Springbrook

Getting Started

Springbrook Software

www.springbrooksoftware.com

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A Quick Tour of the Application

Log into the application

Log into the application using the same username and password you use to log into your organization’s network. Your username and password are maintained at the network level rather than in the application, but you will only be able to log into the application if a user account identical to your network username has been set up in the Springbrook application (SS> Security> User).

- NOTE: If you are using Springbrook Cloud, Springbrook's Cloud ERP Solution, you will be required to use a different password than your organization network password. Your Springbrook Cloud password will be generated when the application is initially configured.

Springbrook utilizes single login functionality. If you have an active Springbrook session open, you will not need to log in a second time when accessing the application through an email notification.

Using the application window

The user preferences set up on your user account determines how the application displays on the workstation you are logged into. The application will open once you log in. User preferences are saved on the user account, not on your workstation, so the application will display the same no matter where you are accessing the application from.

The standard application will display a menu bar and an MDI (multiple document interface). Any windows opened from the menu bar will open in the MDI rather than on your desktop. If you would like to move a window from the MDI to your desktop, click the Undock icon on the window. The window will now display as a separate item on the desktop. Click the Dock icon on the window to move it back to the MDI. The MDI is described in more detail later in this document.

Note: Some users may still be in the deprecated Classic mode. There are a number of know issues with this mode and it is no longer supported. If you would like to switch to the standard display mode, open the User Preferences window by selecting the User Preferences icon from the User Settings menu item. The Mode (Deprecated) drop-down menu will display Classic. Click the drop-down menu and select Modern. As this is the standard menu mode and the classic mode is being deprecated, the next time you open the User Preferences window the Mode (Deprecated) field will not be displayed.

If you use one particular menu item often, you might find it useful to create a desktop shortcut to that menu item. Hold down the CTRL key and use the mouse to drag the menu item to the desktop to create the shortcut. If the shortcut is associated with a process, it will launch a process-specific My Batches window that displays all of the batches that the current user created in that specific process.

Menu options for keyboard users-

There are menu options at the top of the window for users that prefer to use the keyboard. Press ALT to enable the menu options, use the ARROW keys to search the menu (press the DOWN ARROW to view the sub-menu options), and then press ENTER to select a highlighted option. Most of the options in this menu can also be launched using the icons on the application window if you prefer to use a mouse.

- File – Exit the application. You can also press ESCAPE to exit the application when there are no open windows or the focus is on the main application window.
- System – Select a module. This will populate the palettes of the selected module in the menu bar.
- Tools – The Tools option is used to launch commonly opened windows, such as the Customer Search window and Jobs Viewer window.
- Window – The Cascade Layout option will resize all of the open windows in the Desktop section so they are the same size and stack them so the window titles are visible. This feature only works on the windows in the Desktop section. Undocked windows will not be organized. (Undocked windows will be covered later in this document.)
- Help – The Help option is used to launch the help system, view Springbrook version information, enable table/field help which is used in conjunction with DB Security (SS> Security> DB Security), and Check Upgrade Compatibility tool.
  - The Check Upgrade Compatibility tool is used to confirm the host machine is running a version of .NET that is compatible with the upcoming version 7.18.7 Springbrook Cloud release. Simply click the menu option and a message will display informing you of your .NET compatibility status.

Icons

The icons on the application window allow you to quickly open commonly used windows.

- Customer icon - Click the Customer icon to locate and/or open a customer account.
- Lot icon - Click the Lot icon to locate and/or open a lot.
- Jobs Viewer icon - Reports and most processes are run on the application server rather than on your workstation. The Jobs Viewer icon is used to open the Jobs Viewer window, which displays the status of all of the jobs on the application scheduler. For example, if you generate a report, the Jobs Viewer window will display the progress of the report. When the report is complete, you can open the report from the window.
- My Tasks icon - The My Tasks window is used to track tasks associated with the user. A number in parentheses will appear next the icon if you have new task notifications awaiting your attention.
    - The My Tasks window will populate with items such as work flows and personnel action forms that require the current Springbrook user's attention. These tasks are processed in the My Tasks window in the same manner that they are processed in the modules where they originated.
- My Reports icon - The My Reports window will display any reports associated with the processes the user is running. A number in parentheses will appear next the icon if you have new reports awaiting your attention.
- My Batches icon - The My Batches window provides easy access to all of the open batches that the current Springbrook user is authorized to edit. From this window a user can launch an in-progress batch process without opening the module and palette for the process itself.

- Cirrus icon - Click the Cirrus icon to launch the Cirrus login portal. Cirrus is Springbrook's new, modern, browser-based financial application.
- Reporting and Analytics icon - Click the Reporting and Analytics icon to launch Springbrook's Reporting and Analytics Tableau site.
- Exit icon - Click the Exit icon to close the application. You can also close the application by clicking on the Exit icon in the top right corner of the window.
- Help icon - Click the Help icon to open the online help. This icon also appears on all of the windows in the application.
- The User Preferences window can be accessed by clicking the drop-down next to the user avatar .
    - User Preferences icon - Click the User Preferences icon to change the user preferences on your user account.

There are also icons at the top of each window opened in the application.

Using the MDI (multiple document interface)

What is the MDI?

An MDI is a window pane that displays all of the windows that have been opened in the application. By default, any options selected on the menu will open in the MDI. For example, if you click the Customer Search icon , the Customer window will open in the MDI. A tab will display at the top of the MDI for each window that is open in the MDI. This allows you to select which window you would like to focus on in the MDI. For example, click on a tab to view the selected window or press CTRL+TAB to cycle focus through the open windows in the MDI.

