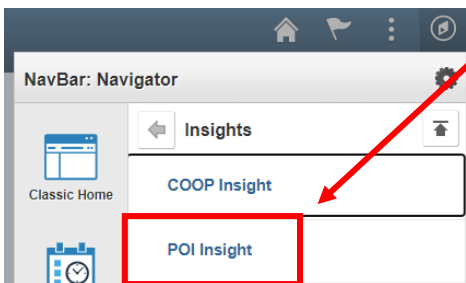
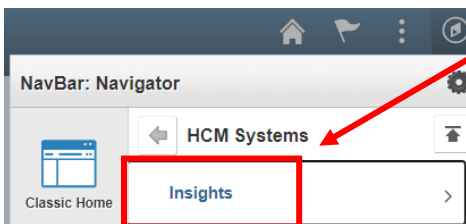
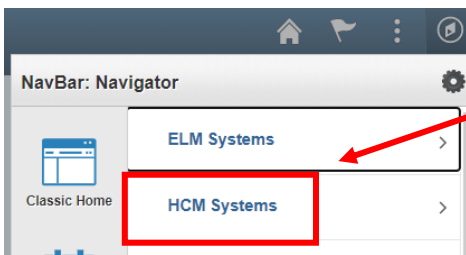
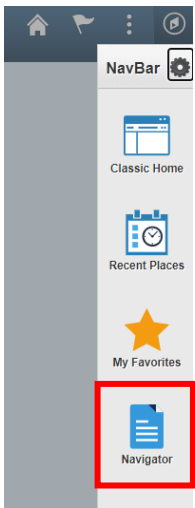
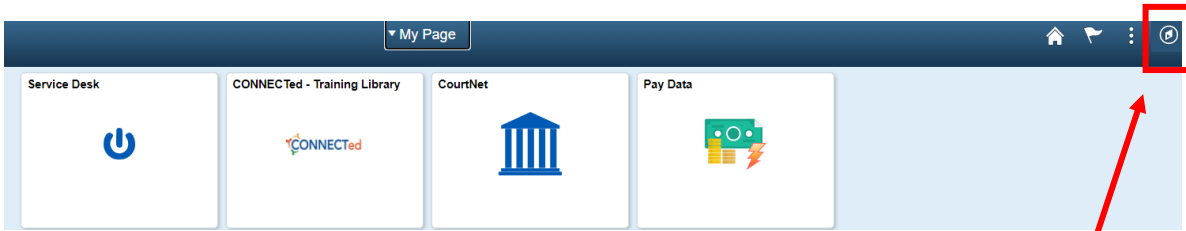


1. POI Insight (List of County-paid employees in Connect)



1. Click the Navigator icon.
2. Click "Navigator" from the NavBar.
3. Click "HCM Systems".
4. Click "Insights".
5. Click "POI Insight"

