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FORMVERSE BUSINESS CASE SERIES

City of Dublin, CA Employee On-Boarding Application

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FORMVERSE, INC.

USA
275 Rose Avenue, Suite 216
Pleasanton, CA 94566

CANADA
622 5th Ave. SW, Suite 102
Calgary, AB T2P 0M6

USA 1.925.264.0045
CANADA 1.403.456.3035

askus@formverse.com
formverse.com

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City of Dublin, CA On-Boarding Application

Summary: FORMVERSE Enterprise Automation Platform Application

The City of Dublin, California sits roughly 35 miles east of downtown San Francisco. Between 2010 and 2017, Dublin's population exploded from 46,064 to 60,939, making it the 2nd fastest growing city in California. Due to this rapid expansion, the City was faced with the challenging task of being able to on-board the growing number of employees being hired. Department heads and HR needed a way to collect New Employee information in a secure and automated fashion. In addition, the Dublin IT Department needed a way to grant these new employees the appropriate access, to citywide IT systems and deliver/track the critical hardware needed for employees to do their job.

Components of the Application

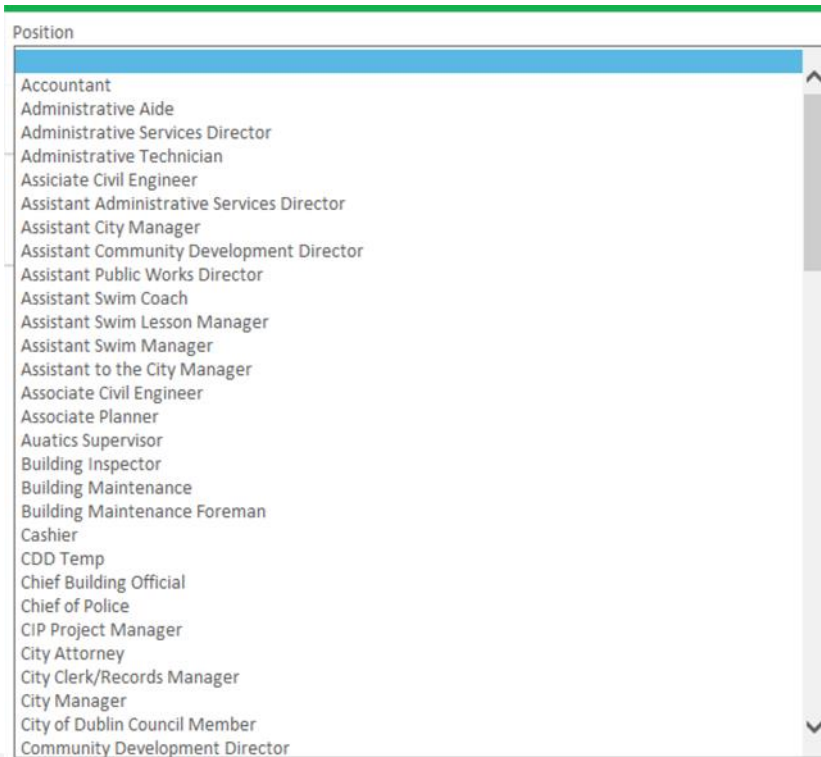
City of Dublin Employee On-Boarding Application:

A City of Dublin Department supervisor or a Human Resources employee, accesses the City's **FORMVERSE WebApp** and selects a **New Employee Request** from the list of available applications. The department supervisor can select a new employee **Position**, **Department** and **Supervisor**, from a drop-down list of pre-defined choices available for their department.

The screenshot shows a web form titled "New Employee Request" for the City of Dublin, California. The form has a dark header with the city logo and name. Below the header, there are several input fields: a dropdown menu for "Position", three text boxes for "First Name", "MI", and "Last Name" (with red asterisks indicating required fields), a dropdown menu for "Department", and another dropdown menu for "Supervisor (Email)". At the bottom of the form, there are three radio buttons for selecting the employee type: "Permanent City Employee", "Limited Term Permanent", and "Temporary / Seasonal / Contractor".

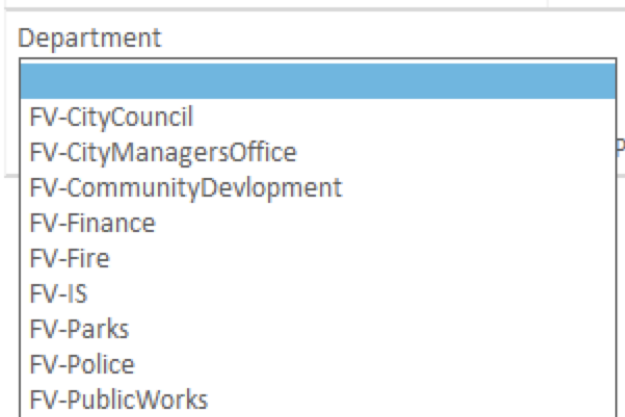
CANADA Office | 622 5th Avenue SW, Suite 102 | Calgary, AB T2P 0M6
USA Office | 275 Rose Avenue, Suite 216 | Pleasanton, CA 94566
CANADA: (403) 456-3035 | USA: (925) 264-0045 | formverse.com | askus@formverse.com

