



ADPICS Easy Steps

Electronic Signatures Coding Instructions



ADPICS Easy Steps

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

File Edit View Connection Transfer Options Tools Help

PCHL5984 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/12/2001 1:39 PM
LINK TO: SIGNATURE TABLE MAINTENANCE

USER ID : a60t13

LEVEL :

DEPARTMENT ID :

DEPARTMENT NAME :

OLD SIGNATURE :

NEW SIGNATURE :

ALTERNATE USER ID : DATES: TO

F1-HELP F3-DELETE F6-VIEW WORKLOAD F9-LINK
F10-SAVE F11-RESET SGN ENTER-INQUIRE CL-EXIT

RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Ready Running APL NUMFLD E948pool OVR CAP NUM W 5,34 1:38:40 PM

1. Enter your user ID in the User ID field.
2. 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'.

S:\ASM\MANUAL\ADPICS\Easy Steps\Electronic Signature.docx

Created: November, 1995
Revised: May, 2020

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The screenshot shows a mainframe display window titled "ADC2 - RUMBA Mainframe Display". The window has a menu bar with "File", "Edit", "View", "Connection", "Transfer", "Options", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main display area shows the following text:

PCHL5984 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 05/25/2001 9:19 AM
LINK TO: SIGNATURE TABLE MAINTENANCE

USER ID : A60T13
LEVEL : 999
DEPARTMENT ID : R0013
DEPARTMENT NAME : FMIS TRAINING DEPARTMENT 13
OLD SIGNATURE :
NEW SIGNATURE :

ALTERNATE USER ID : DATES: TO

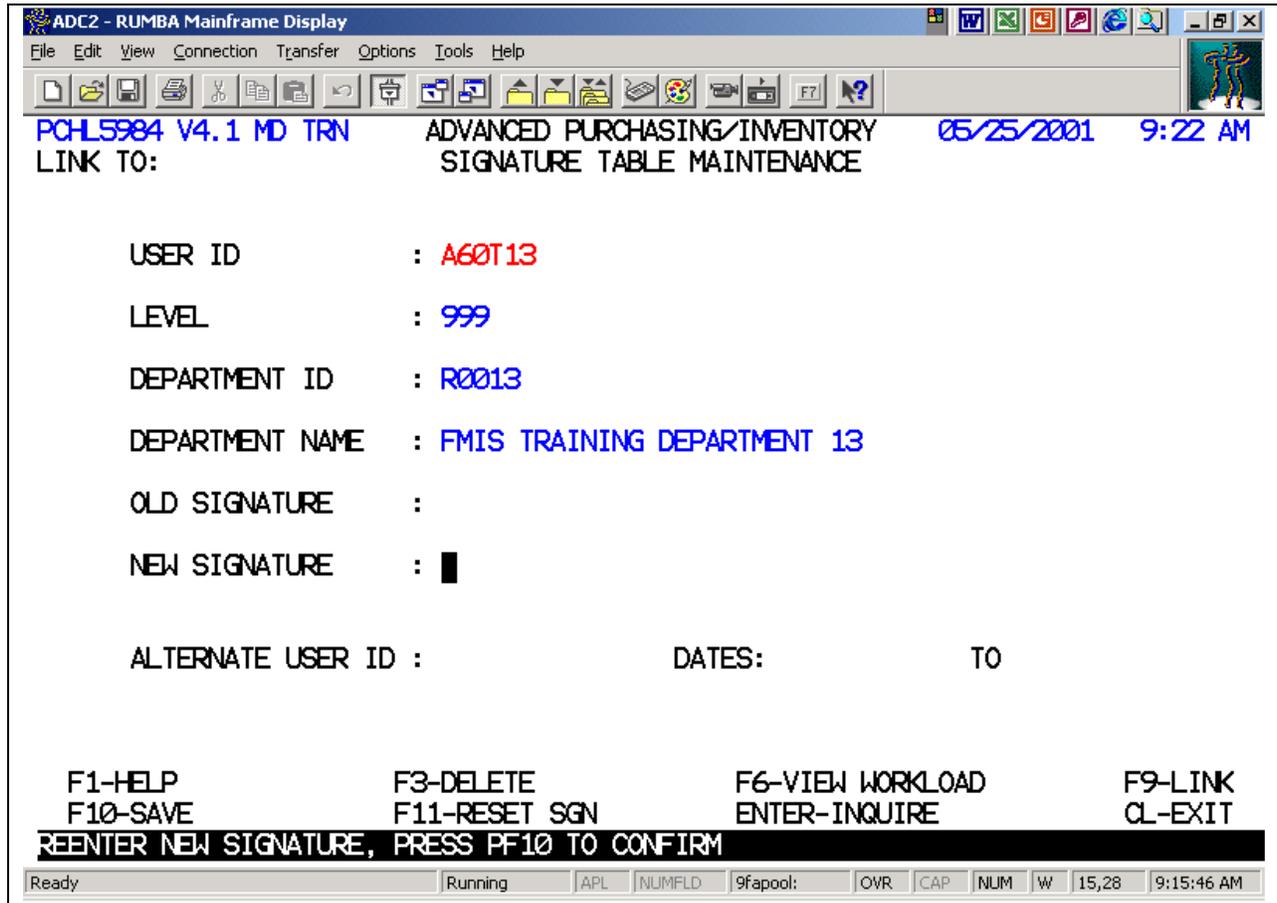
F1-HELP F3-DELETE F6-VIEW WORKLOAD F9-LINK
F10-SAVE F11-RESET SGN ENTER-INQUIRE CL-EXIT

