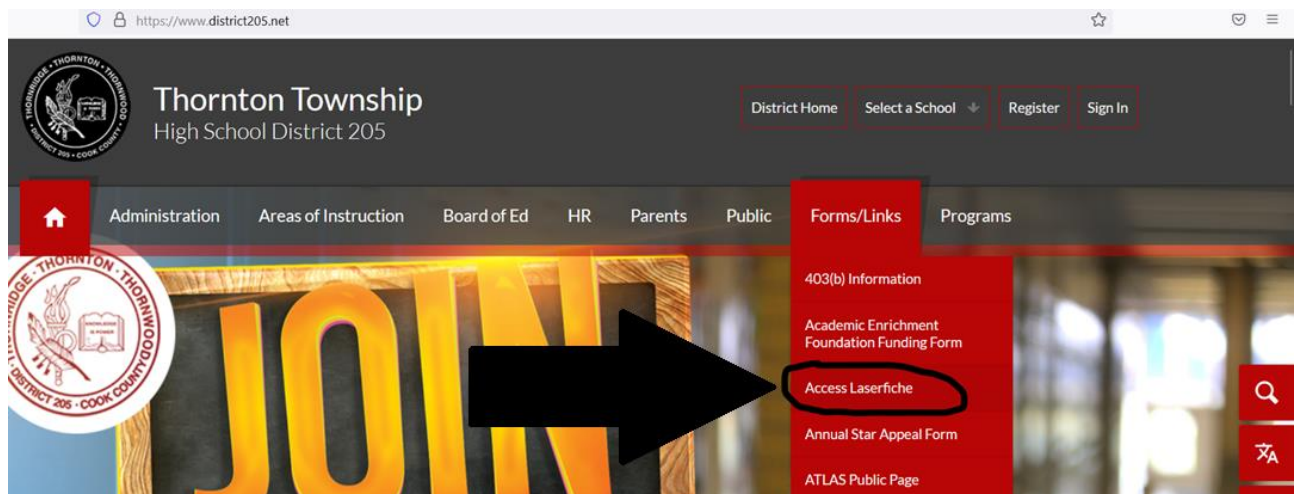


LASERFICHE User Manual

In order to access Laserfiche, following the steps below:

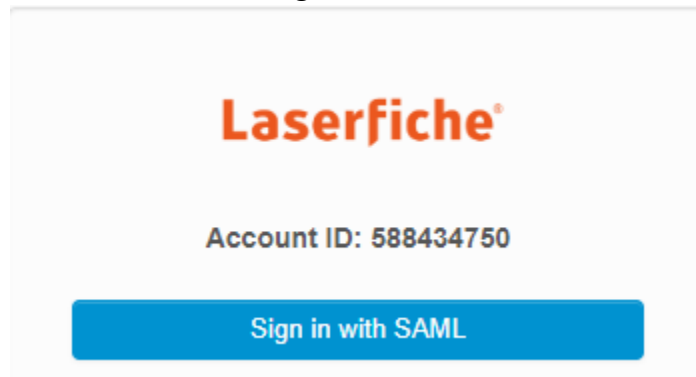
1. Go to www.District205.net
2. Click on Forms/Links
3. Click on Access Laserfiche



4. If asked for an account ID, type in: 588434750

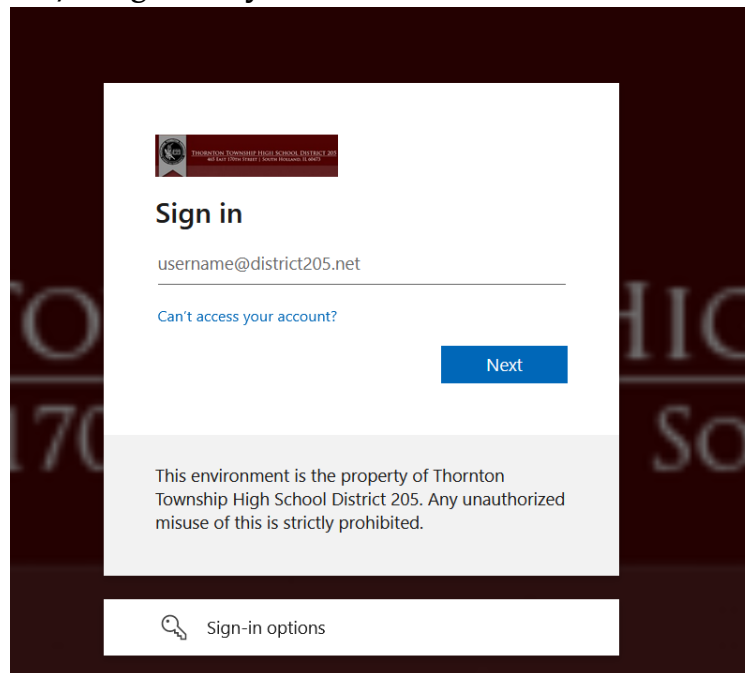
A screenshot of the Laserfiche login interface. The 'Laserfiche' logo is at the top in red. Below it, the text 'Enter your account ID to sign in.' is displayed. A text input field contains the account ID '588434750'. Below the input field is a checkbox labeled 'Remember my login' which is checked. At the bottom is a green button labeled 'Next'.

