manage memos. The new system, designed to speed response time, allows you to submit and approve Commissioner's Memos using an online form which tracks requests, alerts you of their status and facilitates documentation and accountability of requests.

Submitting a memo for approval

To submit a memo, navigate to the following URL to access the system: https://adesharepoint.arkansas.gov/memos/default.aspx

If you are asked to log in, use the same username and password as your current computer login (i.e. ade\user name, password):

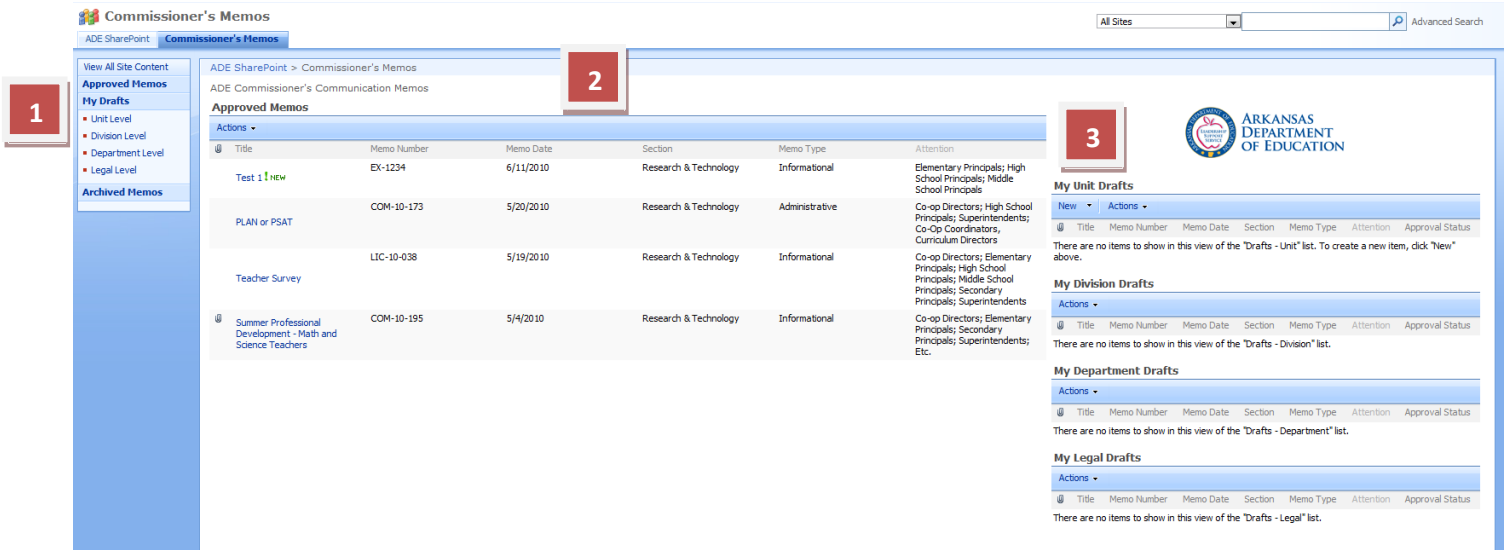


Note: This site has been designated as a trusted site by ADE so you may not be required to log in.

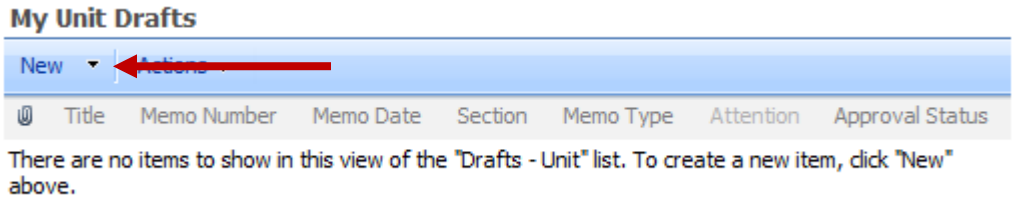
Last updated: June 10, 2010

The default home page is divided into three areas:

