

GovQA – Public Information Requests


NEW USER INTERFACE

Department of Document Services & Assets Management

How to Complete a Simple Activity

Step 1:

Email from GovQA indicating you have an activity to complete

 An Activity has been assigned to you on Request [I000227-062817](#)

Public Information Act Request / [I000227-062817](#)

Activity Information

Activity Assigned Staff: Vilma Reyes
Activity Type: PIA Intake
Activity Due Date: **7/6/2017**
Activity Details: TEST #2



[Access the Irving ISD Request Center to view the Activity](#)



Request Information

Assigned Staff: Rosa Miranda Smith
Status: Assigned
Create Date: 6/28/2017 3:59:33 PM
Request Details: I need all employment records



[Access the Irving ISD Request Center to View the Request](#)

This is an auto-generated email and has originated from an unmonitored email account. Please DO NOT REPLY.



1. "Activity Information" including date and activity type.
2. Link to the Simple Activity Interface. **Click on the "link" to open the screen to complete your activity.**
3. Review "Request Information" details.

Step 2: * You have received this step if it is believed that you or your department may have responsive records.

Notify anyone in the software with @mentions.

GovQA Activity: #339 PIA Intake @ Vilma Reyes

1 **ACTIVITY DETAILS**
 Due: 07/06/2017 (0)
 TEST #2

1 **ADD INFORMATION**
 Activity Notes:
 @Mentions
Tag another user in your notes:
 Type @ followed by the user's name.

2 **NEXT STEPS**
PIA Intake Details
 Do you have responsive records for this request?:
 YES
 NO
if 'NO', you do not need to continue.
 Are you aware of another employee and/or department that may have responsive records?:
 Yes
 No
 If YES, please identify:
if multiple departments, separate with commas
 Are you aware of any confidential or privileged information in the responsive records?:
 Yes
 No
 If YES, please identify:
 Excluding your district email address, do you have electronic records responsive to the request on district or personal electronic devices (e.g. cell phone, personal email account, network drives, etc.):
 Yes
 No
 Are you able to produce the responsive records to Document Services within 5 business days?:
 Yes
 No
 If NO, state the amount of time needed and reason:
 Do the records contain student information?:
 Yes
 No
 What type of records do you have?:
 Paper
 Technology - Pull emails
 Electronic
 Select all that apply
 Are there more than 50 pages of responsive records?:
 YES
 NO
 Will this require substantial labor, cost to district, or programming?:
 YES
 NO

3 **FINISH ACTIVITY**

Request Details
 Reference No: I000227-062817
Describe the Record(s) Requested:
 I need all employment records (certifications as well as written reprimands) from my year at Lamar Middle School as the ISS Aide and for District Wide Substituting for years 2010 til 2015.. I am also requesting any school record of my time at Nimitz High School as a student from 1993 til 1997--disciplinary records, grades, etc I must have all these documents for a job I applied for at Lewisville Police Department. Please email them to me at stibsb29@live.com as soon as possible.
Type of Record(s) Requested:
 Employee Directory Information

[Go to GovQA](#)

PIA Intake Form

Section 1 Add Information - Activity Notes pertaining to this request. You can also tag another user in this section.

Section 2 Next Steps - PIA Intake Details, answer the questions to the best of your ability.

Section 3 Finish Activity - Once you are done, click the "Save and Send" button.

Step 3: * This step will only be received if you answer "Yes" to particular questions on the PIA Intake Form.

Notify anyone in the software with @mentions.

GovQA Activity: #339 Cost Estimate Wilma Reyes

ACTIVITY DETAILS
Due: 07/06/2017 (0)
TEST #2

1 ADD INFORMATION

Activity **Notes:**

Activity **Time:** Time **Category:**

Hours(H)
 Minutes(M)

@Mentions
Tag another user in your notes:
Type @ followed by the user's name.

2 NEXT STEPS

Cost Estimate Details

How long will take to locate, compile, and reproduce the records (estimate time in clock minutes)?

If programming is required, how long will it take (estimate time in clock minutes)?

Are computer resource charges applicable (estimate time in clock minutes)?

Select any of the following that will be required to respond to the request:

CD
 DVD
 Oversize or Specialty Paper
 Other Electronic Media

3 FINISH ACTIVITY

Request Details
Reference No:
1000227-062817

Describe the Record(s) Requested:
I need all employment records (certifications as well as written reprimands) from my year at Lamar Middle School as the ISS Aide and for District Wide Substituting for years 2010 til 2015.. I am also requesting any school record of my time at Nimitz High School as a student from 1993 til 1997--disciplinary records, grades, etc I must have all theses documents for a job I applied for at Lewisville Police Department. Please email them to me at slbisbb29@live.com as soon as possible.

Type of Record(s) Requested:
Employee Directory Information

Cost Estimate

Section 1 Add Information - Activity Notes pertaining to this request. You can also tag another user in this section. You can also document the time it takes for you to complete this activity.

Section 2 Next Steps - Cost Estimate Details, provide an estimate of time it will take you to provide responsive records to the request.

Section 3 Finish Activity - Once you are done, click the "Save and Send" button.

Step 4:

* You will receive this step, if you have responsive records that need to be produced. DO NOT attach records to the request until you receive this step.

The screenshot shows the 'Provide Records' activity page on GovQA. The page is divided into three main sections: 'ATTACH FILES', 'ADD INFORMATION', and 'FINISH ACTIVITY'. A sidebar on the right contains 'Request Details'.

- Section 1: ATTACH FILES** (Callout 1): A file upload area with a 'Select files' dialog box. The dialog box has a 'Drag files here.' area (Callout 1) and an 'Add Files' button (Callout 2). A 'No Files Found' checkbox is also present (Callout 3).
- Section 2: ADD INFORMATION** (Callout 2): An 'Activity Notes' text area. Below it are 'Activity Time' and 'Time Category' fields. A radio button for 'Hours(H)' is selected. A red arrow points to the '@Mentions' label, which says 'Tag another user in your notes: Type @ followed by the user's name.' (Callout 4).
- Section 3: FINISH ACTIVITY** (Callout 3): A 'Save & Send' button.

Request Details (Sidebar):

- Go to GovQA
- Request Details
- Reference No: 1000227-062817
- Describe the Record(s) Requested: I need all employment records (certifications as well as written reprimands) from my year at Lamar Middle School as the ISS Aide and for District Wide Substituting for years 2010 til 2015.. I am also requesting any school record of my time at Nimitz High School as a student from 1993 til 1997--disciplinary records, grades, etc I must have all these documents for a job I applied for at Lewisville Police Department. Please email them to me at slbisbb29@live.com as soon as possible.
- Type of Record(s) Requested: Employee Directory Information

Section 1 Attach Files - This is were you will attach any responsive records to the request:

1. You can drag files to this location from your computer folders.
2. You can click "Add Files" and upload files from your computer.
3. Check the box if you do not have any responsive records.

Section 2 Add Information - Activity Notes pertaining to this request. You can also tag another user in this section.

4. You can also document the time it takes for you to produce the responsive records.

Section 3 Finish Activity - Once you are done, click the "Save and Send" button.

Helpful Tips for completing Activities:

- All file types & sizes are accepted into the upload queue.
- Enter all communication into Activity Notes, keeping communication centralized.
- If you need more information about the request, please use the "Go to GovQA" blue button at the top right.
- Any activity not completed by the due date will generate a reminder email.

ACTIVITY COMPLETE



Thank you. Your activity has been marked as completed.

[→ Go to GovQA](#)



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Support: supportqa.com or 855.786.1982