What is Docking?

Docking a window is the process of attaching the window to the MDI. The MDI will only display windows that are docked. Undocked windows are windows that have been removed from the MDI and placed on the desktop of the workstation. The undocked windows will display as a separate item on the MS Windows taskbar. Windows can be docked or undocked from the MDI using the Dock and Undock icons on the windows.

If a window is opened in the application and it does not fit in the MDI, the window will open on the desktop of your workstation rather than in the MDI (undocked). For example, if you open the customer search window (Customer icon on the main application window) and it will not fit in the MDI, the window will open as an undocked window on the desktop of your workstation.

All open windows will be maximized in the MDI if one of the windows is maximized. You can move between the maximized windows by clicking on the tabs at the top of the MDI or by pressing CTRL+TAB. When the windows are maximized the title of the active window will display in the application menu bar at the top of the MDI. Click the Restore icon next to the window title to reduce the size of the active window. All open windows in the MDI will return to their previous size.

General information on windows

Locating information using a search window-

Search windows such as the Customer window (Customer Search icon) are used to locate a specific record in the database. Open the Customer window and enter customer information in the Search Criteria section to locate a customer record. Click the Refresh icon to update the records in the window. The Refresh icon is the default action of the window since the icon displays to the left of the other icons. The default icon on any window can be selected by pressing ENTER. The default icon will change based on which action is generally selected. For example, when a customer record is highlighted in the Customer window (Customer Search icon) the Open icon will become the default icon rather than the Refresh icon so that you can open the customer record by pressing ENTER.

Displaying all of the records in the window-

After the Refresh icon has been clicked, only records that match the information entered in the Search Criteria section will display in the window. If there are a large amount of records that match the entered criteria, some of the records may not be loaded into the window. If all of the records have not been loaded into the window, the Incomplete icon will display in the bottom right corner of the window. Click on the Incomplete icon to load all of the records that match the search criteria in the window. The Complete icon will display in the bottom right corner of the window if all records have been loaded into the window.

NOTE - Springbrook Cloud users will not be able to use the Incomplete icon to display all of the available records. Data grid filters will need to be refined in order to display all records that meet the filter criteria. However, Springbrook Cloud users can generate a .csv file that includes all the records in the database that meet the specified filter criteria via a data grid export.

Using grids-

When a window displays information in a grid (for example, the customer information at the bottom of the Customer window is displayed in a grid), you can manipulate what information will display and how it will be sorted and organized in the window. You can also select a sortable column in a grid and begin typing to jump to a specific spot in that column.

Changes to how the information displays in the window will only affect how the information is displayed for your user account. It will not affect how the window displays for other users.

Exporting the information in a grid-

After the grid has been manipulated, you can export the grid to an MS Excel spreadsheet. This allows you to export any information that displays in a grid to an MS Excel spreadsheet.

Using maintenance windows-

Maintenance windows such as the Customer Maintenance window (Customer Search icon > Open a customer record) are used to modify records. Some of the maintenance windows are opened from search windows, but many of the maintenance windows function as both a maintenance window and search window. These maintenance windows have two sections; one section will display the records that have been created in the database and the other section will display the information associated with the highlighted record. For example, the Bank Maintenance window (SS> Maintenance> Bank) will display a list of banks in the database in the left section of the window and the information of the selected bank in the Maintenance section in the right section of the window.

Many of the maintenance windows have fields where you attach previously created records to a new record, such as attaching GL accounts to a fee code. These fields generally have a field label that is underlined. Click the field label on the maintenance window to select the record from a list. For example, clicking the **Revenue Account** field label on the Fee Code Maintenance window (UB> Maintenance> Fee Code) will open a list of GL accounts to select from.

Using multiple function icons-

Some icons at the top of windows have multiple functions. If an icon has multiple functions, a drop-down menu will display next to the icon. Click on the drop-down menu to display a menu and select the function of the icon. For example, the Create icon on the Service Rates Selection window (UB> Maintenance> Service Rate) has two functions: create a service rate revision and create a new service rate code. Click the drop-down menu to select which you would like to create.

Exiting windows-

You can exit any window by pressing ESCAPE, clicking the Exit icon on the window or closing the window. If you try to exit a window before the changes have been saved, an information window will open. This validation ensures that information entered into a window is saved.

Generating Reports

All reports and most processes are run on the application server rather than your workstation. You can view the progress of those jobs using the Jobs Viewer window (Jobs Viewer icon). If you are creating a report, you can also open that report using the Jobs Viewer window.

If you create a report from the Reports palette of a module (such as GL> Reports), that report is automatically archived on the server. For example, if you generate a Trial Balance Report in the General Ledger module (GL> Reports> Trial Balance), the generation of the report will display as a job on the Jobs Viewer window. Once the report is complete, you can open the report from the Jobs Viewer window or from the View Reports window (SS> Utilities> View Reports).

The View Reports window allows you to open any report that has been archived on the server. Reports that are generated in a batch process are not archived on the server, so they cannot be opened from the View Reports window.

Using the application

If you are new to the application, open the index pages of the modules you will be using. The index pages give a brief overview of a module and include links to more detailed documents on specific topics.

Many of the module index pages also contain flowcharts that display how the processes in that module interface. The flowcharts give a basic understanding of how the module is structured, how the batch processes generate transactions and how they interface with other modules.

If you are also using the Cash Receipts module, you will also have to set up Cash Receipts module security that defines which users and which workstations can be used to enter cash receipts.

Application Wide

User Preferences

Summary

The User Preference window is used to set up how the application will display. Changes to the User Preferences window will only affect how the application will display on the user account you are logged into.

