Electronic Signatures
Coding Instructions
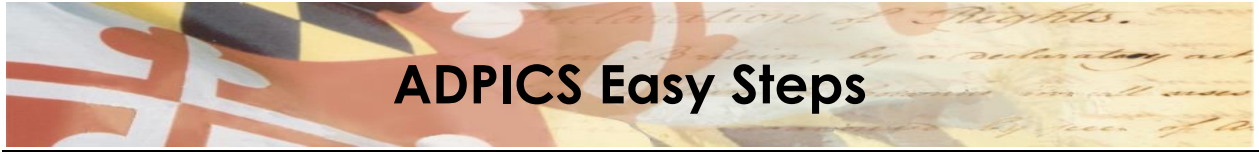
ADPICS Easy Steps

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

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

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'.

ADPICS Easy Steps

```
ADC2 - RUMBA Mainframe Display
File  Edit  View  Connection  Transfer  Options  Tools  Help

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.

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                          [icons]  _ 回 X
File  Edit  View  Connection  Transfer  Options  Tools  Help
[toolbar icons]

PCHL5984 V4.1 MD TRN      ADVANCED PURCHASING/INVENTORY    05/25/2001    9:23 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
    RECORD SAVED
Ready                        Running    APL  NUMFLD  9fapool:   OVR  CAP  NUM  W  2,11    9:17:26 AM
```
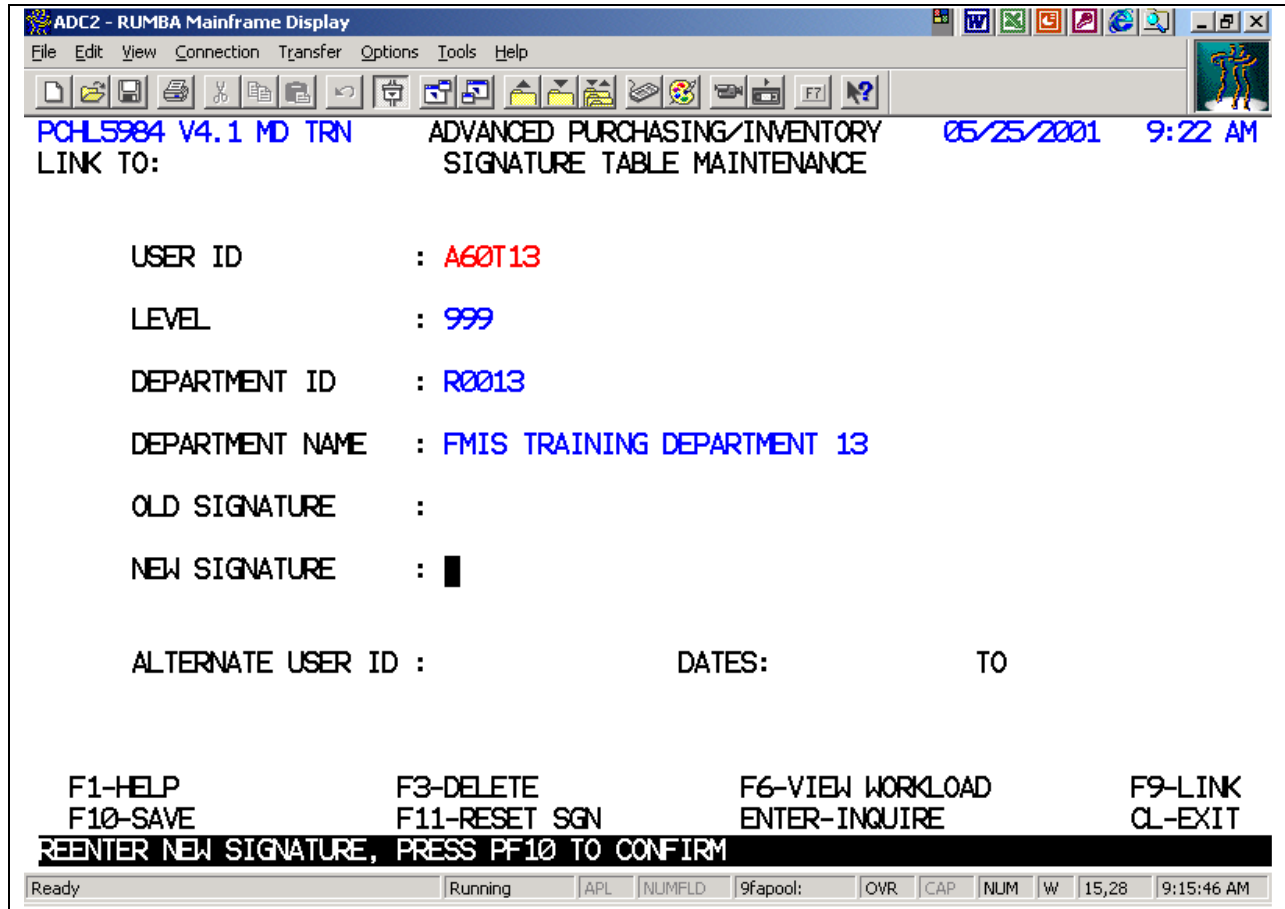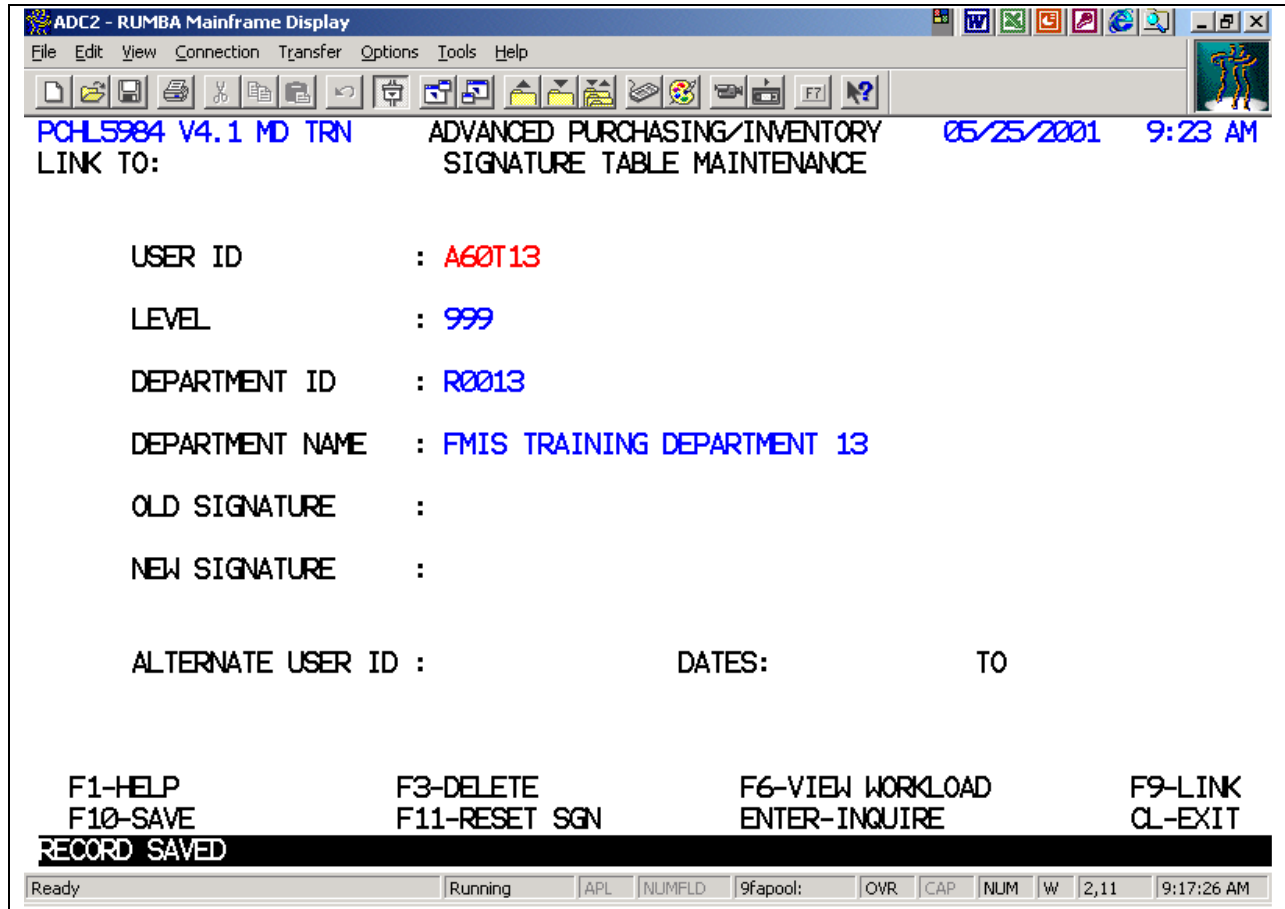
The system saves your electronic signature and displays the message, 'RECORD SAVED'.

