


## Starting Genova Forms for the first time

1. Make sure that you update your java to the latest version from the following link.  
<http://java.com/download>
2. Open the program called "Genova Forms Launcher". The program will be located in Application/Genova Forms once in that folder click the application called "Genova Forms Launcher" and not "Genova Forms".
3. Click the text "Create Account" to create a user. (Note: You only have to create a user once, therefore every time you access Genova Forms after the first time use the login information you are creating)
4. Click the faded text to begin typing in each field. Enter the information that the faded text requests. For example, the first field says "First Name" in faded text therefore enter your first name for the first field. The lines are the text fields so on this page there are six fields that require input.
5. After you have entered in all the information necessary and no errors are shown after clicking submit it will return you to the login screen. If an error occurred then red text at the bottom of the window would state the error that occurred fix the error and click submit again.
6. After you have been returned to the login screen then enter your username and password and either hit enter or click submit and wait for the window to exit and another window to appear which contains options for creating forms.

## Create a Form

1. To create a form just click  near the top left corner of the window.
2. First thing to do after the form opens is to create a title by clicking the white text next to the back arrow located in the top left corner of the window. Then type the title you wish to use for the form.
3. After you finish typing the title of the form then you can move to any text field to enter in the information requested. You can either click to each text field or tab from each.
4. The information that is need for each text field is in faded text above the lines (text fields). The information is also located in the black text above each text field. The black text matches the faded text of the text field it is referring to.
5. To change the top two fields labeled “Capital Acquisition or Expense” and “Is this a replacement?” just click the text and a drop down menu should appear giving you options to select. Just click one of the options, after one is selected the drop down menu should disappear. If the drop down menu hasn’t disappeared then make sure when you click that there is a darker background to your selection than the other options.
6. If you need more rows for Description of Units then click the text that reads “Add Row” located to the right of the Cost Estimate title.
7. When entering the monetary values the total cost will automatically change so you do not have to worry about it. Also the text field filters out anything except numbers therefore you will not be able to use “\$”, “,”, etc.



8. When entering trade in value do not make the value negative because the value is already being subtracted from total cost.
9. To add attachments just click the text that reads "Attach File" located at the top in the middle of the window. After you click it wait for a file chooser window to appear, then navigate to the file and click submit. You will be able to submit multiple files but you have to click "Attach File" and submit for each of the files unless they are in the same folder then just press and hold ctrl (command for Apple users) and click each file you want to attach. The names of the attached files will be displayed beneath the Attach File button.
10. After you have filled in the information you wish to fill out and attached all you files then just click submit and wait for the window to return to the main screen before closing window. If you have chosen a title that conflicts, then at this point a message would pop up saying change your title. All you have to do is add a few characters of your choosing and click submit again to get rid of this error.(Note: After you submit the form the next approver will get an email so you do not have to notify the next approver.)
11. After you have returned to the main screen then just click close to logout when you are finished.
12. If you wish to view the form then in the area at the bottom left of the window look for the title of the Appropriations Request and click once to view the quick details about the form or double click to view the contents of the form. (Note: You will be able to view the form after you submit it, but you cannot resubmit the same form.)

## Handle Form



1. When you receive the email notifying you that there is a form that you need to approve, if you haven't already started the logged into Genova Forms then do so and the form you need to approve should be near the top. To check which forms need approval you just have to click the section between each line in the bottom left section of the window. The row should turn a blue color and then the panel to the right of that should be populated with information such as "Current Approver"
2. If the section called "Current Approver" has your name next to it and the "Current Status" is Approval Pending then this is a form you need to approve.
3. Double click that form and it should take you to a new screen with all the information form the form on it
4. To view the attachments just click the text that reads "View Attachments" and wait for your browser to pop up downloading the attachments. You might have to click open in your browser to open the attachments. If there are no attachments then an alert would popup saying no attachments found.
5. If you wish to approve the form then just click the text that reads "Approve". If you wish to reject the form then just click the button next to "Approve" that reads "Reject". (Note: you will not have to email the originator of the form because that is completed by clicking reject.) After you click either button it will return to the home screen.

## Check for Updates


1. To check for updates go to the home screen that says Appropriations Request at the top left of the window.

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2. Click the three vertical dots located at the top right of the window. The icon looks like, , except the dots will be white.
  3. A drop down menu will appear. When it does click “Check for Update”. (Note: make sure the cursor causes the background surrounding the words to appear darker than the rest of the drop down menu before clicking)
  4. If there isn’t an update an alert will appear saying the program is up to date. If there is an update then click yes when prompted whether you would like to update now and let the download to finish and after the progress bar shows complete the program will exit and then an installer will appear.
  5. Follow the instructions in the installer and then when you reopen the program it will be updated.


## Open Manual

1. To open the manual go to the home screen that says Appropriations Request at the top left of the window.
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2. Click the three vertical dots located at the top right of the window. The icon looks like, , except the dots will be white.
  3. A drop down menu will appear. When it does click “Manual”. (Note: make sure the cursor causes the background surrounding the words to appear darker than the rest of the drop down menu before clicking)

## Reload Forms


1. To reload the forms go to the home screen that says Appropriations Request at the top left of the window.
2. Click the three vertical dots located at the top right of the window. The icon looks like, , except the dots will be white.
3. A drop down menu will appear. When it does click "Refresh". (Note: make sure the cursor causes the background surrounding the words to appear darker than the rest of the drop down menu before clicking)

## Search for Form

1. To search for a form on the database you have to go to the login screen.
2. Once at the login screen click the three vertical dots located at the top right of the window. The icon looks like, , except the dots will be white.
3. A drop down menu will appear. When it does click "Search". (Note: make sure the cursor causes the background surrounding the words to appear darker. Make sure by moving the cursor away from the drop down menu and then returning it to the drop down menu text, if it is darker then the option is selected.)
4. Then a window will appear with a textbox asking for the title you would like to search for. Note: the search engine searches each letter. For example if you search for 'es' it will find all the forms that have that in the title, such as "test".

5. After you click ok then the window will disappear, then just wait for the forms to appear. It might take time depending on the speed of your internet.

## Report Error/Suggest a Feature

1. To report an error or to just suggest a feature for an update of the application you have to go to the login screen.
2. Once at the login screen click the three vertical dots located at the top right of the window. The icon looks like, , except the dots will be white.
3. A drop down menu will appear. When it does click "Report an Error". (Note: make sure the cursor causes the background surrounding the words to appear darker. Make sure by moving the cursor away from the drop down menu and then returning it to the drop down menu text, if it is darker then the option is selected.)
4. After clicking the button it will take you to a screen that has two text fields. Just as before click the faded text and enter in the information requested by the faded text.
5. After you have completed the form click submit and you will be returned to the main login screen.