

Electronic Signatures Coding Instructions



## **Electronic Signature**

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## **Electronic Signatures**

In ADPICS, documents are approved (or rejected) via an electronic signature. Each person responsible for approving documents is required to have a signature in the system. This signature is a password that functions just like a written signature. These signatures are maintained on the Signature Table Maintenance (5984) screen and may be changed as often as needed by the user.

Note: Electronic Signatures are not the same as your system log-on password.

This section covers the following topics:

- Establishing electronic signature
- Changing electronic signature
- Resetting electronic signature

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## **Establishing an Electronic Signature**

- F2 ADPICS Main Menu (0000)
- F10 Document Authorization Menu (9200) →
- F4 Approval Processing Table Maintenance Menu (5980) →
- F1 Signature Table Maintenance (5984)

#### Signature Table Maintenance

🞇 ADC2 - RUMBA Mainframe Display				j _ B ×
<u>File Edit View Connection Transfer Option</u>	ns <u>T</u> ools <u>H</u> elp			
D 😂 🖬 🚳 🐰 🖻 🛍 🕫 🛱		🥸 🗃 📩 🗗 📢		
PCH 5984 V4.1 MD TRN	ADVANCED PLIRCHA	SING/INVENTORY	06/12/2001	1:39 PM
LINK TO:	SIGNATURE TABL	E MAINTENANCE		1.05
USER ID	: a60t13			
LEVEL	:			
DEFARIMENT ID	•			
DEPARTMENT NAME	:			
	-			
OLD SIGNATURE	:			
NEW SIGNATURE	:			
		DATES.	то	
ALTERNATE USER ID	•	DATES:	10	
F1-HELP F	F3-DELETE	F6-VIEW WOR	KLOAD	F9-LINK
F10-SAVE F	F11-RESET SGN	ENTER-INQUI	RE	CL-EXIT
RECORD DOES NOT EXIST, P	PLEASE TRY AGAIN			
Ready	Running APL NL	IMFLD E948pool OVR	CAP NUM W 5,34	1:38:40 PM

- 1. Enter your user ID in the User ID field.
- Press F10-Save to establish a record for your user ID. The LEVEL, DEPARTMENT ID and DEPARTMENT NAME fields will fill in based upon your security (7600 Screen). A message appears at the bottom, 'NEW SIGNATURE MUST BE ENTERED FOR NEW USERS'.



ADC2 - RUMBA Mainframe Display File Edit View Connection Transfer Opt CONSTRUCTION CONSTRUCTION PCHL5984 V4.1 MD TRN LINK TO:	ions Iools Help	ASING/INVENTORY LE MAINTENANCE	<sup>™</sup> ₩ ⊠ Ø Ø ø 05/25/2001	9:19 AM
USER ID	: A60T13			
LEVEL	: 999			
DEPARTMENT ID	: RØØ13			
DEPARTMENT NAME	: FMIS TRAINING	DEPARTMENT 13		
OLD SIGNATURE	:			
NEW SIGNATURE	:			
ALTERNATE USER II	):	DATES:	то	
F1-HELP F10-SAVE NEW SIGNATURE MUST BE B Ready	F3-DELETE F11-RESET SGN NTERED FOR NEW U	F6-VIEW WOF ENTER-INQU SERS	RE	F9-LINK CL-EXIT

- 3. Enter a signature in the New Signature field.
  - "Signatures" must be a minimum of 4 and a maximum of 8 characters.
  - "Signatures" can be all numbers, all letters, or a mixture of numbers and letters.
- 4. Press F10-Save to save your signature.

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ADC2 - RUMBA Mainframe Display File Edit View Connection Transfer Option Connection Transfer Option PCHL5984 V4.1 MD TRN LINK TO:	IS IOOIS HEIP ADVANCED PURCHASING SIGNATURE TABLE M	E INVENTORY ( AINTENANCE	₩ <b>≤</b> 22.e× 5/25/2001 9:22 AM
USER ID	: A60T13		
LEVEL	: 999		
DEPARTMENT ID	: R0013		
DEPARTMENT NAME	: FMIS TRAINING DEP	ARTMENT 13	
OLD SIGNATURE	:		
NEW SIGNATURE	:		
ALTERNATE USER ID	: DA	TES:	то
F1-HELP F	3-DELETE	F6-VIEN WORKL	)AD F9-LINK
REENTER NEW SIGNATURE, P	RESS PF10 TO CONFIRM		
Ready	Running APL NUMFLD	9fapool: OVR CAP	NUM W 15,28 9:15:46 AM

The system displays message, 'REENTER NEW SIGNATURE, PRESS PF10 TO CONFIRM'.

