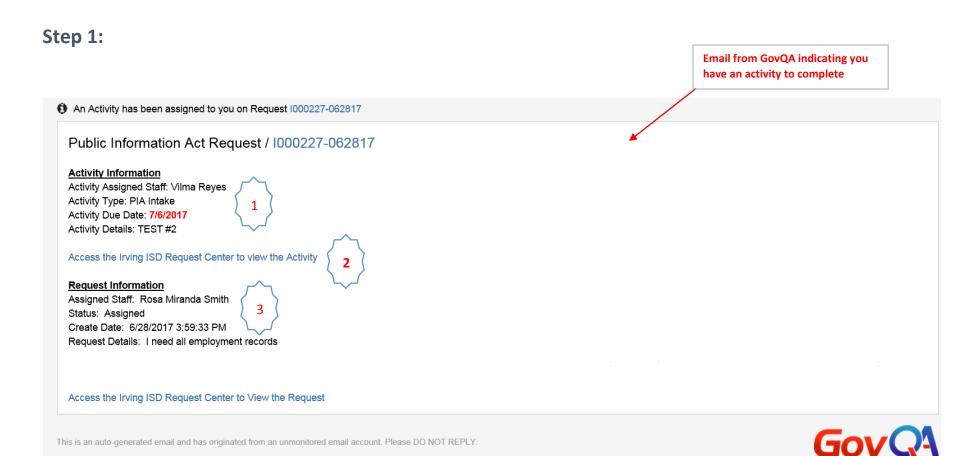
# GovQA – Public Information Requests

## NEW USER INTERFACE

Department of Document Services & Assets Management

## How to Complete a Simple Activity



- 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.

GovQ1	Activity: #339 PIA Intake	② Vilma Reyes
<b>⊻</b>	ACTIVITY DETAILS  Due: 07/06/2017 (0)  TEST #2	© to GOVÇA  Request Details  Reference No: 10002727-062817
1	ADD INFORMATION  Activity Notes:  @Mentions Tag another user in your notes: Type @ followed by the user's name.	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
2	NEXT STEPS  PIA Intake Details  Do you have responsive records for this request??  NO  If NO, you do not need to continue.  Are you aware of another employee and/or department that may have responsive records??  If YES, please identify:  If YES, please identify:  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.)?  Are you alve to produce the responsive records to Document. Services within 5 No business days?  If NO, state the amount of time needed and reason:  Do the records contain student types information?:  No	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 1 must have all theses documents for a job 1 applied for at temesville Police Department. Please email them to me at slibisbb 29@live.com as soon as possible.  Type of Record(s) Requested: Employee Directory Information
	What type of records do you have?:    Trechnology - Pull emails     Electronic     Select all that apply     Are there more than 50 pages   YES     of responsive records?:	
3	FINISH ACTIVITY Save & Sand	



#### **PIA Intake Form**

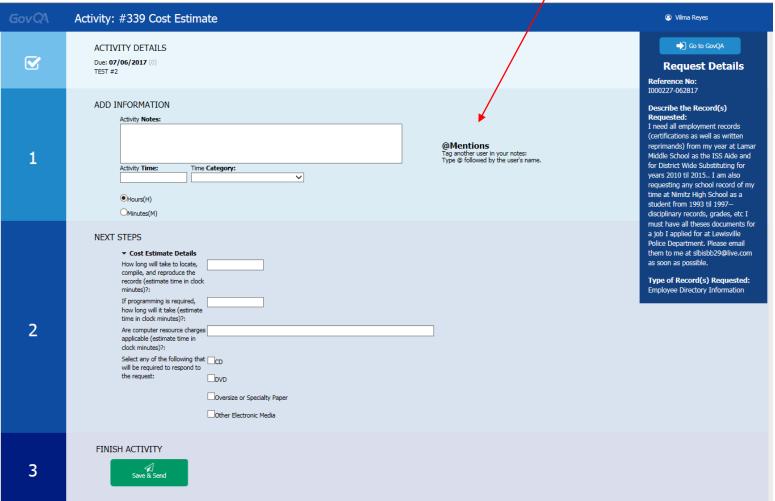
**Section 1 Add Information** - Activity Notes pertaining to this request. You can also tag another user in this section.

**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.

\* 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.



#### **Cost Estimate**

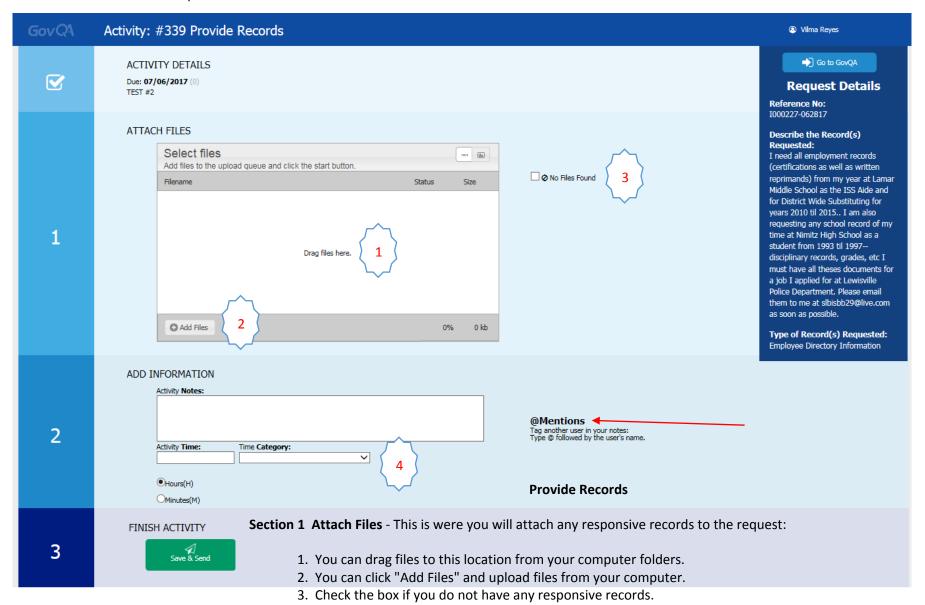
#### Section 1 Add Information -

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.

\* 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.



**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.





© Copyright 2001-2017 WebQA,Inc. | 900 South Frontage Road suite 110 | Woodridge, IL 60517

Support; supportga.com or 866,786,1982