1. Navigation Menu
2. Working Area (Approved Memos is the default)
3. Quick view of Drafts

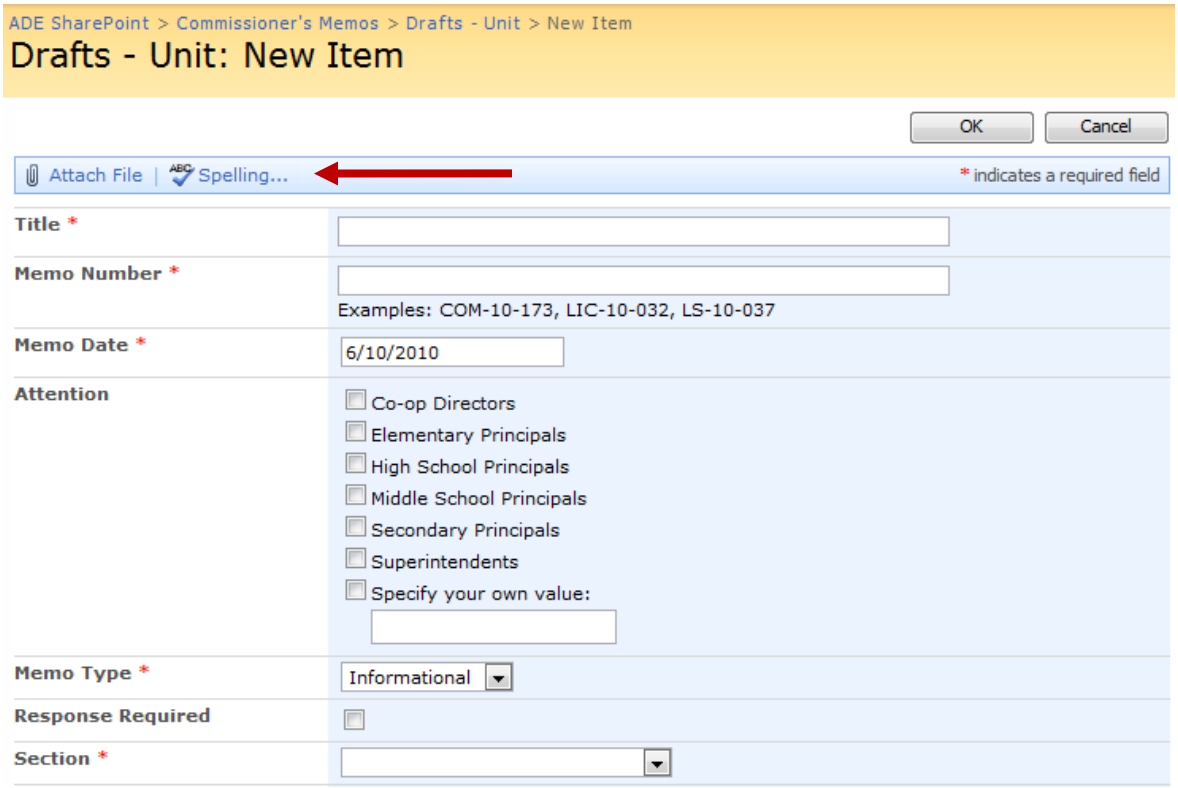


To begin a new memo, click "New" in the My Unit Drafts area. All new memos will begin at the Unit Level.