5. Click “Sign in with SAML”



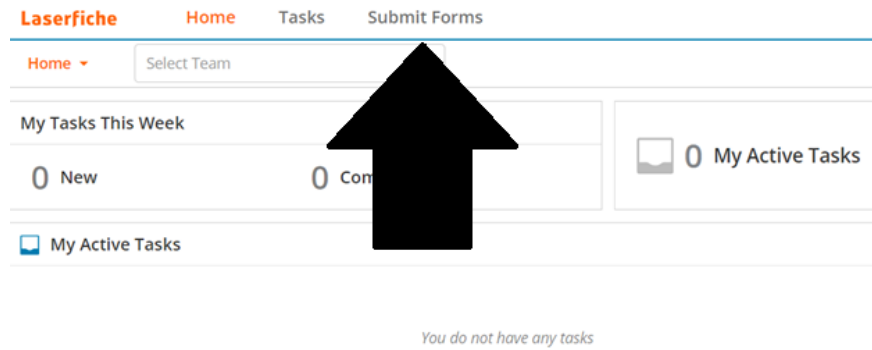
6.

7. Sign into your District Outlook Email.

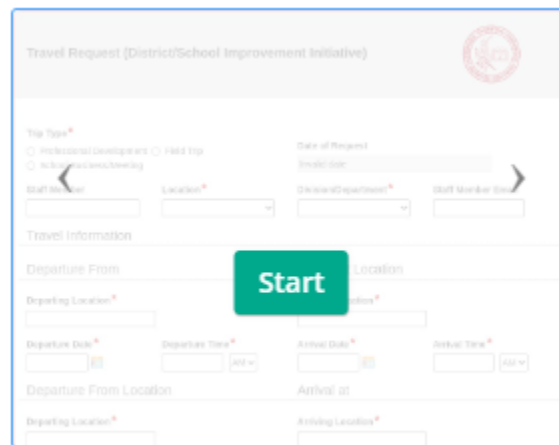


8. You are now in the Laserfiche Portal!

9. To submit a form, click “Submit Form”.
Then choose “Travel Request (District and School Improvement Initiative).”



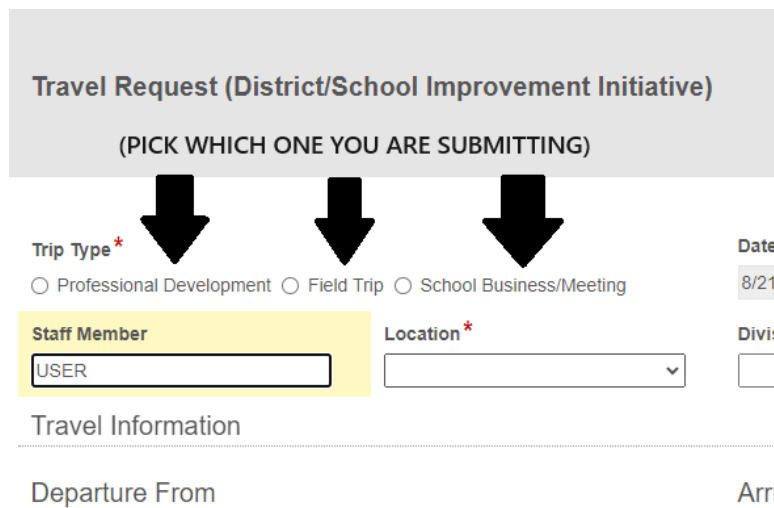
The screenshot shows the top navigation bar of the Laserfiche system. The 'Submit Forms' tab is highlighted. Below the navigation bar, there is a 'Select Team' dropdown menu. A large black arrow points to the 'Submit Forms' tab. Below the arrow, there is a section titled 'My Tasks This Week' with two buttons: 'New' and 'Completed'. To the right of this section, there is a box labeled 'My Active Tasks' with a '0' next to it. Below this, there is a link to 'My Active Tasks'. At the bottom of the page, there is a message that says 'You do not have any tasks'.