Step by Step

1 View the user preferences.

- Open the User Preferences window by selecting the User Preferences icon from the User Avatar drop-down menu.

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2 Complete the General tab.

- The **Visual Style** drop-down menu is used to select the color scheme for the application. These color schemes are based on the MS Office color schemes are likely already familiar with.
    - Select OfficeBlack, OfficeBlue or OfficeSilver to change the color scheme for the application. Any changes to this setting will take effect when the Save icon is clicked.
- The **Menu Style** drop-down menu is used to select how the menu section on the main desktop will function.
    - Select XP Explore Bar if you would like the menu section to display all of the palettes of a selected module. When a palette option is selected, the palette will expand. A scroll bar will display in the menu section if there is not enough space to display the expanded palettes. The title of the menu section will be Processes when this menu style option is selected.
    - Select XP Outlook Bar if you would like the menu section to function like the MS Outlook menu. The menu section will be cut into two separate sections.
        - The top section will display the palette option selected in the lower section of the menu section.
        - The bottom section will display the palette options of the module. Icons will display at the bottom of the section if there is not enough space to display all of the palette options in the lower part of the section. Click on a palette icon or palette option to open the palette in the top part of the menu section.
            - A Menu button will display in the bottom right corner of the lower part of the menu section. Click the Menu button to add or remove

palette options from the window. This allows you to remove palette options from the lower part of the menu section that you do not use often.

- The **Mode (Deprecated)** field is deprecated and will only display for those users in Classic Mode. This menu mode is no longer supported and all Classic Mode users are advised to change this setting to the standard Modern Mode. Once this field has been set to Modern Mode, it will no longer display the next time the user opens the User Preferences window. Changes to the menu mode will take affect the next time you log in to the application.
- The **Default Form** field is used to specify which element of the application will be displayed when the application is launched.
  - Select Dashboard to launch only the Springbrook Dashboard.
    - The Springbrook Dashboard us used to display a customized collection of dashboard components that provide information from and access to different elements of the application.
  - Select Dashboard and Desktop to launch both the Springbrook Dashboard and the standard Springbrook Enterprise Application simultaneously.
  - Select Desktop to launch only the standard Springbrook Enterprise Applic-ation.
  - Select My Batches to launch only the My Batches window.
    - The My Batches window provides easy access to all of the open batches that the current Springbrook user is authorized to edit. From this window a user can launch an in-progress batch process without opening the module and palette for the process itself.

        - Select None to launch the Springbrook System Tray icon only. This icon will appear in the Windows System Tray in the lower-right corner of the Windows Desktop.
            - From the System Tray icon a user can launch the Springbrook Dashboard, the Enterprise Application or the My Batches window. This icon also provides access to the About Springbrook window and the Online Help system.
- Select an **Alert Method** from the drop-down menu. The selected alert method will determine how users are contacted when a Springbrook process requires their attention.
    - Select Email if you would like to alert users via the email address attached to the user record on the User Maintenance window (SS> Maintenance> User).
        - Springbrook recommends using the email alert method as this method allows you to track alert notifications and approvals by examining a user's email history.
        - Many email notifications include a link to the item that needs attention. If the recipient of the email already has a Springbrook session open, they will be able to access the linked item without logging into the application a second time.
    - Select SMS if you would like to use the Springbrook Messaging System.
        - The Springbrook Messaging System will display a message in the bottom-right corner of the screen when an alert is generated for the user.
- The **Auto Print Warning** field is used to specify when the system should warn the user that the report that is about to automatically print is longer than the specified length threshold.

    - For example, if most of the reports you want to send directly to the printer are only a few pages long and do not need to be reviewed before printing, you could set this field to 5. Any reports generated at five pages or longer would need a second approval before being sent to the printer.
    - This field will only be enabled if the Print automatically toggle is checked below.
- Check the **Close system tray automatically** toggle to automatically close the Springbrook System Tray icon when all visible elements of the application are closed.
    - This toggle will be checked by default.
- Check the **Large Toolbar Icons** toggle if you would like the icons to display in large format in the application.
- Check the **Maximize MDI Children** toggle if you would like windows to maximize in the Desktop section of the application window when they are opened from the menu section or from another window.
    - This toggle does not apply to undocked windows. Windows opened from undocked windows will open as undocked and will not be maximized in the Desktop section of the main application window.
- Check the **Out of office** toggle to prevent the delivery of work flow notifications from populating your **My Work Flows** window.
- Check the **Print automatically** toggle if you would like to bypass the report viewer stage of the report printing process.
    - When this toggle is checked, reports will not appear on your screen in PDF form for review. They will be sent directly to the specified printer. There are a few instances when this functionality will not be applied to printed jobs:

    - If a job is printed from your My Open Batches window and that window is launched from a desktop shortcut.
    - If a job is scheduled using the Print Preview functionality.
    - If a job is printed to Excel.
    - If printing a Query Manager report.
    - If the print job includes multiple reports, only the first report will print.
- Check the **Show Text on Toolbar Buttons** toggle if you would like the function of an icon to display in text next to the icon.

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3 Complete the Work Flows tab.

- The Work Flows tab displays a number of options used to customize when you will receive work flow related emails. If no toggles are checked, you will not receive any emails regarding work flows.
    - Email notifications are especially important for users that use the application infrequently. For example, a Finance Director that is responsible for approving invoice batches should be set up to receive email notifications. This ensures that time-sensitive work flow approval steps are addressed and do not time out.
    - Users that use the application daily will be able to track their work flow responsibilities by paying close attention to the My Tasks icon on the main application toolbar.