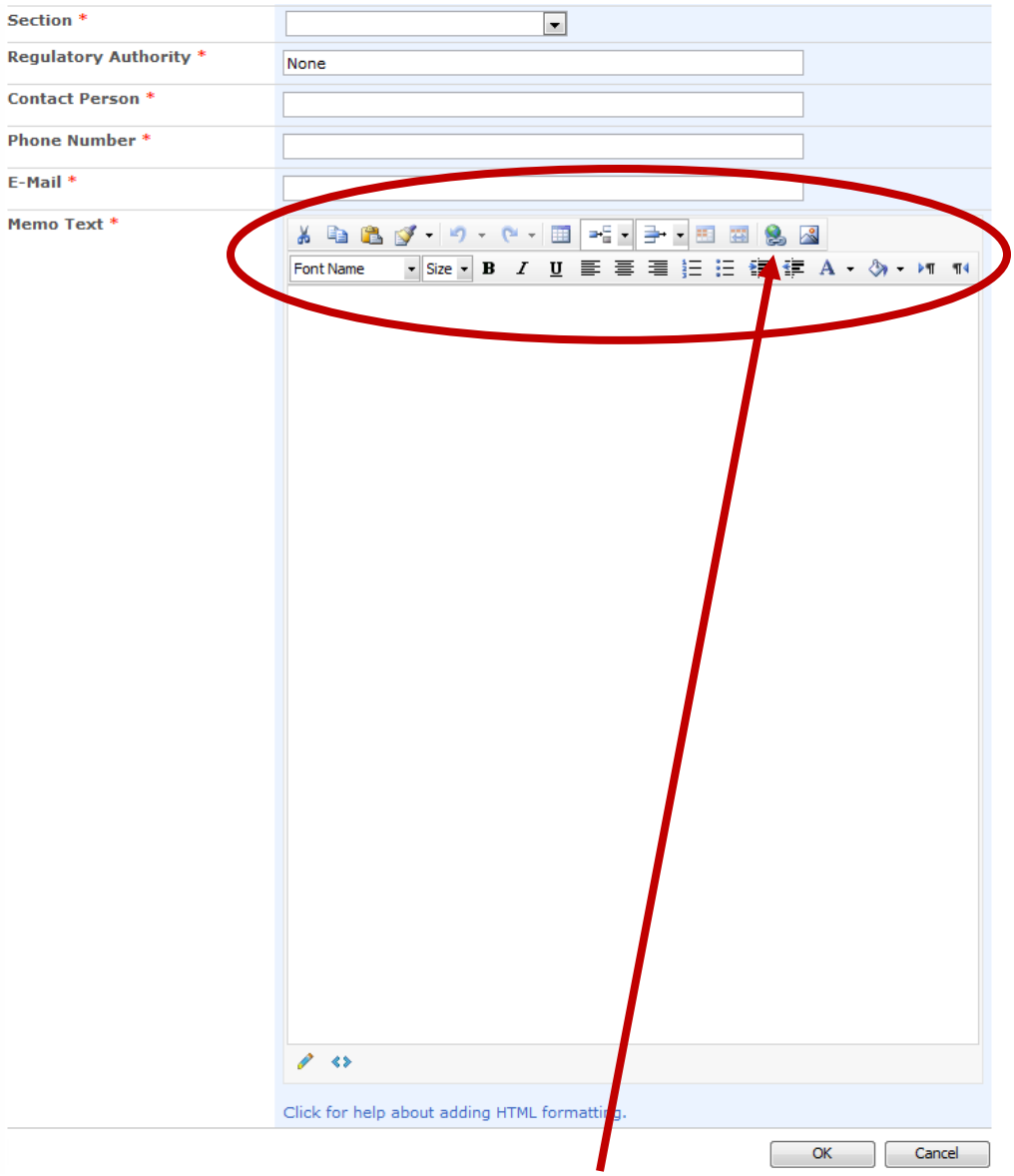


Fill out all information requested on the form. Any field with a red asterisk is required information.

You can attach any related files and/or check spelling before submitting.