NEW SIGNATURE MUST BE ENTERED FOR NEW USERS

Ready Running APL NUMFLD 9fapool: OVR CAP NUM W 15,28 9:12:57 AM

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.

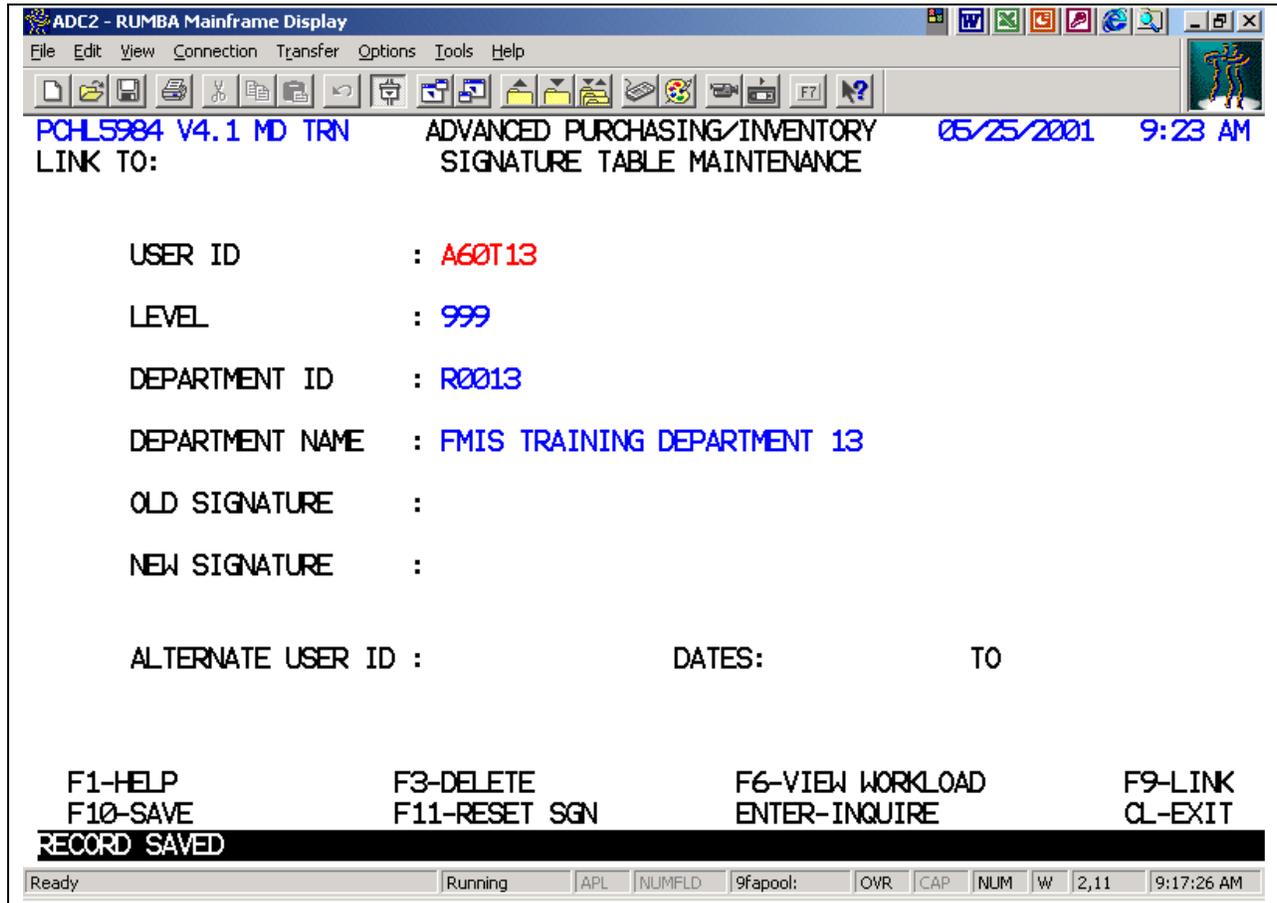
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The system displays message, 'REENTER NEW SIGNATURE, PRESS PF10 TO CONFIRM'.