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4 Complete the Conversation tab.

- The Conversation tab is used to configure the work flow instant message system.
  - Click the **Self Color** field label to select a color for your contributions to work flow conversations.
  - Click the **Other Color** field label to select a color for the other user involved in the work flow conversation.
  - These colors are user specific, so regardless of how the other user has their system set up, you will see the two colors specified for your user account.
  - Check the **Show timestamps** toggle to include a timestamp next to each conversation entry.

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5 Complete the Avatar tab.

- The Avatar tab is used to select which User Avatar icon will display next to your user name when logged in to the application.
- Highlight the desired avatar and click the Save icon  to save the user preferences.

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6 Reset user preferences.

- The Reset Preferences icon is used to reset the current user's preferences.

  When this icon is clicked, the Reset User Preferences window will open. From this window you can quickly reset the user's preferences for specific modules.

- This reset tool DOES NOT apply to the User Preferences window. This tool resets preferences in specific modules in the application. For example, if you reset user preferences for the GL module and then open the Display Journal Entries window, the data grid would be reset to the default display settings. Any custom display or sorting settings you made in the past will be deleted.

Application Wide

Shortcut Keys

Shortcut/Hotkeys keys are used to reduce the use of the mouse and improve data entry. The shortcuts/hotkeys covered in this document apply to all modules in the application. The Cash Entry window in the Cash Receipts module has a separate shortcut/hotkeys and those are covered in a separate document.

Application shortcut keys

KEY	Description
INSERT	The INSERT key is used to create a new record. This is generally used in the maintenance windows when creating new records or when adding new line items to a record.
DELETE	The DELETE key is used to delete a highlighted record.
ESC	The ESCAPE key is used to close the current window. This is helpful on windows that save information as you type it, such as the Invoice Item window (AP> Invoices> Invoices> Create an invoice> Create an invoice line item). If you press ESCAPE and the information in the window has not been saved, an information window will open alerting you that information in the window has not been saved.
F1 key	The F1 key is used to open a search window when the curser is in a field with a blue and underlined field label.
CTRL+A	When the focus is on a list box in a window, CTRL+A will select all of the toggles or selections in the list box. Press SPACE and all of the toggles in the list box will be checked or unchecked. This is helpful when including a large number of account statuses or meter routes on a report.
SPACEBAR	Press the SPACEBAR to check or uncheck a selected toggle. This allows you to highlight or tab to toggles and press SPACEBAR to check or uncheck them.

ARROW KEYS (←, ↑, →, ↓)	The ARROW keys can be used to move through the toggles in a field. The ARROW keys can also be used to focus on a specific field in a grid. For example, in the Cash Entry window you can TAB to the Payments section and then use the → key to move the cursor to the **Amount** and **Pay Method** fields.
TAB	Use the TAB key to move through the fields in a window.
SHIFT+TAB	Hold down SHIFT while pressing TAB to move backwards through the fields in the window.
CTRL+TAB	Hold down CTRL while pressing TAB to cycle through the open windows on the desktop. Undocked windows (windows that are on your desktop rather than in the application window) will not be cycled through.
ENTER	Pressing ENTER in a window is the same as clicking the left toggle at the top of the window which is the default action of the window. This is usually a Refresh , Confirm or Print icon . The position of the icons at the top of the window may change as information is entered into a window.
ALT	Pressing ALT will activate the menu at the top of a main desktop window (File, System, Tools, Window, Help, etc.). Use the ARROW keys to move through the menu selections. Press ENTER to select a menu option. You can also press ALT+F or ALT+H to open the File or Help menu.

Text Field shortcut keys

These shortcut keys apply when entering text into a text field. If there are two keys separated by a plus sign in the notation below you must press both keys at the same time.

KEY	Description
CTRL+Z	CTRL+Z will undo the most recent changes to the text in a field. If you press CTRL+Z again, the change will revert back.
CTRL+C	CTRL+C will copy the highlighted text in a field.
CTRL+X	CTRL+X will cut the highlighted text in a field.

CTRL+V	CTRL+V will paste text that has either been copied or cut.

Data Grid shortcut keys

These shortcut keys apply when viewing records in a data grid. If there are two keys separated by a plus sign in the notation below you must press both keys at the same time.

KEY	Description
CTRL++	CTRL++(plus sign) will expand all of the child data in a data grid.
CTRL+-	CTRL+-(minus sign) will contract all child data in a data grid.

PR Computer Checks Timecards shortcut keys

These shortcut keys apply selecting and editing timecard line items in the PR Computer Checks process.

KEY	Description
UP ARROW	UP ARROW will move focus to the previous record without saving.
DOWN ARROW	DOWN ARROW will move focus to the next record without saving.
PAGE UP	PAGE UP will save and move focus to the previous record.
PAGE DOWN	PAGE DOWN will save and move focus to the next record.

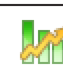
CTRL+ M	CTRL+ M will expand all of the child data in a data grid.
CTRL+ S	CTRL+ S will contract all child data in a data grid.

Application Wide

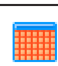
Application Icons

Summary

Below is a list of icons in the applications and their function.