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

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

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

Created: November, 1995
Revised: **May, 2020**

```
ADC2 - RUMBA Mainframe Display
File  Edit  View  Connection  Transfer  Options  Tools  Help

PCHL5984 V4.1 MD TRN        ADVANCED PURCHASING/INVENTORY    05/25/2001    9:26 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
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
Ready                          Running   APL  NUMFLD  9fapool:  OVR  CAP  NUM  W  2,11   9:20:19 AM
```
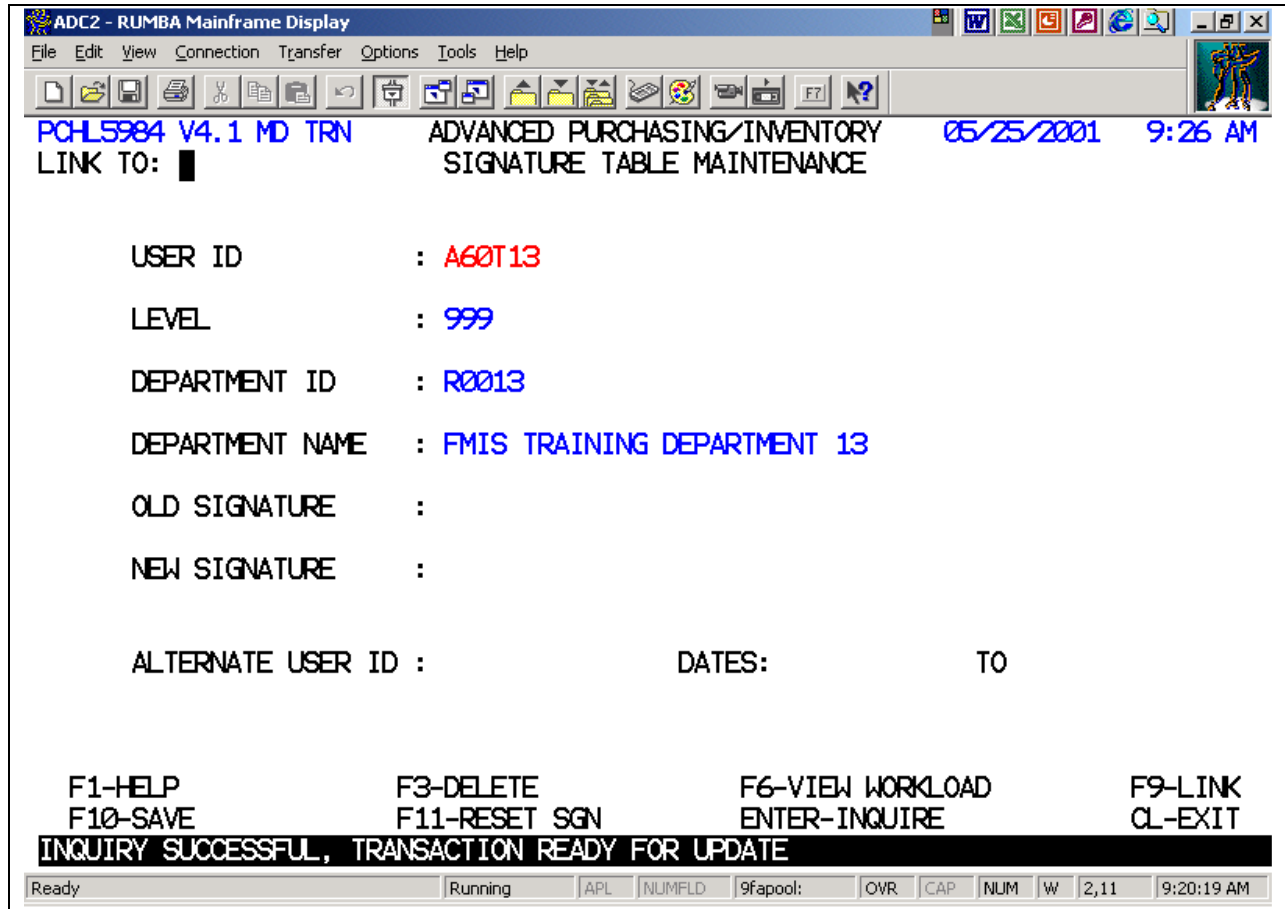
The system retrieves your signature record and displays the message, 'INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE'.