POI Insight

Search Criteria

Empl ID

First Name

Last Name

Department

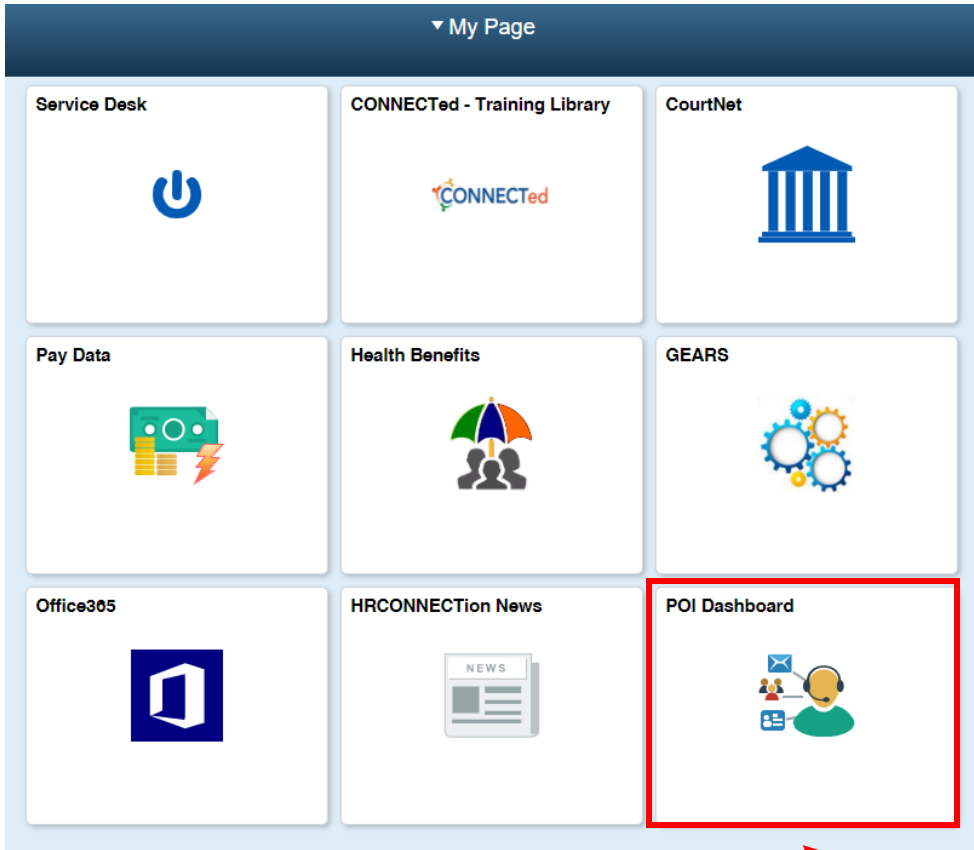
Location

Status All

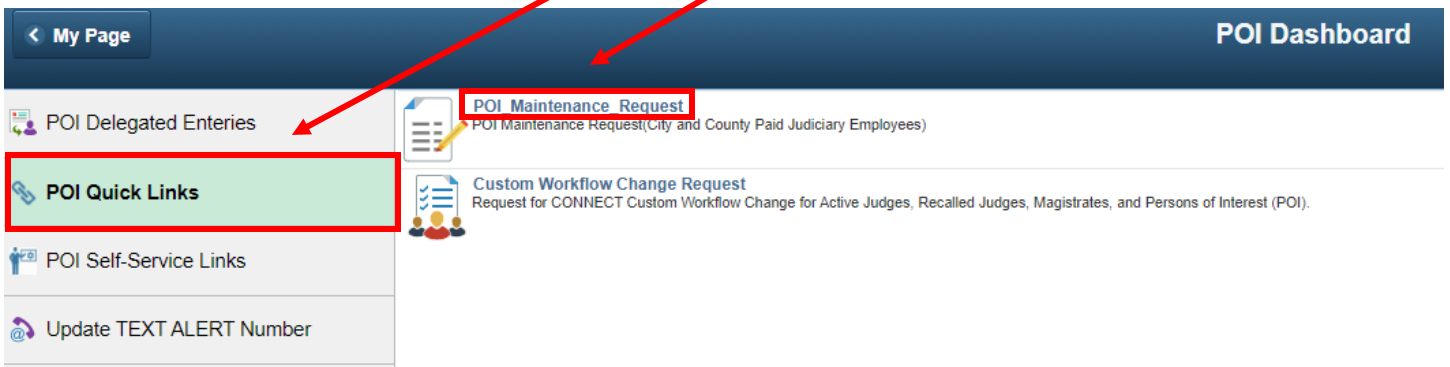
Search

6. Select the search glass next to **Location**. Select your location from the pop-up menu.
7. Select the drop-down arrow next to **Status** and select:
 - a. **All** for all POI's (Active and Inactive combined)
 - b. **Active** for only active POI's (**recommended**)
 - c. **Inactive** for only inactive POI's
8. Select **Search**.
9. To export the populated list of POI's, select **Export**. This will export to an Excel document if you choose to do so. Doing this will open your computer to save the Excel document where you are able to rename and save where you can locate it.

2. POI Maintenance (Add to, Modify, or Remove from Connect)



1. Click on the POI Dashboard tile.
2. Click "POI Quick Links".
3. Click "POI Maintenance Request".



< My Page

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

4. Select the tab **Add a New Value**.
5. Select the drop-down arrow next to **Type of Request** and select:
 - a. **Inactivate** to remove a POI from Connect
 - b. **Modify** to change a POI's information
 - c. **New User** to add a new POI to Connect

< My Page POI_Maintenance_Request

POI_Maintenance_Request

*Subject

*Type of Request

*Position Type

*Legal Name

Contract End Date

Other Name

*Employee Phone

Position Title

*Emp JudiciaryEmail

*Work Department ID

Department

*Location Code ID

Current User ID (If Applicable)

Note: All City and County paid Judiciary employees will be granted access to ELM automatically.