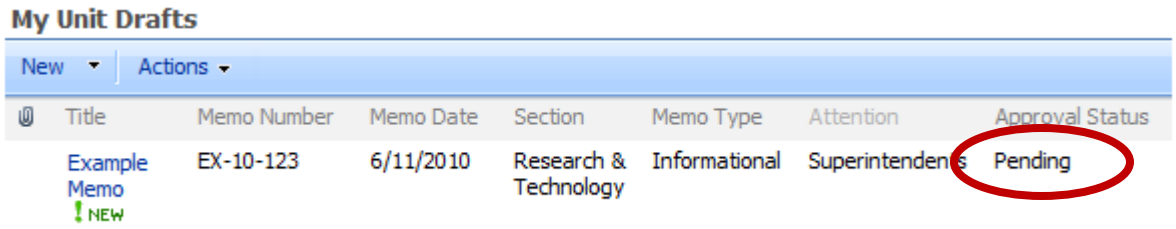
The memo text area (below) functions as a word processing application with toolbars to format your text.



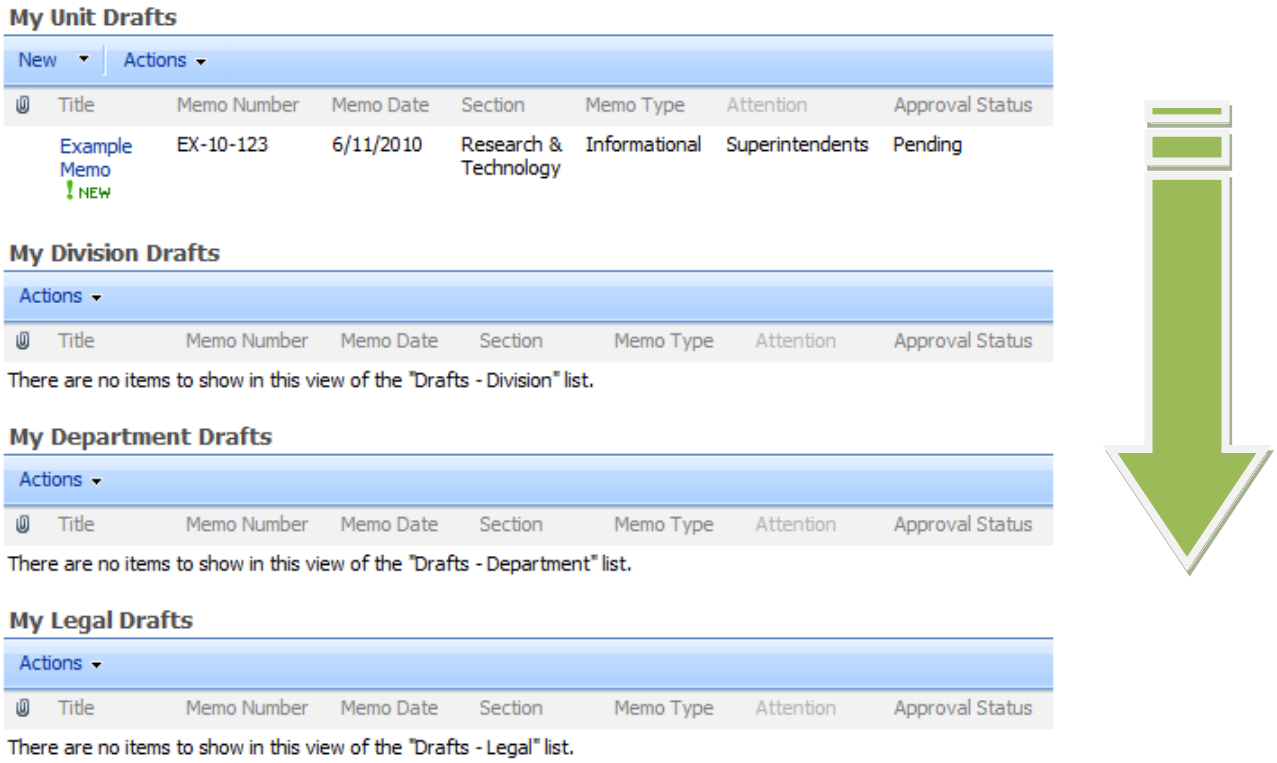
Note: When using Internet Explorer, links will be created automatically. If using another browser, you will need to click the "MOSS Link Manager" button and enter the URL for the link to work properly.