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.

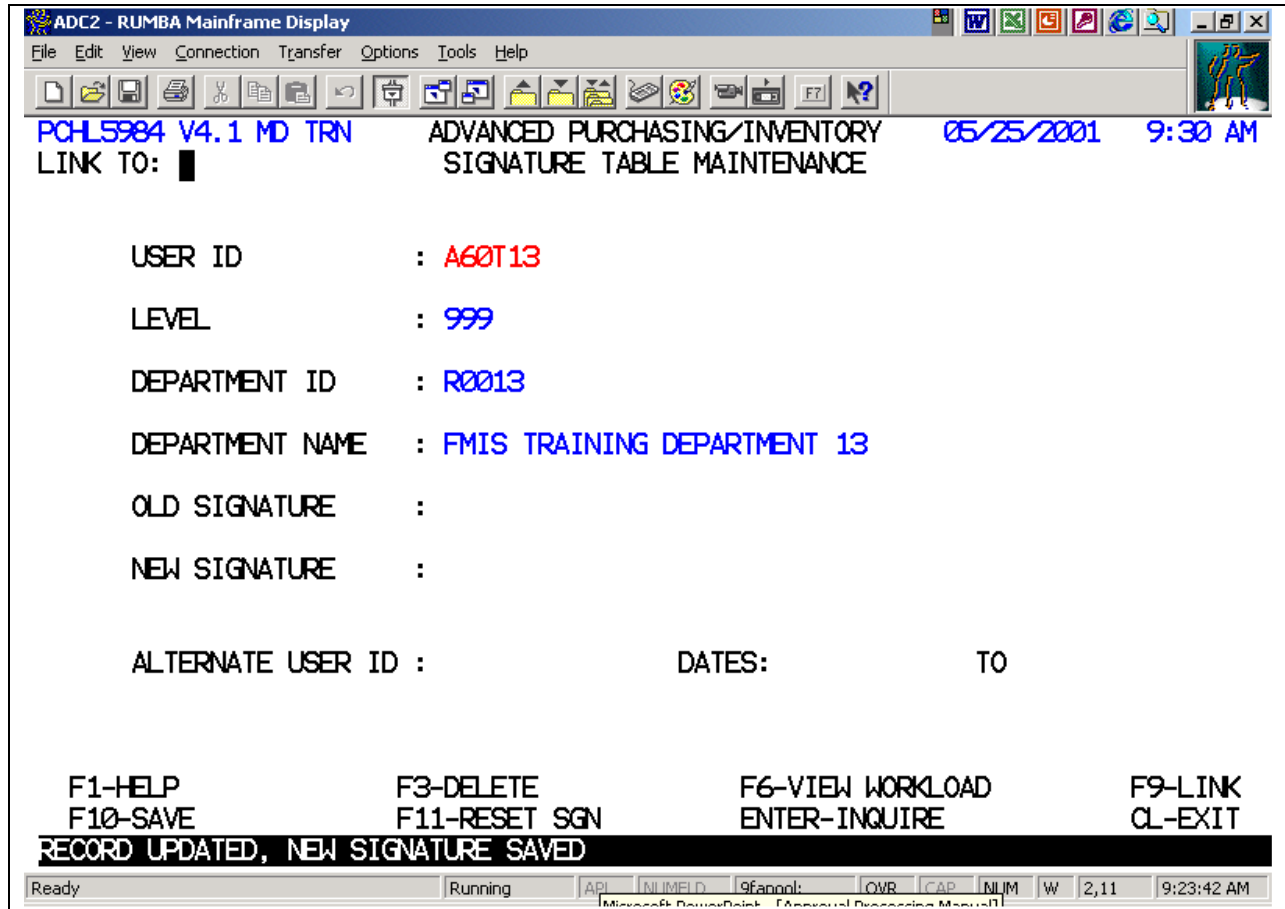5.   Press F10-Save to save the new signature.
