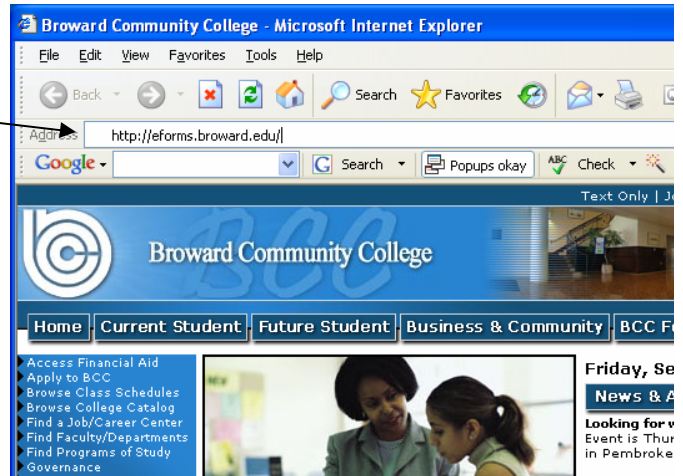


## Steps to submit SPD travel proposal using eForms:

1. Access the eForms system from a browser window; enter <http://eforms.broward.edu>.
2. Login using your Novell username and password.

Contact the helpdesk if you are unable to login successfully.  
Call 954.201.7521, or send an email to [helpdesk@broward.edu](mailto:helpdesk@broward.edu),



3. From the "Folders" tab, select "Human Resources"

4. Click SPD Travel Proposal.



5. Check to see that your name and department information is auto-populated in the top of the eForm.

SPDTravelProposalEmployeeForm - Windows Internet Explorer

http://efrms.broward.edu/lfserver?DFS\_\_Action=RouteGetForm&DFS\_\_EventID=af9bb926E

File Edit View Favorites Tools Help

SPDTravelProposalEmployeeForm

Proposal Details 100% Continuous

**Broward Community College** Staff and Program Development  
Employee Intranet Travel Proposal

Human Resources ~ Professional Development ~ 225 East Las Olas Boulevard ~ Fort Lauderdale, FL 33301 31/605 ~ 954-201-7339

**Requestor:** Employee Name **Cheryl Graziose** Location **DOWNTOWN CENTER** PID **6341**  
 Department **Professional Devel & Training** BuildingRoom **31/6050** Phone **954-201-7554**  
 Title **Coord, Training & Development** Position Code **PTS-1850**

**For Travel in-county, out-of-state and out-of-country including conferences, seminars and workshops**

\* Fiscal Year applying for: 2007-2008 Cost Center: 163145 Additional Cost Center:

**Only employees classified as full-time regular can apply.** Your status is: Full-time Regular

6. Begin typing information; all fields with red asterisks are required fields. If you've ever completed an online form, you'll find this form to be very similar. And, if you've completed an SPD Travel form in the past, you will soon realize that you are entering the same information into this form.

**Remember to "Save" periodically.** Your Novel sign on will time out after 20 minutes.

**To Save**, scroll to the bottom of the form; select "Save for Later" and click "Go".

If you have questions or need assistance completing this form, select "Save for Later" from the dropdown, then click the go button and contact Staff Development at 7339.

Save for Later  
Submit  
Save for Later  
Cancel

Go

When prompted, click "Close Window" and then, click "Yes".