Example Position, drop-down list:



A screenshot of a web application's 'Position' drop-down menu. The menu is open, showing a list of job titles. The top item, 'Position', is highlighted in blue. Below it, a scrollable list contains the following items: Accountant, Administrative Aide, Administrative Services Director, Administrative Technician, Associate Civil Engineer, Assistant Administrative Services Director, Assistant City Manager, Assistant Community Development Director, Assistant Public Works Director, Assistant Swim Coach, Assistant Swim Lesson Manager, Assistant Swim Manager, Assistant to the City Manager, Associate Civil Engineer, Associate Planner, Auatics Supervisor, Building Inspector, Building Maintenance, Building Maintenance Foreman, Cashier, CDD Temp, Chief Building Official, Chief of Police, CIP Project Manager, City Attorney, City Clerk/Records Manager, City Manager, City of Dublin Council Member, and Community Development Director. A vertical scroll bar is on the right side of the list.

Example Department, drop-down list:



A screenshot of a web application's 'Department' drop-down menu. The menu is open, showing a list of department codes. The top item, 'Department', is highlighted in blue. Below it, the list contains the following items: FV-CityCouncil, FV-CityManagersOffice, FV-CommunityDevelopment, FV-Finance, FV-Fire, FV-IS, FV-Parks, FV-Police, and FV-PublicWorks.

After the selections are made and information is entered, the supervisor simply clicks a **Submit** button. The application automatically routes to the appropriate department head.

When the department head receives a notification regarding the request, they can **Action** it as **Approved** after reviewing. The application will then route back to the direct manager/supervisor. Upon receiving, the manager/supervisor can now select which IT Resources the employee will need.

FORMVERSE gives customers the ability to have applications dynamically rollout according to choices that are made. For the City of Dublin’s New Employee Review application, if the manager/supervisor selects “Equipment to be Loaned”, “Cal-Card Authorization” or any of the checkboxes in the **Special Resources** section (shown below), a separate application will be initiated. This new application will be filled out by the manager/supervisor. Once it is submitted, the application will be automatically routed for approval by the appropriate department head or IT manager.

The **Employee Key FOB Request** section (shown below) has the following choices:

- Selecting Level 1, Level 2 or Level 3 creates a multi-tier approval process application that is then initiated
- **For Example:**
 - If Level 1 and Workout Room access is selected, the request gets automatically routed to HR
 - If there is NO access selection, an approval notification gets routed to the employee’s supervisor
 - If Level 3 and Server Room access is selected, the review gets sent to the Chief of Police for a background check and approval

IT Resources	
Does this Employee Require Equipment to be Loaned?	<input type="radio"/> Yes <input type="radio"/> No
Does this Employee Require Cal-Card Authorization?	<input type="radio"/> Yes <input type="radio"/> No
Printer Access to <input type="text"/>	Network Access <input type="checkbox"/>
Email Access <input type="checkbox"/>	Dept Mapped G / H Drive <input type="checkbox"/>
Phone Type <input type="text" value="Select..."/>	Phone Extension <input type="checkbox"/>
Email Distribution List Membership	
<input type="text"/>	
<input checked="" type="checkbox"/> Insert Email	
Special Resources	
<input type="checkbox"/> Eden	<input type="checkbox"/> Recreation System
<input type="checkbox"/> LaserFiche Full Client	<input type="checkbox"/> Time Sheet
<input type="checkbox"/> Request Tracker	<input type="checkbox"/> Simpler Systems
<input type="checkbox"/> Minute Traq	<input type="checkbox"/> Intranet
<input type="checkbox"/> Remote Access	
Employee Key FOB Request	
<i>Please make the appropriate selections for the Employee Key FOB</i>	
<input type="checkbox"/> Level 1	<input type="checkbox"/> Workout Room
<input type="checkbox"/> Level 2	<input type="checkbox"/> City Council Chambers
<input type="checkbox"/> Level 3	<input type="checkbox"/> Server Room

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FORMVERSE EAP (Enterprise Automation Platform) give customers the flexibility of a **No-Code** Application Development Platform, combined with the power of an Intelligent Process Automation solution. It gives every employee the ability to rapidly deploy configurable **FORMVERSE Apps** that are capable of automating even the most complicated business processes.

FORMVERSE Apps improve productivity by automating both high value strategic processes and eliminating time consuming repetitive tasks. **FORMVERSE EAP** makes both Attended and Unattended automations easy, freeing end users and adding value to your organization's bottom line. All with no developers needed!

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