- 5. Re-enter your signature in the New Signature field to confirm the signature.
- 6. Press F10-Save to save your new signature record.

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ADC2 - RUMBA Mainframe Display File Edit View Connection Transfer Op CONTRACTOR OF CONTRACTOR PCHL5984 V4.1 MD TRN LINK TO:	tions <u>T</u> ools <u>H</u> elp ADVANCED PUR SIGNATURE T	CHASING/INVENTORY ABLE MAINTENANCE	<sup>8</sup> ₩ ⊠ Ø Ø Ø 05/25/2001	9:23 AM
USER ID	: A60T13			
LEVEL	: <del>999</del>			
DEPARTMENT ID	: RØØ13			
DEPARTMENT NAME	: FMIS TRAINI	NG DEPARTMENT 13		
OLD SIGNATURE	:			
NEW SIGNATURE	:			
ALTERNATE USER I	D :	DATES:	то	
F1-HELP F10-SAVE RECORD SAVED	F3-DELETE F11-RESET SGN	F6-VIEN WO ENTER-INQU	RKLOAD IRE	F9-LINK CL-EXIT
Ready	Running	NUMFLD 9fapool: OVR	CAP NUM W 2,11	9:17:26 AM

The system saves your electronic signature and displays the message, 'RECORD SAVED'.



# **Changing an Electronic Signature**

- F2 ADPICS Main Menu (0000)
- F10 Document Authorization Menu (9200) →
- F4 Approval Processing Table Maintenance Menu (5980) →
- F1 Signature Table Maintenance (5984)

#### Signature Table Maintenance

🞇 ADC2 - RUMBA Mainframe Display			💾 🚾 🗶 🕻	S _ B ×
<u>File Edit View Connection Transfer Option</u>	ns <u>T</u> ools <u>H</u> elp			
D 😂 🖬 🖨 🐰 🖻 💼 🕬 🛱		🥂 🛥 📩 🖂 📢		
PCHL5984 V4.1 MD TRN	ADVANCED PURCHA	SING/INVENTORY	05/25/2001	9:25 AM
LINK TO:	SIGNATURE TABL	E MAINTENANCE		
USER ID	: a60t13			
	_			
	:			
	•			
DEPARTMENT NAME	:			
OLD SIGNATURE	:			
NEW SIGNATORE	:			
ALTERNATE USER ID	:	DATES:	то	
			4.045	
	-3-DELETE		KLUAD DE	
PECOPD DOES NOT EVIST	TI-RESET SUN	ENTER-INQUI	KE.	
RECORD DOES NOT EXIST, P		IMELIA Official OUD		0.10.00 45
Reauy	jikunning jiapu jinu	International Jorapoon: Jova	TCAP INUM IW 15,34	19:19:02 AM

- 1. Enter your user ID in the User ID field.
- 2. Press <Enter> to retrieve your signature record.



ADC2 - RUMBA Mainframe Display Elle Edit View Connection Transfer Option Connection Transfer Option PCHL5984 V4.1 MD TRN LINK TO:	IS IOOIS HEIP DIST ANCED PUR SIGNATURE T	CHASING/INVENTORY ABLE MAINTENANCE	<sup>™</sup> ₩ ⊠ Ø Ø ø 05/25/2001	9:26 AM
USER ID	: A60T13			
LEVEL	: <del>999</del>			
DEPARTMENT ID	: RØØ13			
DEPARTMENT NAME	: FMIS TRAINI	NG DEPARTMENT 13		
OLD SIGNATURE	:			
NEW SIGNATURE	:			
ALTERNATE USER ID	:	DATES:	то	
F1-HELP F		F6-VIEW W	ORKLOAD	F9-LINK
INQUIRY SUCCESSFUL, TRAN	SACTION READY	FOR UPDATE		
Ready	Running APL	NUMFLD 9fapool: 0	VR CAP NUM W 2,11	9:20:19 AM

The system retrieves your signature record and displays the message, 'INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE'.

