



# SPD eForm Tips

1. Before you access the SPD eForm online, gather and prepare all the necessary documents you'll need to attach to your proposal. You may need a conference or program overview, agenda, day-or-week-at-glance; a conference registration form with costs; an airline listing of the flight and cost; a map quest (if driving) listing of miles driven (if driving); a statement of taxi or shuttle costs; etc. You may:
  - a) Perform a print screen and paste it into Word
    - o Display web page
    - o Press "Print Scrn" key on your keyboard (key to the right of F12)
    - o Open Word
    - o Edit > Paste
    - o Save the file
  - b) Copy the text and paste it into Word
  - c) Create a PDF file
  - d) Print and scan document
  
2. Access the SPD eForm in one of two ways:
  - o <http://eforms.broward.edu> (best - suggested)
  - o From the BC Forms page: go to the lightning bolt symbol -  [SPD Travel Proposal](#) (Internal eForm – will always bring up a new form)
  
3. Do not close the form until you select "Submit," "Save for Later," or "Cancel"
  - o Save frequently – the Novell Login times out after an hour of inactivity
  - o Scroll to the bottom of form and make your selection
  - o Click "Go"



4. Follow your form as it goes through supervisory routing.

- To display the process map/routing path, from your Sent Items, click 

- Process Details will display.

ID	Task Name	Start Date
11501	Initial Edit	Jul 19, 2007 1
11496	Set Immediate Supervisor	Jul 19, 2007 1
11499	Is immediate sup President	Jul 19, 2007 1
11498	Immediate Supervisor Review	Jul 19, 2007 1
11483	Based on Approve 1	Jul 17, 2007 6
11480	Set Second Level Approver	Jul 17, 2007 6
11478	Is second level sup President	Jul 17, 2007 6
11479	Second Level Approver Review	Jul 17, 2007 6

**Black bullets:** *Done* applies to all tasks that have been completed.

**Green bullets:** *Active* applies to all tasks that have started but have not yet been completed.

**Blue bullets:** *Ready* applies to all tasks that have not yet started.

**Red bullets:** *Abort* applies to all tasks that have aborted due to some error condition.

**Please note: It is the SPD proposer's responsibility to ensure the proposal gets to the office of Professional Development & Training by the published submission due dates. This means reminding your supervisors to go into Liquid Office to review and forward your proposal.**