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

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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

File Edit View Connection Transfer Options Tools Help

PCHL5984 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 05/25/2001 9:25 AM
LINK TO: SIGNATURE TABLE MAINTENANCE

USER ID : a60t13

LEVEL :

DEPARTMENT ID :

DEPARTMENT NAME :

OLD SIGNATURE :

NEW SIGNATURE :

ALTERNATE USER ID : DATES: TO

F1-HELP F3-DELETE F6-VIEW WORKLOAD F9-LINK
F10-SAVE F11-RESET SGN ENTER-INQUIRE CL-EXIT

RECORD DOES NOT EXIST, PLEASE TRY AGAIN

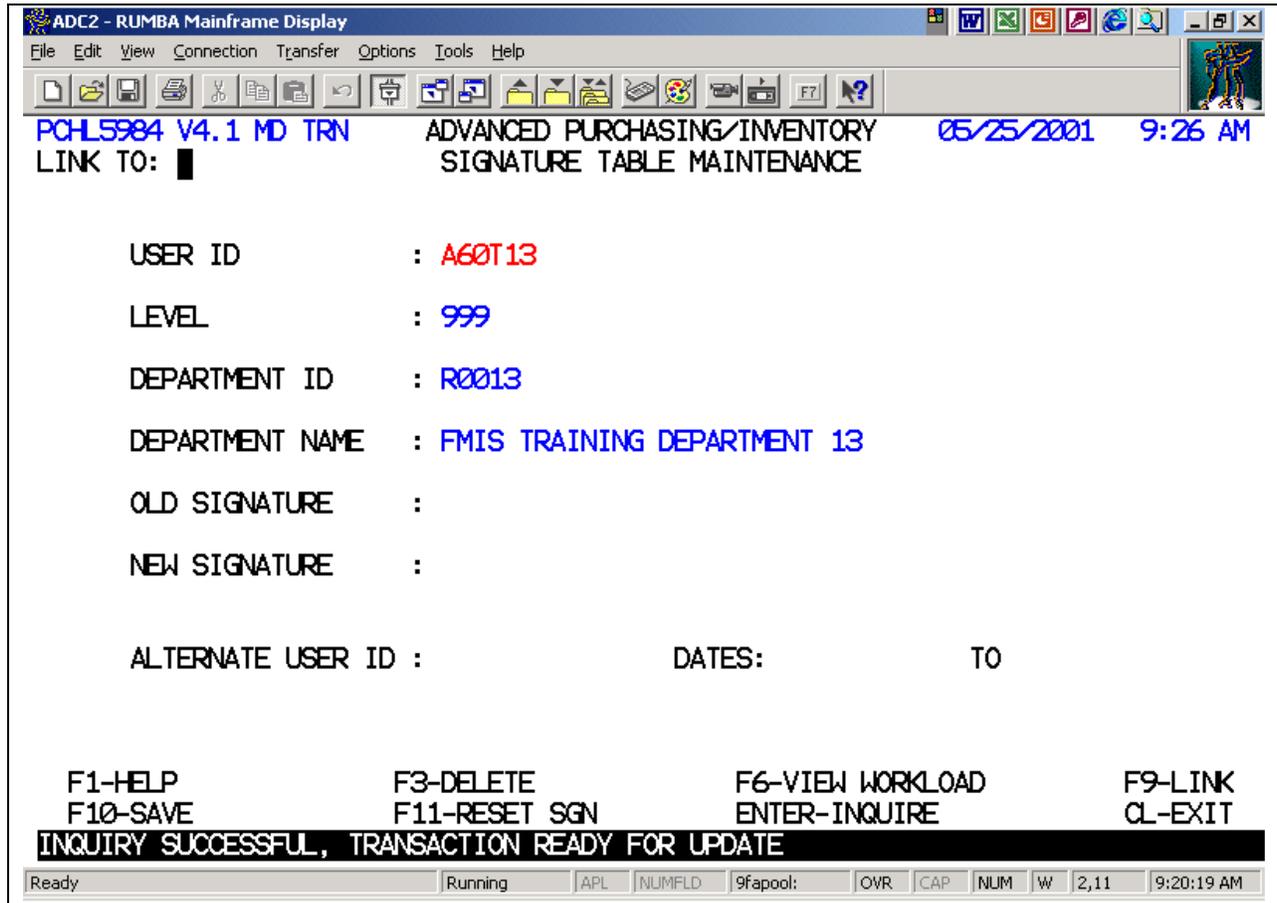
Ready Running APL NUMFLD 9fapool: OVR CAP NUM W 5,34 9:19:02 AM

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

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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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The screenshot shows a mainframe terminal window titled "ADC2 - RUMBA Mainframe Display". The window has a menu bar with "File", "Edit", "View", "Connection", "Transfer", "Options", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main display area shows the following text:

PCHL5984 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 05/25/2001 9:28 AM
LINK TO: SIGNATURE TABLE MAINTENANCE

USER ID : A60T13
LEVEL : 999
DEPARTMENT ID : R0013
DEPARTMENT NAME : FMIS TRAINING DEPARTMENT 13
OLD SIGNATURE :
NEW SIGNATURE :