- 3. **<Tab>** to position the cursor in the Old Signature field. Enter your current signature. If you have forgotten your old signature and your signature was reset then enter "KAPS".
- 4. <Tab> to position the cursor in the New Signature field. Enter your new signature.
- 5. Press F10-Save to save the new signature.

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ADC2 - RUMBA Mainframe Display File Edit View Connection Transfer Optic CONTRACTOR OF CONTRACTOR PCHL5984 V4.1 MD TRN LINK TO:	INTER A TABLE MAINTEN	■ NTORY 05/25/2001 9:28 AM ANCE
USER ID	: A60T13	
LEVEL	: 999	
DEPARTMENT ID	: R0013	
DEPARTMENT NAME	: FMIS TRAINING DEPARTMEN	T 13
OLD SIGNATURE	:	
NEW SIGNATURE	:	
ALTERNATE USER ID	: DATES:	то
F1-HELP F10-SAVE	F3-DELETE F6-V F11-RESET SGN ENTER	IEW WORKLOAD F9-LINK R-INQUIRF CI-FXII
REENTER NEW SIGNATURE,	RUNDING APL NUMELD GRADOOL	OVR CAP NUM W 15.28 9:22:30 AM

The system prompts you to 'REENTER NEW SIGNATURE, PRESS PF10 to CONFIRM'.

- 6. Re-enter your new signature in the New Signature field to confirm the signature.
- 7 Press F10-Save to save your new signature record.

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ADC2 - RUMBA Mainframe Display File Edit View Connection Transfer Opt CONSTRUCTION OF CONSTRUCTION PCHLS984 V4.1 MD TRN LINK TO:	IONS IOOIS Help DIED ANCED PURCE SIGNATURE TAI	≥ 🕅 🖿 📄 🕅 🕅 HASING∕INVENTORY BLE MAINTENANCE	<sup>™</sup> ₩ <b>™ № № №</b>	9:30 AM
USER ID	: A60T13			
LEVEL	: 999			
DEPARTMENT ID	: RØØ13			
DEPARTMENT NAME	: FMIS TRAININ	g department 13		
OLD SIGNATURE	:			
NEW SIGNATURE	:			
ALTERNATE USER II	):	DATES:	то	
F1-HELP F10-SAVE	F3-DELETE F11-RESET SON	F6-VIEN WOR	KLOAD RE	F9-LINK a -FXII
RECORD UPDATED, NEW SIG	NATURE SAVED		· · · · ·	
Ready	Running	NUMELD 9fanool: OVR	CAP NUM W 2,11	9:23:42 AM

The system displays a message, 'RECORD UPDATED, NEW SIGNATURE SAVED'.



## **Resetting an Electronic Signature**

When you have forgotten your password, use the Reset Signature to reset your password to KAPS.

- F2 ADPICS Main Menu (0000)
- F10 Document Authorization Menu (9200) →
- F4 Approval Processing Table Maintenance Menu (5980) →
- F1 Signature Table Maintenance (5984)

#### Signature Table Maintenance

🖓 Vista TN3270 Session A			_		×
<u>F</u> ile <u>E</u> dit Fo <u>n</u> t <u>T</u> ransfer <u>M</u> a	cro <u>O</u> ptions <u>W</u> indow	<u>H</u> elp			
02 3 10 10 10 10 10 10 10 10 10 10 10 10 10	3 🚰 🖍 1, 2, 3	i <sub>▶</sub> 4 <sub>▶</sub> 5 <sub>▶</sub>		(1) (1)	<b>-</b> 7
PCHL5984 V4.1 MD SYS LINK TO:	ADVANCED PURCH Signature tab	ASING/INVENTORY Le maintenance	05/07/202	0 11:1	15 AM
USER ID	:				
LEVEL	:				
DEPARTMENT ID	:	-			
DEPARTMENT NAME	:				
OLD SIGNATURE	:				
NEW SIGNATURE	:				
ALTERNATE USER ]	[D :	DATES:	TO		
F1-HELP	F3-DELETE	F6-VIEW WOR	RKLOAD	F9-L	ІНК
F10-SAVE Record does not <u>exist</u> ,	F11-RESET SGN PLEASE TRY AGAIN	ENTER-INQUI	(RE	CL-E	XIT
MA	0.0 05/07/20.12	B 11:20AM 10.210.	0.1	∦ a	9,41