Complete all information and click "OK" to save and submit your memo for approval.

You will see all draft memos that you have submitted for approval and their status.

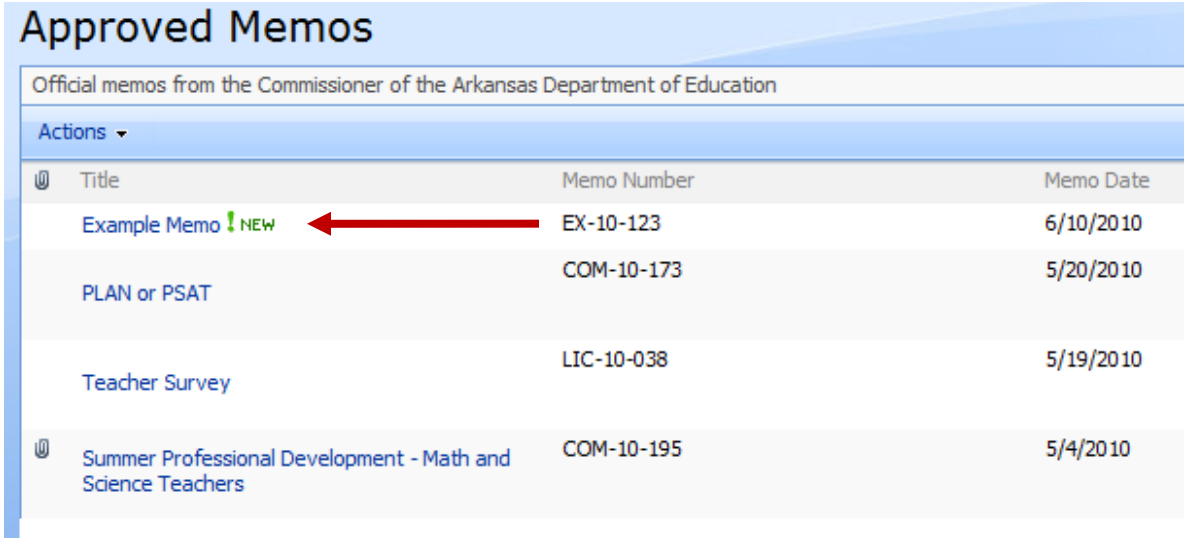


Once the Unit Leader has approved your request, the memo will move to the next level. Any time an update is made to your request, an email will be generated. (Note: Not all memos will require approval from the Legal team.)

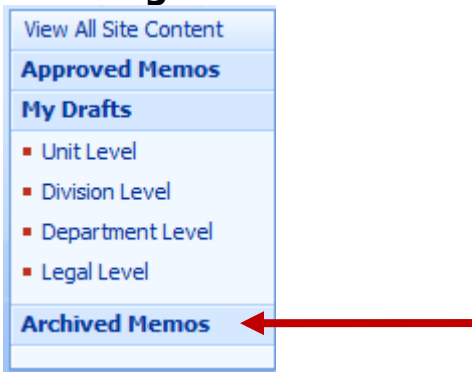


At any time in the process, click the name of your memo to view the detail.

When the final approval is given, the memo will move to the Approved Memos area and will be public.



All Commissioners' memos prior to July 1, 2010 can be found by selecting "Archived Memos".



Approving a memo

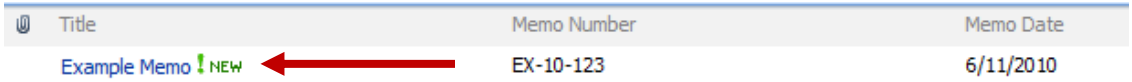
Users who have been designated as approver's will see the same default screen upon logging in, but will have more options in the Navigation Menu.

"My Drafts" will contain any memo the user has created that is awaiting approval.