The screenshot shows the 'Travel Request (District/School Improvement Initiative)' form. The form has a title bar with the title and a red circular logo. Below the title bar, there are two radio buttons for 'Trip Type': 'Professional Development' and 'Field Trip'. To the right of these, there is a 'Date of Request' field. Below the radio buttons, there is a 'Staff Member' dropdown menu. To the right of this, there is a 'Location' dropdown menu. Below these, there is a 'Division/Department' dropdown menu. To the right of this, there is a 'Staff Member ID' field. Below these, there is a 'Travel Information' section. This section has a 'Departure From' section with a 'Departing Location' dropdown menu. To the right of this, there is a 'Location' dropdown menu. Below these, there is a 'Departure Date' field. To the right of this, there is a 'Departure Time' field. Below these, there is an 'Arrival Date' field. To the right of this, there is an 'Arrival Time' field. Below these, there is a 'Departure From Location' section with a 'Departing Location' dropdown menu. To the right of this, there is an 'Arriving Location' dropdown menu. A green 'Start' button is overlaid on the form.

Travel Request (District and School Impr...

10.
11. Pick which form you are completing, click the correct circle.



The screenshot shows the 'Travel Request (District/School Improvement Initiative)' form. The form has a title bar with the title and a red circular logo. Below the title bar, there is a section titled '(PICK WHICH ONE YOU ARE SUBMITTING)'. Below this, there are three radio buttons for 'Trip Type': 'Professional Development', 'Field Trip', and 'School Business/Meeting'. Three black arrows point to these radio buttons. To the right of the radio buttons, there is a 'Date' field. Below the radio buttons, there is a 'Staff Member' dropdown menu. To the right of this, there is a 'Location' dropdown menu. Below these, there is a 'Division' dropdown menu. Below these, there is a 'Travel Information' section. This section has a 'Departure From' section with a 'Departing Location' dropdown menu. To the right of this, there is a 'Location' dropdown menu. Below these, there is a 'Departure Date' field. To the right of this, there is a 'Departure Time' field. Below these, there is an 'Arrival Date' field. To the right of this, there is an 'Arrival Time' field. Below these, there is a 'Departure From Location' section with a 'Departing Location' dropdown menu. To the right of this, there is an 'Arriving Location' dropdown menu.

- Professional Development should be filled out to attend any Professional Development Opportunity offered outside of District 205 (i.e. conference, workshop).
- Field Trip should be filled out when requesting to have students leave the school/program for any length of time.
- School Business/Meeting should be filled out when requesting to attend a function involving your job that is located outside of District 205 (i.e. meeting, regional event).

YOU MUST FILL OUT AND COMPLETE ALL NECESSARY SECTIONS IN ORDER TO BE APPROVED, INCLUDING ATTACHING THE EXCEL RATIONALE FORM THAT IS ATTACHED TO THIS DOCUMENT.

The screenshot shows a web form titled "Rationale". It includes a section for "Upload Rationale Form" with a note that a form is required and an "Upload" button. Below this is a link to "Click Here to Download the Rationale Form". A right-click context menu is open over this link, showing options like "Open link in new tab", "Save link as...", and "Open in Postlight Reader". The form also has sections for "A brief description of the professional c...", "How will it benefit you professionally?*", and "Funding Source".

**When going to download the form from Laserfiche, Right click on the form to open in a new tab. Otherwise, you will have to restart your form.*

- Be sure to upload any registration documentation that needs to be submitted, accommodations if the submission is away, travel information and any other pertinent information.
- You are eligible to be reimbursed up to \$80 per day for meals
- Receipts must be submitted (taxes and tips are not reimbursable) by turning in the original receipts.
 - This includes parking, tolls, transportation (UBER), meals, etc.
- ONCE A FORM IS SUBMITTED, it cannot be changed. If any information is incorrect, the form must be re-entered.