ALTERNATE USER ID : DATES: TO

F1-HELP F3-DELETE F6-VIEW WORKLOAD F9-LINK
F10-SAVE F11-RESET SGN ENTER-INQUIRE CL-EXIT

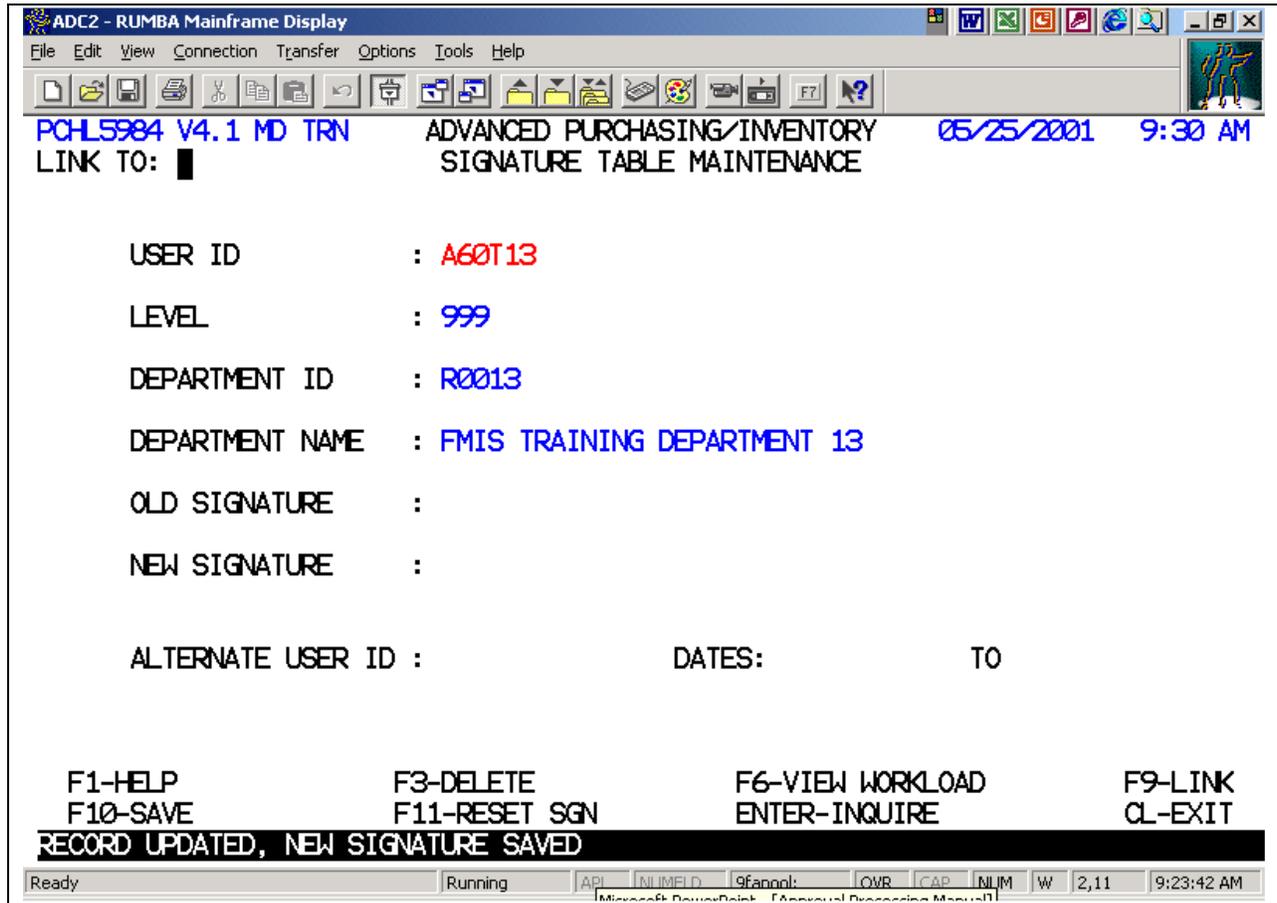
REENTER NEW SIGNATURE, PRESS PF10 TO CONFIRM

At the bottom of the window, there is a status bar with the following information: Ready, Running, APL, NUMFLD, 9fapool, 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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The system displays a message, 'RECORD UPDATED, NEW SIGNATURE SAVED'.