"All Drafts" will contain any memo created by <u>any</u> user that is awaiting approval from your area.

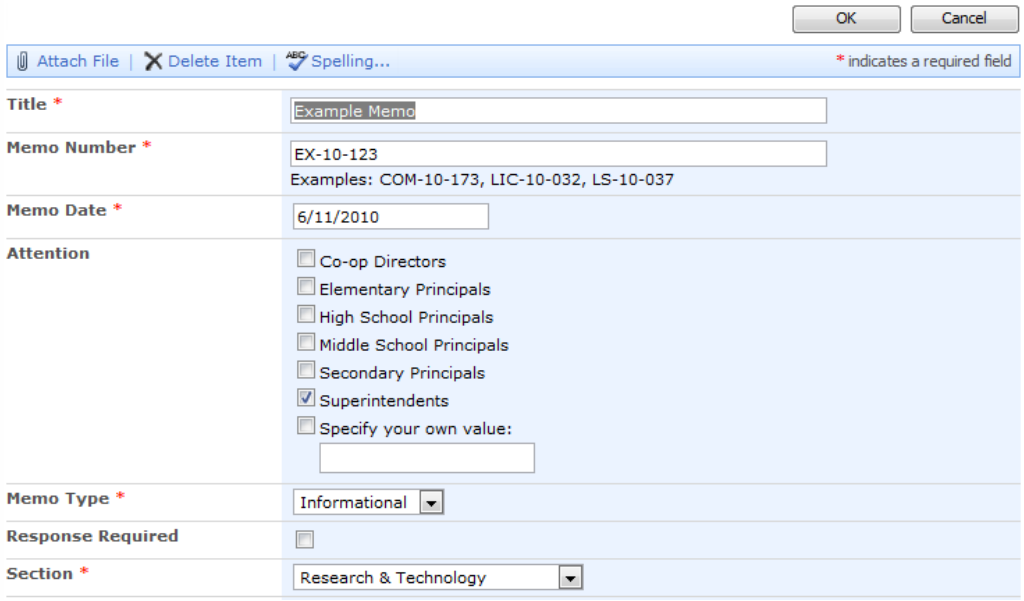
Click the appropriate level for your access.

Click on the name of the memo to view details.



The memo appears in read only format. To make any changes or to approve the item, click "Edit Item".

The memo is now able to be edited if any changes need to be made.

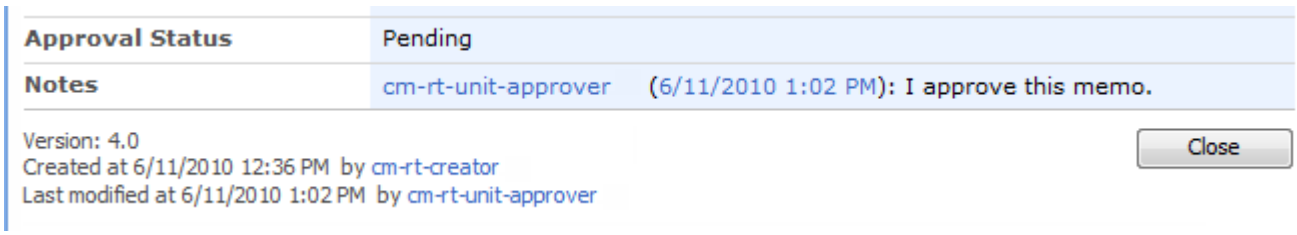


Scroll to the bottom of the memo to view the approval information. Status options are: Approved, Rejected, and Pending. Once you select the appropriate status, a Notes field is available for any additional comments.

Click OK to save your changes.

If the status has been set to Approve, the memo will proceed to the next level (Division, Department or Legal). If Rejected, it will remain at this level. Email notification will be sent to the creator any time a status is changed.

Any notes entered will be viewable by all approvers.



Once the memo has been approved by the Department level, the memo will be available to the public under Approved Memos.