TO CHECK ON YOUR DOCUMENTS

1. Go to your home screen and access your tasks tab.

The screenshot shows the Laserfiche Home interface. At the top, there is a navigation bar with the Laserfiche logo and tabs for Home, Documents, Tasks, and Submit Forms. Below the navigation bar, there is a 'Home' dropdown menu and a 'Select Team' dropdown menu. The main content area is divided into two sections. The left section is titled 'My Tasks This Week' and shows '0 New' and '1 Completed' tasks. The right section shows a 'My Ac' (My Account) icon and '0 My Ac'.

2. Click on the task that you wish to examine.

The screenshot shows the Laserfiche Tasks page. At the top, there is a navigation bar with the Laserfiche logo and tabs for Home, Documents, Tasks, and Submit Forms. Below the navigation bar, there is a 'My Tasks' tab and a 'Team Tasks' tab. A search bar is present with the text 'Search tasks completed by me' and a magnifying glass icon. Below the search bar, there is a table with columns for Process, Task, and Instance. The table shows one task: 'Travel Request (District an...' with a 'Start' button and 'District - Professional Development - [redacted]'.

3. Click on “Action History”.

The screenshot shows the Laserfiche Travel Request form. The form is titled 'Travel Request (District/School Improvement Initiative)'. It has a red seal on the right side. The form is divided into several sections. The first section is 'Trip Type' with radio buttons for Professional Development, Field Trip, and School Business/Meeting. The second section is 'Date of Request' with the date 9/24/2024. The third section is 'Staff Member' with a dropdown menu. The fourth section is 'Location' with a dropdown menu. The fifth section is 'Division/Department' with a dropdown menu. The sixth section is 'Staff Member Email' with a text field. The seventh section is 'Travel Information' with a table for Departure and Arrival details. The table has columns for Departure From, Departing Location, Departure Date, Departure Time, Arrival At Location, Arriving Location, Arrival Date, and Arrival Time. The eighth section is 'Departure From Location' with a dropdown menu. The ninth section is 'Arriving Location' with a dropdown menu. On the right side of the form, there is a sidebar with tabs for 'Start', 'Summary', and 'Action history'. The 'Action history' tab is selected, showing 'Event Information' with 'Process: Travel Request (District a...' and 'Date submitted: 10:54 AM'.

ive)



Date of Request

9/24/2024

Division/Department*

Staff Member Email

Arrival At Location

Arriving Location*

Arrival Date*

12/2/2024

Arrival Time*

07:00:00 AM

Arrival at

Arriving Location*

Chicago

Arrival Date*

12/17/2024

Arrival Time*

11:00:00 AM

Start

District - Professional Development - b1f...

Summary Action history

9/24/2024 10:54 am

...

in the process with task

District - Professional Develo...

9/24/2024 10:54 am

✓

submitted a form **Start** and started an instance in the process **Travel Request (District and School Improvement Initiative)**

Submit

Start

District - Professional Development - b1f...

Summary Action history

9/24/2024 10:54 am

...

in the process with task

District - Professional Develo...

9/24/2024 10:54 am

✓

submitted a form **Start** and started an instance in the process **Travel Request (District and School Improvement Initiative)**

Submit

- Additional links for Laserfiche include: <https://app.laserfiche.com/laserfiche> (Link to Repository), <https://app.laserfiche.com/forms/TravelRequest> (Link to Travel Request Form), and <https://app.laserfiche.com/forms/Expenses> (Link to Travel Expenses)

SAMPLE of the Rationale form

Title II-A Professional Development Plan Template			
FY24 ESSA GPRS Monthly/Quarterly Report Outline for DELIVERABLES and ACCOMPLISHMENTS Sections.	DISTRICT NAME: Thornton Township High School District		NOTES -- Teacher Institute E-Learning
	SY24 Quarter ___ for period		
Part I. Identified Area/s of Need			
Area	Topic or Category		Rationale/Benefit(s) to SIP or SW Plans
1	Professional Development (Onsite) Source/s of Evidence:		
2	Mentorship/Induction. Source/s of Evidence:		
3	Virtual Professional Development. Source/s of Evidence:		
4	Other _Online Resources. Source/s of Evidence:		
5	Professional Development Committee Meeting(s). Source/s of Evidence:		
Part II. Professional Development Activities Results			
Area No.	Use: Four Domains of Teaching or Common Core	ACTIVITIES (Deliverables) (Include event title, location, date, attendee/s)	OUTCOME (Results/Accomplishments) (Must include data, statistics; be measurable and describe how PD learning was applied)
PROFESSIONAL DEVELOPMENT		Course or Event Title	total Number of Hours Completed / Date Completed / Credit, Credential or Certificate