Security Statement:

The user understands that the password issued shall not be given to, or used by, any other individual. Any unauthorized use of the log-in, or breach of any security procedures related to the use of the log-in, is the user's responsibility. A breach of any security regulation could result in removal of access to CONNECT at the Judiciary's discretion, and may result in disciplinary action.

*Requester's Electronic Signature:

*Requester's Phone:

6. Please complete all fields with an asterisk.
7. The most critical information for us is as follows:
 - a. Legal Name Please provide the employee’s full First and Last Names.
 - b. Department ID This number will always start with “10” and end with “000”.
 - c. Location ID This number will always start with “CC” and may end with a letter.
 - d. Employee Phone Please provide the best work phone number for the employee or office.
 - e. Employee Email This will often be of the form: FirstName.LastName@mdcourts.gov.
 - f. More Info Please let us know the start date of the employee.
8. **Save** the form at the bottom and then **Submit** the form at the top.

POI_Maintenance_Request

*Subject		POIMAIN	
*Type of Request	New User	*Position Type	
*Legal Name	FirstName LastName	Contract End Date	
Other Name		*Employee Phone	301-555-1212
Position Title		*Emp JudiciaryEmail	FirstName.LastName@mdcourts.gov
*Work Department ID	1001000	Department	CC Allegany County
*Location Code ID	CC01A		
Current User ID (if Applicable)			

Note: All City and County paid Judiciary employees will be granted access to ELM automatically.

Security Statement:

The user understands that the password issued shall not be given to, or used by, any other individual. Any unauthorized use of the log-in, or breach of any security procedures related to the use of the log-in, is the user’s responsibility. A breach of any security regulation could result in removal of access to CONNECT at the Judiciary’s discretion, and may result in disciplinary action.

*Requester’s Electronic Signature:

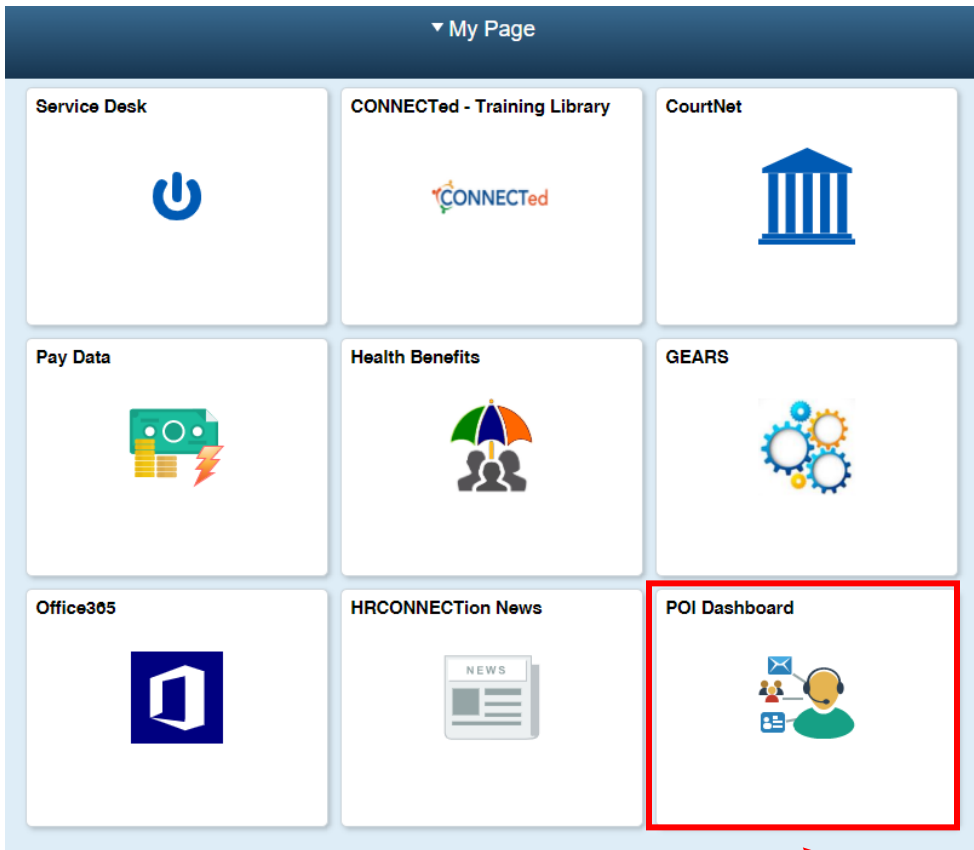
*Requester’s Phone:

Court Administrator Authorization: The Court Administrator is responsible for ensuring that the access requested is appropriate. The Court Administrator is also responsible for modifying or removing the access when it is no longer appropriate.