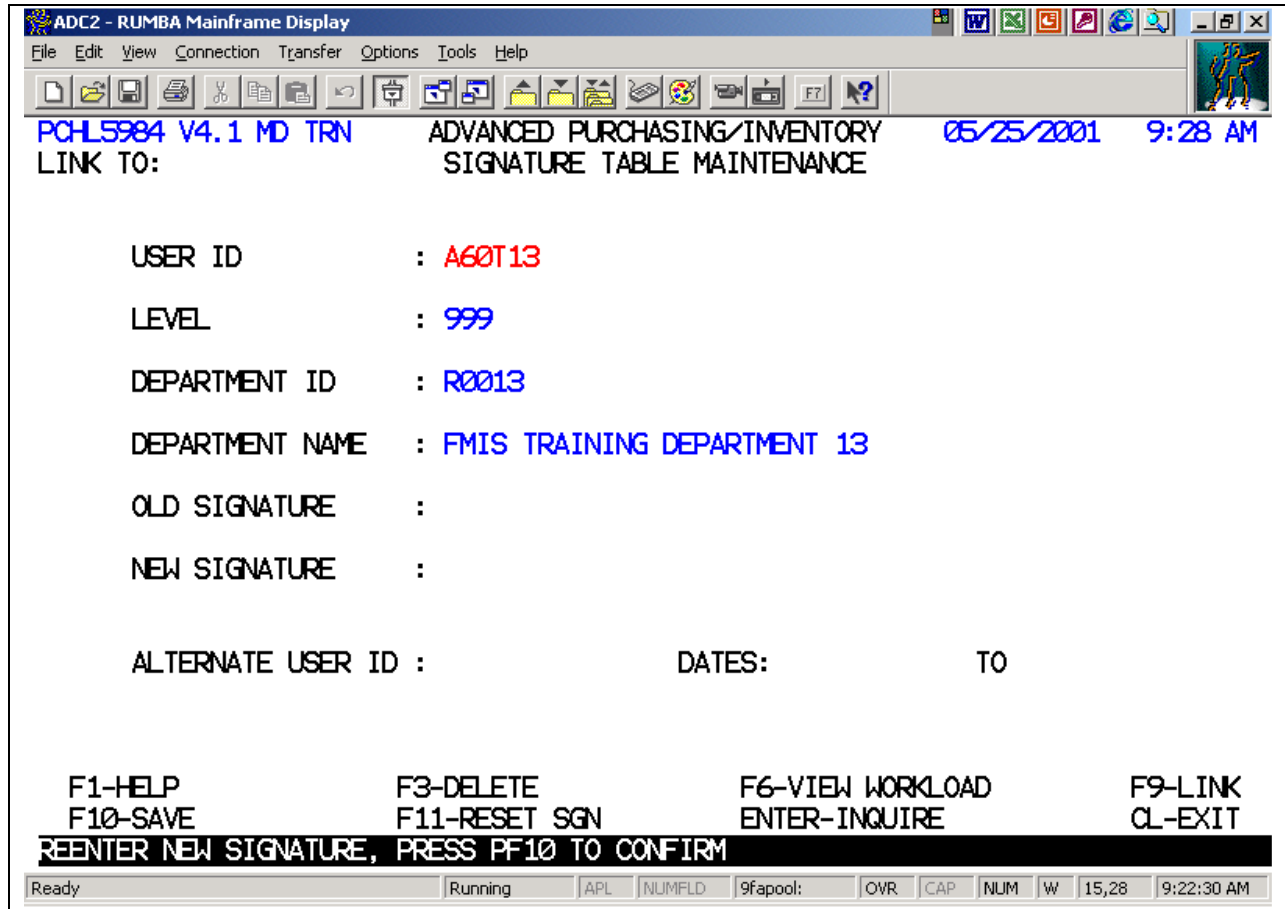
The system prompts you to 'REENTER NEW SIGNATURE, PRESS PF10 to CONFIRM'.

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.