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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

File Edit Font Transfer Macro Options Window Help

PCHL5984 V4.1 MD SYS ADVANCED PURCHASING/INVENTORY 05/07/2020 11:15 AM
LINK TO: SIGNATURE TABLE MAINTENANCE

USER ID :
LEVEL :
DEPARTMENT ID : -
DEPARTMENT NAME :
OLD SIGNATURE :
NEW SIGNATURE :
ALTERNATE USER ID : DATES: TO

F1-HELP F3-DELETE F6-VIEW WORKLOAD F9-LINK
F10-SAVE F11-RESET SGN ENTER-INQUIRE CL-EXIT

RECORD DOES NOT EXIST, PLEASE TRY AGAIN

MA 0.0 05/07/20.128 11:20AM 10.210.0.1 a 9,41

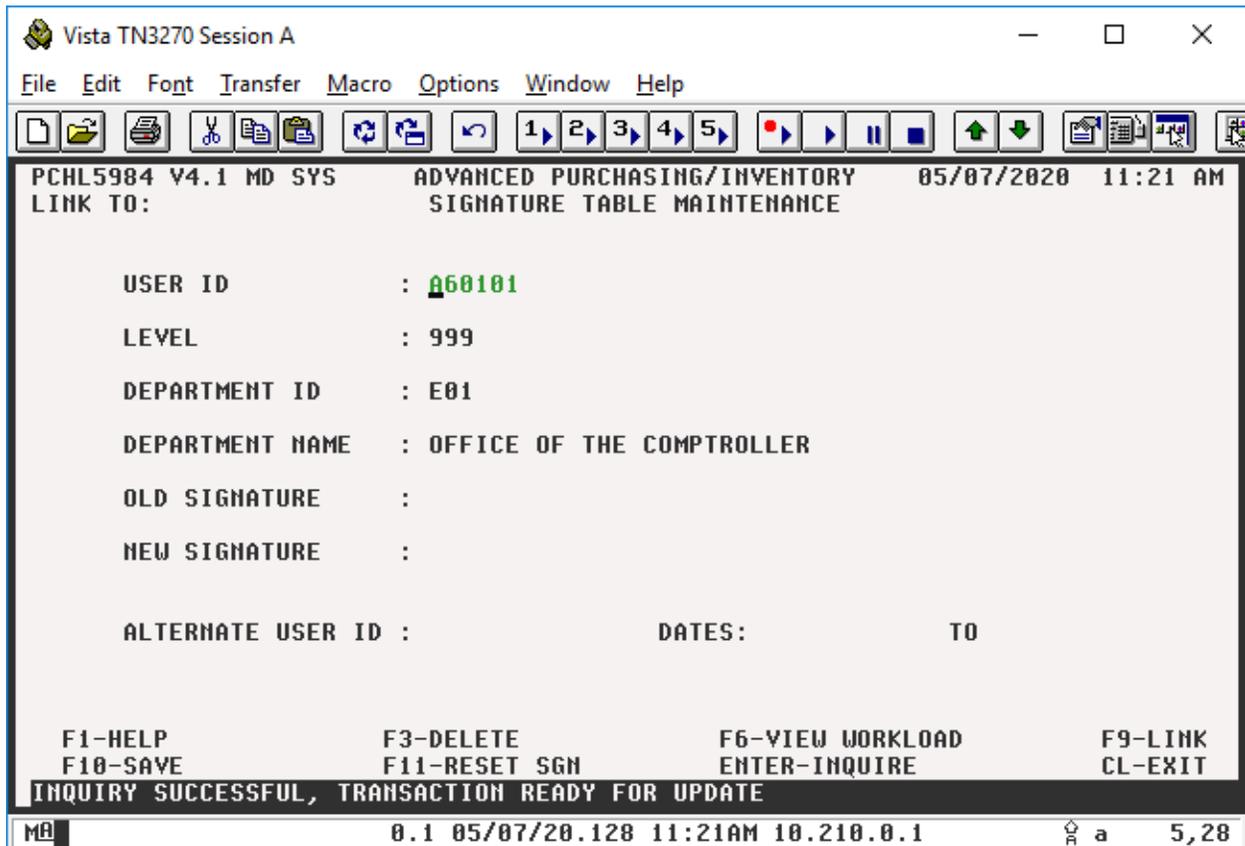
1. Enter your user ID in the User ID field.
2. Press <Enter> to retrieve your signature record.