Desktop Icons			
 Customer Search - Search for a customer record	 Lot Search - Search for a lot record	 Jobs Viewer - View the jobs that are being processed on the application server and open generated reports	 My Tasks - Opens the My Tasks window
 My Reports - Opens the My Reports window	 My Batches - Opens the My Batches window	 Cirrus - Launch the Cirrus login portal	 Reporting and Analytics - Launch the Tableau Reporting and Analytics site

Exit - Close the applic-ation	Help - Launch online help	User Avatar - Displays the user name of the current user and provides access to the User Preferences win-dow.	
Standard Window Icons			
Create/New - Creates a new record	Open/Modify - Open the selected record	Refresh - Updates the records in the window after entering search or fil-ter criteria	Delete - Deletes a record from the database
Save - Saves the selected record	Print - Prints the selected report or record	/ Add to Favorites - Adds the window to the Favorites sec-tion of the Spring-brook Dashboard.	Exit - Exit from the window

Help - Launch online help	Confirm - Confirms a selection	Dock - Dock the window with the application window. This will move the window from the desktop of you workstation to the application window.	Undock - Undock the window from the application window. This will move the window to the desktop of your workstation.
 Display - View a record (You will not be able to edit the record)	 Incomplete - Only a portion of the data has been loaded into the window - appears at the bottom of the window	 Complete - All data has been loaded into the window - appears at the bottom of the window	 Modify - The column or field can be modified
 Ellipsis - Select a value for the field			
Specialized Window Icons			
 Generate -	 Select All -	 Deselect All -	 Format -

Create a batch number	Highlights all of the records in the window	Deselect all of the records in the window	View the expected format of an import or export file
 Export - Create an export file	 Import - Import a file	 Salary (Payroll module) - Populate the fields	 Clear - Clears information from the window
 Document Out - Save a copy of the attached document to your workstation.	 Tab Order - Selects the tab order and fields that display on the window (for example, Edit Invoices window)	 Attachments - Add or view the attachments on a record	 Add - Add a selection
 Sum - View the sum of the records in the window	 Stop - Do not save and return. You will generally see this icon when setting formats (for example, the tab order of a window),	 Reset - Restore the default values	 Copy - Copy the selected report or form

	or the window has failed some form of optional validation (for example, when you are trying to save a duplicate invoice).		
 Print Preview - Preview the report or form	 Set Persistent Fields - Used to set persistent fields when using a new row grid entry window. This maintains specified values for line item fields in order to reduce data entry.		
User/User Group Security (SS> Maintenance> User/User Groups)			
 New User - Create a new user	 Delete User - Delete a user	 Add Group - Add a user to a user group	 Remove Group - Remove a user from a group
			

New Group - Create a user group			
Standard Report Icons			
 My Reports - Opens the My Reports window	 Send Form - Email the report to another Springbrook user	 Email PDF through Outlook - Email the report PDF as an Outlook email attachment	 Save - Save the report PDF locally
 /  Zoom In / Zoom Out - Zoom in or zoom out on the report	 Search Document - Search the report for specific data	 Revert to Pointer - Reverts to the standard pointer after using the zoom controls	
QBE Reporting Tool Icons			
 Primary Table - The field is part of	 Report Layout - Modify the report lay-	 Child Table - The field is part of	 Test Query - Test the query in the

the primary table	out	the secondary table	window
Cash Entry Window Icons			
 Open Cash Drawer - Open the cash drawer	 Void Receipt - Void the receipt in the window	 Print Slip - Print the slips of the current receipt	 Interface Options - Add new Cred-it/Deposit, launch LP Licensing, or Cal-culate BT Interest.
 View Audit Trail - Open the audit trail window for the selec-ted receipt			
Report Publisher Icons			
 Report Publisher - Enable the Report Publishing feature	 Publish Report - Save the current report	 Delete Report - Delete published report	 Cancel - Cancel Report Pub-lisher mode
 Modify -	 Read Only -		

The field will be enabled and can be modified by the user	The field is read only and cannot be modified by users		
Work Flow Icons			
 Approve Work Flow - Approves the selected work flow	 Reject Work Flow - Rejects the selected work flow	 Display History - Opens Work Flow History window	 Display Conversation - Initiates an instant message conversation with the work flow author

Application Wide

Springbrook Dashboard

Summary

The Springbrook Dashboard is used to display a customizable collection of dashboard components that provide information from and access to different elements of the application. Components can be added, removed and arranged by each user.

Step by Step

1 Launch the Springbrook Dashboard.

- The Springbrook Dashboard can be launched in two ways:
  - Click the System Tray icon and select Open Dashboard.
  - Click the Dashboard menu item in the Dashboard palette (SS> Dashboard> Dashboard).
- The Springbrook Dashboard can also be configured to launch by default when a user clicks the shortcut to the Springbrook Enterprise Application. This option is enabled by selecting Dashboard or Dashboard and Desktop (if you would like both

the Dashboard and the standard application to open simultaneously) from the Default Form field on the User Preferences window.

2 Add Components to the Dashboard.

- Click the Add Components icon to launch the Dashboard Components window.
  - The Dashboard Components window will display all of the dashboard components that are available for the current user.
    - Dashboard components are created and configured on the Component Maintenance window (SS> Dashboard> Component).
    - Some dashboard components can be configured directly from the component itself. Once a component has been added to the dashboard, click the Component Settings icon in the top right corner to open the Component Settings pop-up window and update the filtering options for that component.
      - If the component has been locked on the Component Maintenance window, the filters will be disabled and cannot be configured from the Dashboard.
      - The Component Settings pop-up window will also display the refresh and data generation frequency of the component.
  - Add the **Favorites** component.
    - The Favorites component is used to add links to the dashboard that directly launch windows from within the application.