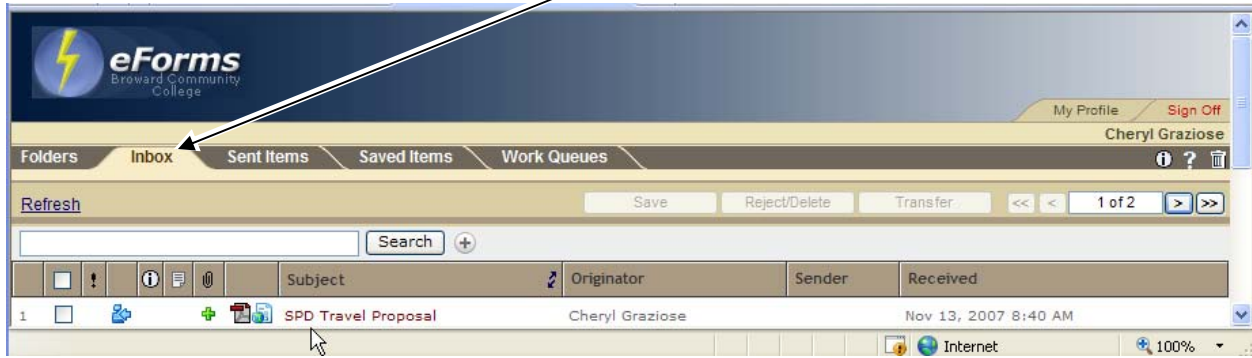
**Thank You!**

**BCC eForms**

Your form has been saved for later. Open it from your LiquidOffice Inbox to continue filling it out and to submit it.

Close Window

Your SPD Travel form has been saved to your "Inbox"



Click the link to open and complete or modify your form.

OR

Click the green + to add attachments.

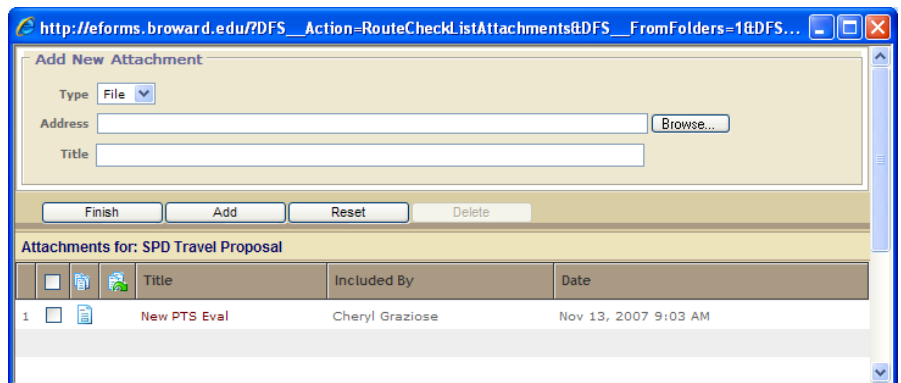
7. Attach supporting documents, including your airfare estimate, hotel information, conference agenda, and conference registration information. Remember, this is an electronic form; your supporting documents will need to be electronic.
    - a. To attach supporting documents you can scan hard-copy information and save these documents in an electronic format, preferably PDF, on your desktop or somewhere you can access the file to attach to your eForm.

**OR**

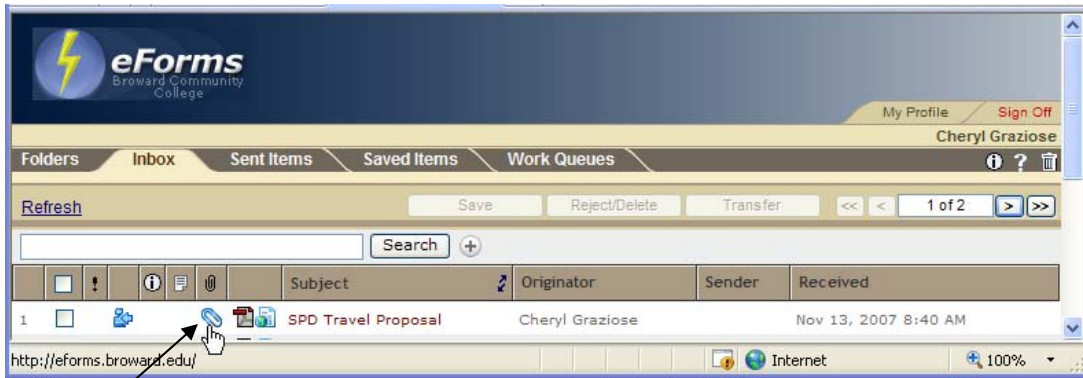
  - b. To attach supporting documents from a website you can copy and paste the information from the website into a word document. At the website, highlight the pertinent information; select edit, copy; open a blank word document, and then select edit, paste. Save the word document to your desktop or somewhere you can access the file to attach to your eForm.
8. Once all your attachments are saved to your desktop, click + .