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Created: November, 1995

Revised: May, 2020

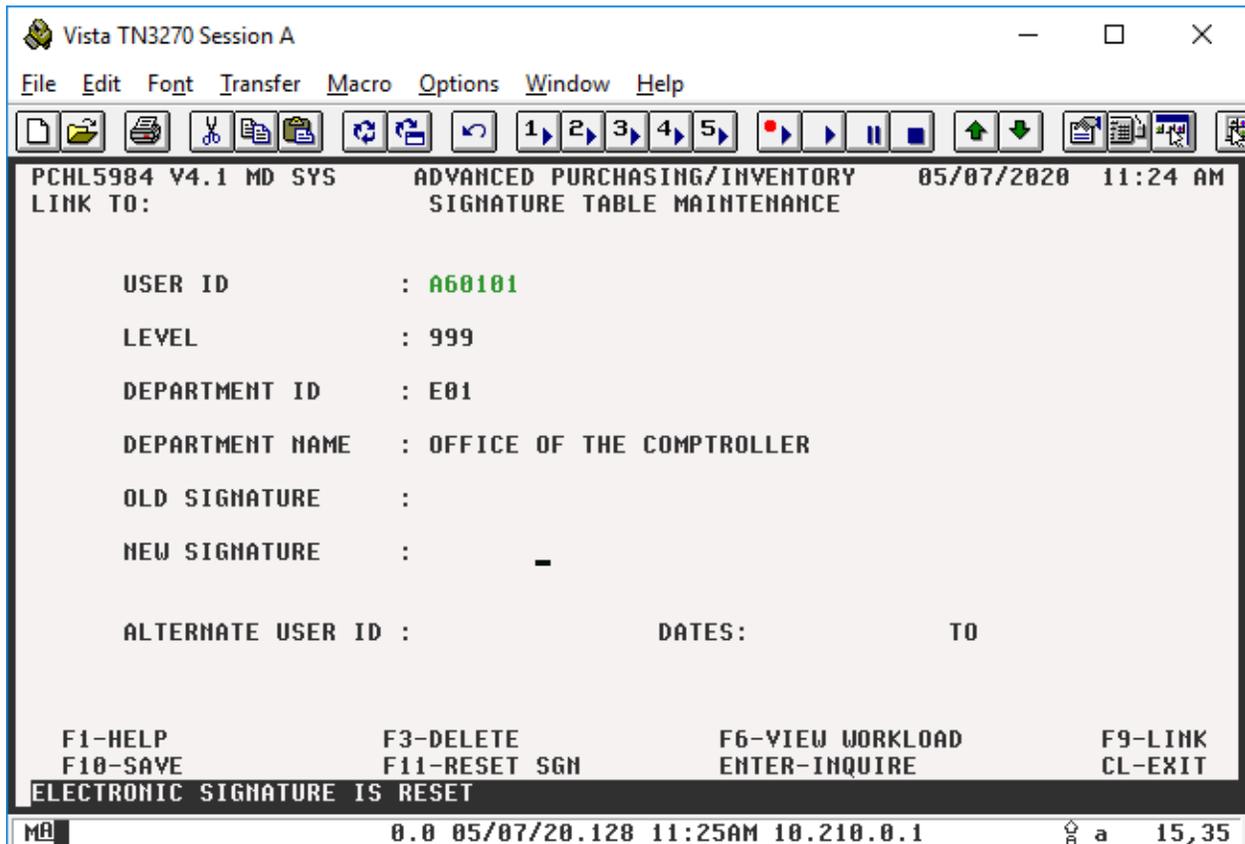
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The system retrieves your signature record and displays the message, 'INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE'.

3. Press F11-Reset SGN to reset signature.

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The system displays the message, 'ELECTRONIC SIGNATURE IS RESET'. Go to the instructions for [2.0 Changing Electronic Signature](#) 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 Service.Desk@maryland.gov to reset your user ID on the 5984 screen by pressing F11-Reset SGN and please include your login ID.