    - To add a favorite to the component, open the application window you would like to add and click the Favorites icon . Once clicked, the icon will turn yellow and a link will be added to the dashboard component.
    - This component does not require an individual maintenance window.
- Add the **My Tasks** component.
    - The My Tasks component is used to display the tasks assigned to the current user. This component will automatically refresh every five minutes.
- Add the **Out of Office** component.
    - The Out of Office component is used to display a list of employees and their out of office status. Included employees can be filtered by department.
- Add the **Remaining Budget** component.
    - The Remaining Budget component is used to display the percentage of the budget expended for budgetable accounts. Included accounts can be filtered by fund and department.
- Add the **Revenue by Account Type** component.
    - The Revenue by Account Type component is a pie chart component that displays aggregate revenue balances by account type. This component can be filtered by fiscal year, fund and department.
- Add the **Revenue vs. Expense** component.
    - The Revenue vs. Expense component is used to display activity in revenue and expense accounts for a range of fiscal periods summarized by

fund.

- Add the **RSS Feeds** component.
    - The RSS Feed component is used to display a user-defined RSS feed on the dashboard.
- Add the **Section Type Balance** component.
    - The Section Type Balance component is a line graph component that displays an aggregate balance across GL accounts in specified section types. The graph will display one trend line for the past year (ending with the previous month) and one trend line for the previous year for comparison.
- Add the **Service Requests by Code** component.
    - The Service Requests by Code component is a bar graph component that displays the number of UB service requests created in the current month or current year. These service requests are filtered by service request code.
- Add the **Service Requests by Week** component.
    - The Service Requests by Week component is used to display the total number of service requests by type for each week that falls within the specified date range.
- Add the **Supervisor Timesheet Hours** component.
    - The Supervisor Timesheet Hours component is used to display the current number of hours entered by a supervisor's employees for the current pay period. This component will only display data for a dashboard user set up as a supervisor in the application.

- Add the **UB Payments** component.
    - The UB Payments component is used to display UB payments by month. Displayed payments can be filtered by date and Service Type.
- Add the **WO Queue** component.
    - The WO Queue component is used to display all the work orders assigned to a queue or role the current user is associated with. These work orders can also be filtered by status.

- Click the Delete Component icon ✖ to remove the component from the dashboard.

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3 Arrange the dashboard components.

- Once the dashboard is populated with components, those components can be arranged by grabbing the top of a component and dragging it to the desired area of the dashboard. When the component is held over one of the directional Dashboard Location icons, the system will generate a preview of where that component will be arranged if placed there.
- The four Dashboard Location icons around the edges of the dashboard are used to place the component along the edge, while the five in the center are used to place the dashboard within the selected section.
- A dashboard component can also be placed outside the dashboard by dragging the component away from the dashboard and releasing it.

Application Wide

My Tasks Window

Summary

The My Tasks window is used to track tasks associated with the user. A number in parentheses will appear next the icon if you have new task notifications awaiting your attention. This window is accessed by clicking the My Tasks icon on the main application menu bar.

Step by Step

1 Open the My Tasks window.

- Click the My Tasks icon on the main application menu bar. This will open the My Tasks window.
- The My Tasks window will display any task notifications that require your attention. Only those tasks assigned to the user currently logged in will be displayed.
- The My Tasks window will display the following:
    - Accounts Payable module Invoice Approval and Informational notifications
    - Building Permits module Inspection and Approval notifications

- Code and Contact Management module Issue Step notifications
- Human Resources COLA and Personnel Action Form Approval and Informational notifications
- Payroll module Timesheets Approval and Informational notifications
- Purchase Order module Changes Orders, Purchase Orders, Receiving and Requisitions Approval and Informational notifications
- System Setup module Work Flow Approval and Informational notifications
- Utility Billing module Service Request notifications
- Work Orders module Adjust Fixed Assets, Create Fixed Assets and Estimate Approval and Informational notifications

2 View or approve the notifications.

- Highlight a task and click the Open Selected Task icon on the My Tasks window to open the selected task.
- The task window that opens is determined by the type of task selected.
  - If the task is an informational notification, simply opening the task will remove it from the task count in parentheses next to the My Tasks icon.
  - If the task is an approval notification, open the task and use the Approve or Reject icons to approve or reject the process step.

Application Wide

My Reports Window

Summary

The My Reports window is used to track reports associated with the user. A number in parentheses will appear next the icon if you have new reports awaiting your attention. This window is accessed by clicking the My Reports icon on the main application menu bar.

Step by Step

- Click the My Reports icon on the main application menu bar. This will open the My Reports window.
- The My Reports window will display all the reports associated with he current user.
- Highlight a report and click the View Report icon to open the selected report.
- Click the Refresh icon to refresh the report list. Any reports generated after the My Reports window was opened will be added to the list.
- Highlight a report and click the Mark selected report as read icon to mark the report as read and remove it from the list.
    - You can also click the Mark all reports as read icon to mark all the displayed reports as read and remove them all from the list.

Application Wide

My Batches Window

Summary

The My Batches window provides easy access to all of the open batches that the current Springbrook user is authorized to edit. From this window a user can launch an in-progress batch process without opening the module and palette for the process itself.

Step by Step

- Click the My Batches icon  on the main application menu bar. This will open the My Batches window.
    - This icon will only be enabled if the system is set up to utilize enhanced batch security (SS> Utilities> Setup> System tab> Use enhanced batch security toggle).
- The My Batches window will display all open batches that current user is authorized to edit across the entire Springbrook system.
    - When the My Batches window is launched from a process-specific shortcut, it will only display the batches within that process.
- Highlight a batch and the batch process palette will display in the Processes section to the right.
    - This batch process palette can be used to continue processing the batch as if the palette were being accessed from the module itself.

- Click the Expand button next to a batch to display any reports in the batch that have already been processed.
    - Click the View link next to a report to open the archived PDF of the selected report. If more than one version of the report was initially generated, only the last version will be available.