**Please do not use URL links to websites as supporting documents as these pages are dynamic and change often.**

- a. Click "Browse"
- b. Locate and attach your document (similar to attaching any e-mail document).
- c. Click "Add"
- d. The attached file will list in the window.
- e. Follow the steps above to attach all documents.

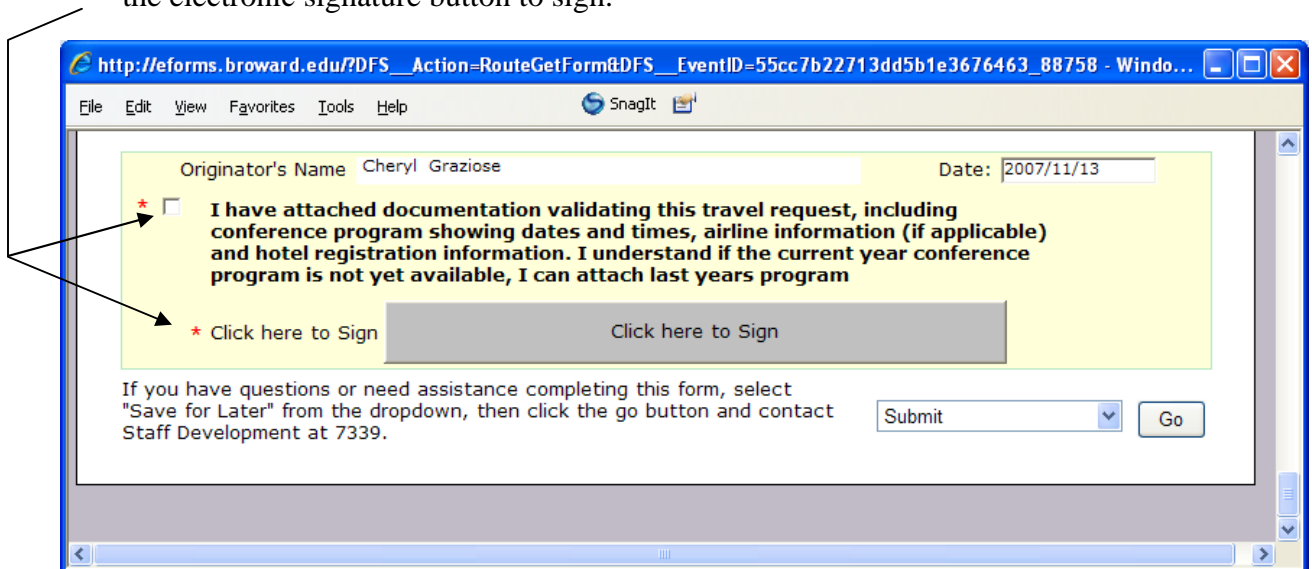



- f. Click Finish when all documents have been attached (see illustration on previous page).



- g. A blue paperclip has replaced the green plus to indicate that there are attachments.

9. Verify that all information is correctly entered into the form, read and check then click on the electronic signature button to sign.



10. Print out the eForm for your records before you submit it for approval. You may also print the completed eForm from your sent items folder after you have submitted it for approval.
11. Click on the "Submit" button at the bottom of the form to electronically send the eForm to your supervisors for their signatures. (You may select "save for later" from the drop down menu to save the eForm to your Inbox to complete later or you may select "cancel" from the drop down menu to exit the eForm without saving it).
12. After the highest level supervisor submits approval, the proposal is sent to the SPD office to be reviewed. If any information or attachments are missing, the SPD Office will return the proposal to the originator who must supply that information only to the SPD Office.
13. You can track the progress of your request by going to your eForms inbox and clicking on your blue progress map icon .