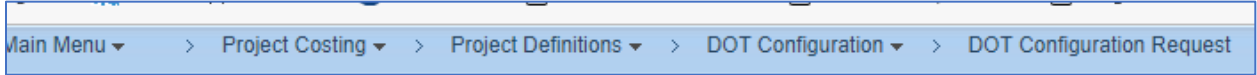


ONLINE DOT CONFIGURATION FORM INSTRUCTIONS

When the DOT needs to request a standard configuration change or addition, they will utilize the online form. The following steps should be taken.

Understand configuration needs for the DOT

Users should understand why each configuration is being requested, and how it impacts the processing of data in Core CT



Navigate to the 'Form' tab of the Configuration request and begin to complete the form with self-explanatory information (i.e., name, COREID etc.). Review the tab labeled 'Instructions' which reiterates the need to follow each form's individual instructions.

A screenshot of the 'DOT Configuration Request' form. At the top, there are three tabs: 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is active. The form title is 'DOT Configuration Request'. It contains several input fields: '*Subject' (text), 'Priority' (dropdown menu with '3-Standard' selected), 'Due Date' (calendar icon), 'Status' (text, value 'Initial'), '*Requester Address' (text), '*City' (text), '*First Name' (text), '*Last Name' (text), '*Email' (text), '*Phone Number' (text), '*COREID' (text), and '*Configuration Type' (dropdown menu). Below these fields is a large text area labeled 'More Information'. At the bottom left, there are two buttons: 'Save' and 'Notify'. At the bottom, there is a breadcrumb trail: 'Form | Instructions | Attachments'.

ONLINE DOT CONFIGURATION FORM INSTRUCTIONS

Move to the Attachments tab and locate the configuration form that aligns with the request. Download the form from the selection option, complete the form including the top of the form which is kept on record at CORE. Once the form is completed the user may opt to keep a copy for themselves but should upload their completed form using the ATTACH option.

Use the 'Attachments' tab to Attach Standard Configuration Documents and other Documents Deemed Pertinent

Standard Configuration forms can be found inside the form area marked as 'Attachments'. If the form cannot be located, then a 'Footprints' ticket will need to be completed since this system only allows for Standard configurations.

The request must be saved after attaching the file for the attachment to be retained.

****One attachment per request****

The screenshot shows the Oracle DOT Configuration Request form in the Attachments tab. The form title is "DOT Configuration Request" with sequence number "Seq # 4367" and subject "Teste 114a". It features two main sections: "Download Templates" and "Upload your attachments".

Description	Attached File	Open
1 C417 Transaction Identifiers	C417_Transaction_Identifier-Agency_Input.xls	Open
2 C313 Source Types	C313_Source_Types-Agency_Input.xls	Open
3 C319 Phase Types	C319_Phase_Types-Agency_Input.xls	Open
4 C334 Standard Activity	C334_Standard_Activity_Agency_Input.xls	Open
5 C339 Rate Sets	C339_Rate_Sets-Agency_Input.xls	Open

Description	Attached File	Attach	Open
1 DOT_C417_Transaction_Identifier	DOT_C417_Transaction_Identifier_TrAMS_112A2_114A4_111A5.xlsx	Attach	Open

Return to the 'Form' tab and insure all required * fields are complete and Click 'Save' at bottom of form.

The screenshot shows the Oracle DOT Configuration Request form in the Form tab. The "Form" tab is highlighted in yellow. Below the tabs is a large empty text area labeled "More Information". At the bottom left, a "Save" button is highlighted in yellow. Navigation buttons "Return to Search" and "Notify" are visible at the bottom.

ONLINE DOT CONFIGURATION FORM INSTRUCTIONS

When the form is saved, a 'Seq. #' appears in the top left of form, and the 'Preview Approval' and 'Submit' buttons also appear at the top of form.

Review for Accuracy and begin the submittal process by clicking on the 'Submit' button.

The screenshot shows the Oracle DOT Configuration Request form. At the top, the Oracle logo is visible. Below it, there are tabs for 'Form', 'Instructions', and 'Attachments'. The form title is 'DOT Configuration Request' with a sequence number 'Seq # 4367' highlighted in yellow. The form fields include: *Subject (Ireste 114a), Priority (3-Standard), Due Date, Status (Initial), and buttons for 'Preview Approval' and 'Submit' (highlighted in yellow). Below these are two sections: 'AGENCY INFORMATION' with fields for *Requester Address (2800 Berlin Turnpike) and *City (Newington), and 'USER INFORMATION' with fields for *First Name (maureen), *Last Name (Galligan), *Email (Maureen.galligan@ct.gov), *Phone Number (8605943395), *COREID (GalliganM), and *Configuration Type (C417 Transaction Identifiers). A 'More Information' link is at the bottom left.

Misc.

If a Configuration needs to be rescinded or corrected, please proceed to the previously issued sequence ID and utilize the cancel request button to halt submission of the request phone or email contact to module lead is also acceptable.

The screenshot shows the Oracle DOT Configuration Request form in a 'Pending' status. The sequence number 'Seq # 4367' is visible. The form fields are the same as in the previous screenshot, but the Status is now 'Pending'. The buttons 'Appover Status' and 'Cancel Approval' (highlighted in yellow) are visible. The 'AGENCY INFORMATION' and 'USER INFORMATION' sections remain the same.

Security Role for this process assigned to CT AGY PC DOT CONFIGURATION