All Modules

Processing a Batch

Batch processes have the following general features:

- The batch number drop-down menu at the top of the palette displays the batch that is being processed.
- For most processes, the batch month, batch year and batch number are only used as reference numbers.
- The batch steps are meant to be processed in order.
- Some processes have optional steps that do not have to be completed in order to commit the batch.

Batch number drop-down menu

When you select a batch process, the palette will expand and display all of the steps in the process. For example, if you open the AP module Computer Checks process, all of the steps in the Computer Checks process will display on the palette. At the top of the palette is a batch number drop-down menu. The batch number drop-down menu displays all of the open batches in the process and allows you to either create a new batch or select an existing batch.

If you have opened a multi-batch process (for example, BR Clear Transactions, GL Journal Entries or UB Past Dues), you can have as many open batches as you would like in the process. If you have opened a single-batch process (for example, GL Budget Adjustments or PR 1099s), you can have only one open batch in the process.

Batch numbers and journal entries

For most processes, the batch number is used for reference only and does not affect the fiscal period or fiscal year that the transactions in the batch are posted to. The journal entry date that is generally entered during the GL Distribution step will determine which fiscal period and fiscal year the journal entry created by the transactions in the process will be posted to, not the batch month and batch year. An example of an exception to this is the Computer Checks process in the Payroll module. The batch month and batch year of the Computer Checks batch determines which year to date quarter and year to date year the checks in the batch will be posted to.

Process the batch in order

The steps of a batch process are meant to be processed in the order they appear on the palette. For example, if you are entering AP Invoices (AP> Invoices), you must complete the steps in the order that they display on the Invoices palette (Settings, Invoices, Proof List, GL Distribution, Commit). If you make changes to an existing batch, the batch will reset the batch step that was modified. For example, if the GL Distribution Report has already been generated and the batch is ready to commit but you reprint the Proof List, the batch will reset to the Proof List step and you will have to regenerate the GL Distribution step.

Optional Batch Steps

Some processes have optional steps, or steps on the palette that are not required in order to commit the batch. Most of the time the optional steps are separate features that allow you to generate different kinds of transactions in the batch (for example, the Factor Interest feature on the UB Adjustments and Fees palette). You can tell a step is optional because you will be allowed to skip over the step on the palette.

Application Wide

Customize a Window

There are several ways you can customize the look and feel of a specific window.

- **Change the sort order of the information in a grid -** Any time there is information that displays in a grid, you can click on a column heading to sort the information in that window by that column. Click the column heading again if you would like the window to sort the information by ascending rather than descending order. You can also hold down SHIFT while clicking on a column heading to set up a secondary sort.

- **Change the order of the columns in a grid -** You can change the order in which the columns display in the grid by moving the column headings. Move the mouse to a column heading, right click on the column heading and hold, and then move the mouse to the left or right to specify where the column should be placed on the grid.

- **Remove or add columns to a grid -** You can change the columns that display in a window. For example, in the Customer window (Customer icon ), right click on the section of the window that displays the customer records. This will bring up a menu that displays all of the columns in the window (customer number, first name, last name, mailing address). Since the window also displays a child table (the Expand button next to each customer record is used to display the customer account attached to the customer record), the Accounts child table will also display on the menu. Move the cursor down to the Accounts table and another menu will display. This secondary menu will display all of the columns in the Accounts table that can display on the window (account number, system, status, D, balance, service address). Change the selection in this sub-menu to select the columns you would like to display when the Expand button next to the customer record is clicked.

  - There is also an option on this menu to export the information in the grid to a Microsoft Excel spreadsheet.

- **Change the grouping of the information in a window -** Some windows allow you to change how the information in the window is grouped and sorted. If you can change the sort order or grouping of the information in a window, there will be a section at the top of the grid that reads "Drag a column header here to group by that column." For example, the Exceptions step of the Payroll module Computer Checks process (PR> Computer Checks> Exceptions). The Exceptions step displays all of the exceptions or errors generated during the generate step. If you move the Employee Number column to the upper section of the window, the information that displays in the window will be grouped by employee number.

- **Change the tab order of a window -** There is a Tab Order feature on windows that are used to enter a large amount of information (for example, the Edit Invoices window in the AP module Invoices process). The Tab Order feature allows users to select the order that they will enter information into the window and even which fields will display on the window.

- **Add security on fields -** The DB Security feature (SS> Maintenance> DB Security) allows you to set up fields in the database as read only or no access. Fields that are set up as read only can be viewed by users, but not modified. Fields that are set up as no access, for example, social security numbers, will not display on the window.

Application Wide

Export the Data from a Grid to an MS Excel Spreadsheet

Summary

Any time database records are displayed in a data grid, that information can be exported to an MS Excel spreadsheet. For example, you can create an MS Excel spreadsheet of customer names and mailing addresses by exporting the information from the Customer window (Customer icon  on the main desktop). You can also create an export of the transactions on a Utility Billing account by creating an export file of the information on the History tab of the Account Master Maintenance window (UB> Maintenance> Account> Open an account> History tab).

The **Export grid contents to Excel** option only include the information that displays in the data grid. This allows you to customize which columns will be included in the export by adding and removing optional columns from the gird. This also allows you to filter the information that displays in the export file by filtering the application window. For example, you can create an export file of all the water meters in meter route 01 by using the Search Criteria fields in the Device Selection window (UB> Maintenance> Device) to filter the data that displays in the window.

If the data grid displays both parent and child fields (you can view the child fields of a parent field by clicking on an Expand button), the child fields will be included on the export even if the Expand button has not been clicked to display them in the window.