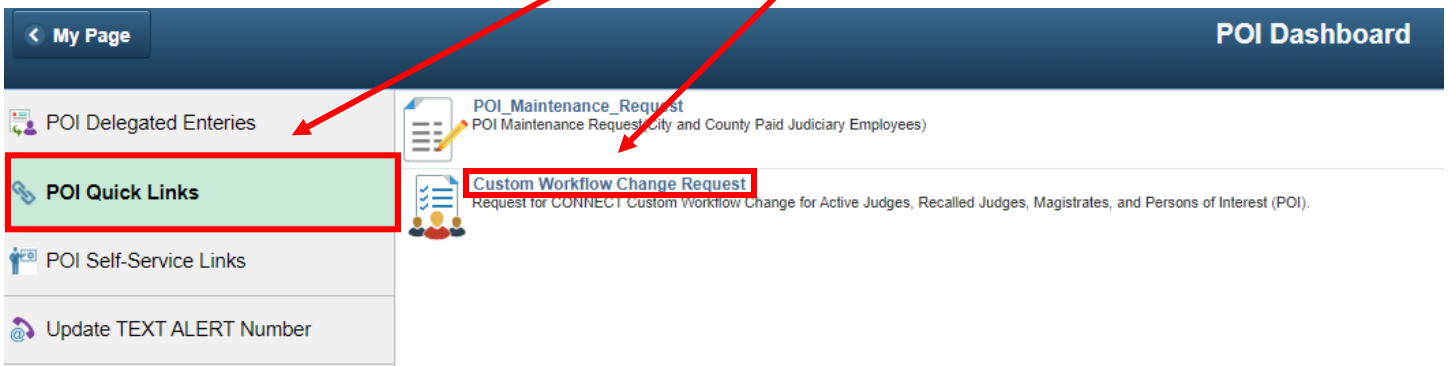
*Access will be granted based upon the need to perform the duties, audit considerations and business purposes.

More Information

3. Custom Workflow Change



1. Click on the POI Dashboard tile.
2. Click "POI Quick Links".
3. Click "Custom Workflow Change Request".





Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

4. Select the tab **Add a New Value**.
5. Select the drop-down arrow next to **Type of Update** and select:
 - a. **Add New Approver Only**
 - b. **Add New and Delete Approvers**
 - c. **Delete Approver Only**
 - d. **Other** (Explain in More Info)



Custom Workflow Change Request

*Subject

Status Initial

*Court

*Jurisdiction

*Type of Update

CUSTOM WORKFLOW CHANGE

Please indicate what changes are needed to the custom workflow matrix. The links to the CC and DC matrices can be found on the MyPage tab. Please note that it may take several days before the changes take effect. If more than one change is necessary, please indicate the necessary changes in the More Information section below. Please do NOT submit more than one form.

If you are **only** adding or deleting an approver, please enter N/A in the appropriate box.

*Approval Type

*Employee Type

*New Approver

*Former Approver

*Approver Level

*Requestor's Name

*Requestor's Phone

[More Information](#)

6. Please complete all fields with an asterisk.
7. The most critical information for us is as follows:
 - a. Approval Type Absence Requests/Change for all transactions/AOC Education/Timesheets.
 - b. Employee Type Judge/Administrator/POI/etc.
 - c. New Approver Please provide the employee’s full First and Last Names.
 - d. Former Approver Please provide the name of the employee being replaced in this role.
 - e. Approver Level 1st approver/2nd approver/3rd approver.
 - f. More Info Please let us know the start date of the new approver and any other details.
8. **Save** the form at the bottom and then **Submit** the form at the top.

Form Instructions Attachments

Custom Workflow Change Request

*Subject

Status Initial

*Court

*Jurisdiction

*Type of Update

CUSTOM WORKFLOW CHANGE

Please indicate what changes are needed to the custom workflow matrix. The links to the CC and DC matrices can be found on the MyPage tab. Please note that it may take several days before the changes take effect. If more than one change is necessary, please indicate the necessary changes in the More Information section below. Please do NOT submit more than one form.

If you are **only** adding or deleting an approver, please enter N/A in the appropriate box.

*Approval Type

*Employee Type

*New Approver

*Former Approver

*Approver Level

*Requestor’s Name

*Requestor’s Phone

More Information