1. Enter your user ID in the User ID field.

2. Press <Enter> to retrieve your signature record.



🆓 Vista TN3270 Session A				_		$\times$
<u>F</u> ile <u>E</u> dit Fo <u>n</u> t <u>T</u> ransfer <u>M</u> acro	o <u>O</u> ptions <u>V</u>	<u>N</u> indow <u>H</u> elp				
D2 🖨 X BC 🕫	r 🖌 🖍	2 3 4 5	• → u	• • •	o P	<b>.</b>
PCHL5984 V4.1 MD SYS LINK TO:	ADVANCED Signatu	PURCHASING/IN Re table maint	VENTORY Enance	05/07/2020	11:2	21 AM
USER ID	: <u>A</u> 60101					
LEVEL	: 999					
DEPARTMENT ID	: E01					
DEPARTMENT NAME	: OFFICE	OF THE COMPTRO	LLER			
OLD SIGNATURE	:					
NEW SIGNATURE	:					
ALTERNATE USER ID	:	DATES:		TO		
F1-HELP	F3-DELETE	F6	-VIEW WORK	LOAD	F9-L	INK
INQUIRY SUCCESSFUL, TRA	F11-RESET NSACTION R	SGM EN Eady for updat	E E	Ł	CL-E	:XII
MA	0.1 05/07/	/20.128 11:21A	1 10.210.0.	1	à a	5,28

The system retrieves your signature record and displays the message, 'INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE'.

<sup>3.</sup> Press F11-Reset SGN to reset signature.



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<u>F</u> ile <u>E</u> dit Fo <u>n</u> t <u>T</u> ransfer <u>M</u> ac	ro <u>O</u> ptions <u>W</u> ii	ndow <u>H</u> elp		
D 🗃 🖨 🐰 🖻 🕻	3 🚰 🖍 1,	2,3,4,5,	<b>&gt;</b>	• 🕋
PCHL5984 V4.1 MD SYS LINK TO:	ADVANCED I Signaturi	PURCHASING/INVE E TABLE MAINTEN	NTORY 05/07/ IANCE	2020 11:24 AM
USER ID	: A60101			
LEVEL	: 999			
DEPARTMENT ID	: E01			
DEPARTMENT NAME	: OFFICE O	F THE COMPTROLL	.ER	
OLD SIGNATURE	:			
NEW SIGNATURE	: -			
ALTERNATE USER I	D:	DATES:	TO	
F1-HELP	F3-DELETE	F6-\	IEW WORKLOAD	F9-LINK
F10-SAVE	F11-RESET SU	GN ENTE	R-INQUIRE	CL-EXIT
LECTRONIC STUNFTORE I		0 100 11 05 01		A 15 05
USER ID LEVEL DEPARTMENT ID DEPARTMENT NAME OLD SIGNATURE NEW SIGNATURE ALTERNATE USER I F1-HELP F10-SAVE ELECTRONIC SIGNATURE I	: A60101 : 999 : E01 : OFFICE OI : : : D : F3-DELETE F11-RESET S( S RESET 0.0 05/07/2	F THE COMPTROLL Dates: GN Ente :0.128 11:25AM	.ER TO YIEW WORKLOAD ER-INQUIRE 10.210.0.1	F9-LINK CL-EXIT ∦ a 15,3

The system displays the message, 'ELECTRONIC SIGNATURE IS RESET'. Go to the instructions for <u>2.0</u> <u>Changing Electronic Signature</u> to enter a new password.

Should you get a message of "That function is not valid for this screen, please try again" then email the Service Desk at <u>Service.Desk@maryland.gov</u> to reset your user ID on the 5984 screen by pressing F11-Reset SGN and please include your login ID.