The **Export all results to .csv** option can be used by Springbrook Cloud users to export all the data in the database that meets the specified filter criteria. This option allows Cloud users to work around the 200 record limit for displaying data in Springbrook Cloud data grids. The Export all results to .csv option will not include child fields in the export file.

Step by Step

1 Using the Export grid contents to Excel export option.

- Open the application window you would like to use to create the export.
- Make sure the information you are viewing is a data grid and right click on the information in the window. If the Export grid contents to Excel option does not display in a drop-down menu, you cannot create an export using this feature.
- Make sure that all of the records you would like to include in the export display in the grid.
    - If the window contains search criteria or filtering options, enter information into those fields to filter the data that displays in the window.

- Sometimes not all data will load in a window (in order to increase the performance of the application, some windows will only load all of the data if specifically requested). The Complete icon will display in the bottom right corner of the window when all records have been loaded into a window. If the Incomplete icon displays, all of the records have not been loaded into the window (for example, if you open the Customer window without applying any filters, only 200 records will display in the window). Click on the Incomplete icon to load all records into the window.
    - NOTE - Springbrook Cloud users will not be able to click the Incomplete icon to display all of the available records. Data grid filters will need to be refined in order to display all records that meet the filter criteria. However, Cloud users can use the Export all results to .csv option to export all the records in the database that meet the specified filter criteria. See Step 2 below for more information.

- Change the columns that display in the window to customize the information that will be included in the export.
    - Right click on the data grid and select the optional columns you would like to include in the export. Some columns are required in a data grid, so you will not be able to remove them from the export.
- Change the order in which the columns display by dragging and dropping the column headings in the data grid.
- Once the data grid displays the information you would like to export, you can create the export file.

- Right click on the data grid and select Export grid contents to Excel. This will open a window to select the path of the export file. Click the Save icon to create the export file.

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2 Using the Export all results to .csv export option in Springbrook Cloud.

- The Export all results to .csv export option can be used by Springbrook Cloud users to export all the database records that meet the specified filter criteria. This option allows Cloud users to work around the 200 record limit on Springbrook Cloud data grids.
- Open the application window you would like to use to create the export.
- Use the available Search Options to filter the data displayed below. Once the data grid displays the information you would like to export, you can create the export file.
- Right-click in the data grid and select Export all results to .csv.
    - If the Export all results to .csv option is not displayed, this export option is not yet enabled on the open data grid.
- This will open a window to select the path of the export file. Click the Save icon to create the export file.
- Once exported, you can open the .csv file with a spreadsheet application such as Microsoft Excel.

General Information

Audit Trail Window

Summary

The application wide Audit Trail window is used to track any changes made to audit trail enabled windows across the application. The Search Criteria section can be used to limit the displayed changes to specified modules and windows.

Application window specific Audit Trail windows are used to track any changes made to the specific windows they are launched from. For example, if an employee made a configuration change to the Payroll Module through the PR Setup window, the Audit Trail window launched from the PR Setup window will display the details surrounding that change.

Step by Step

1 Open the Audit Trail window (SS> Utilities> Audit Trail).

- The Audit Trail window can also be launched from a number of other windows in the application. Click the Audit Trail icon to launch the Audit Trail window from these maintenance and setup windows.

        - The Audit Trail icon will only be enabled on maintenance windows after the maintenance entity is initially created and saved. The icon will only be enabled on setup windows after the module is initially set up and saved.

2 Filter the Audit Trail data.

- Use the **Search Criteria** section to sort the data displayed in the audit trail.
    - The **Sub System** field is used to filter the changes displayed in the data grid below by application module.
        - When accessing the Audit Trail window from a maintenance or setup window, the Sub System, Master Table and Master Reference fields will be disabled. The changes displayed will only apply the sub system, master table and master reference associated with the maintenance or setup window the Audit Trail window was launched from.
    - The **Master Table** field is used to filter the displayed changes by the table that was edited.
        - The Master Table refers to the specific window that was edited. For example, if you would like to display only changes made in the AP Vendor window, you would select AP in the Sub System field and Vendor in the Master Table field. Changes to module setup windows can be displayed by selecting Header in the Master Table field.
        - When All is selected in the Sub System field, all the Master Tables in the system will be enabled in this field. When a specific module is

selected in the Sub System field, only the Master Tables associated with that module will be enabled in this field.

- The **Master Reference** field is used to filter the displayed changes by the record that was edited.
  - The Master Reference refers to the specific record that was edited. For example, if you would like to display only changes made to a specific AP vendor, you would select AP in the Sub System field, Vendor in the Master Table field and enter the vendor number in the Master Reference field.
- The **User Name** field is used to filter the displayed changes by the Springbrook user that was logged in to the system when the changes were made.
- The **From Date** and **To Date** fields are used to filter the displayed changes by a specified date range.
  - The default date range will display the last three months of activity.
- The **Action** field is used to filter the displayed changes by the action taken.
  - For example, by selecting Delete in the Action window, only those changes that resulted in an entity being deleted will be displayed in the data grid.
- The **Audited Table** field is used to filter the displayed changes by the specific part of the Master Table that was edited.
  - This field will default to All, and can only be changed if a selection is made in the Master Table field above.
  - The Audited Table often refers to individual elements of the selected Master Table, such as the individual tabs on a maintenance window.

This is not always the case, so initially selecting All in this field is generally recommended.

- Once the filter criteria are specified, click the Refresh icon to populate the data grid with the filtered audit trail records.
- The data grid below will provide details about any changes made to the window including the date of the change, type of change made, user that made the change, and data table that was edited.