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                                    —    □    ✕

File  Edit  Font  Transfer  Macro  Options  Window  Help

[toolbar icons]

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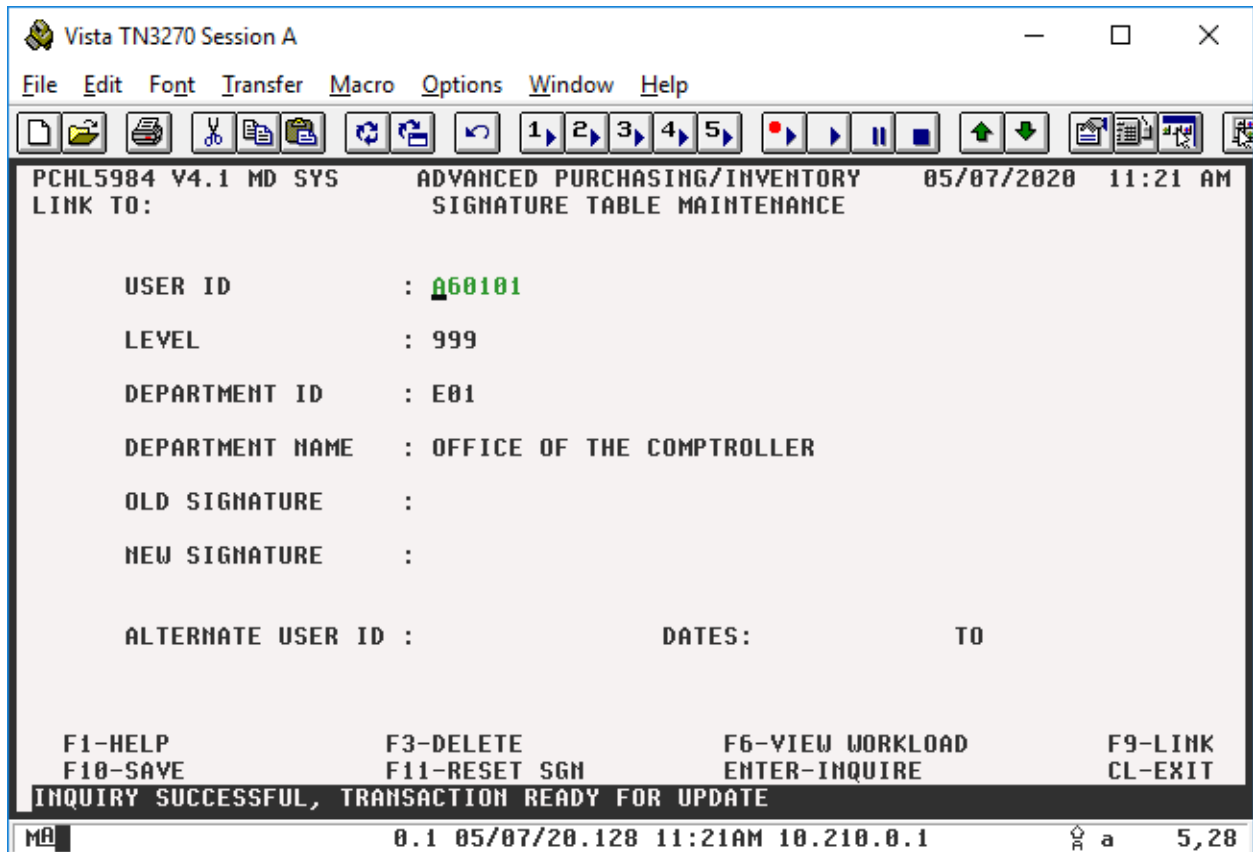
1.   Enter your user ID in the User ID field.

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

```
Vista TN3270 Session A                              —    □    ✕

File  Edit  Font  Transfer  Macro  Options  Window  Help

PCHL5984 V4.1 MD SYS      ADVANCED PURCHASING/INVENTORY    05/07/2020  11:21 AM
LINK TO:                     SIGNATURE TABLE MAINTENANCE


       USER ID           : A60101

       LEVEL             : 999

       DEPARTMENT ID     : E01

       DEPARTMENT NAME   : OFFICE OF THE COMPTROLLER

       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
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE

 MA          0.1 05/07/20.128 11:21AM 10.210.0.1          ⌂ a    5,28
```

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

3.   Press F11-Reset SGN to reset signature.
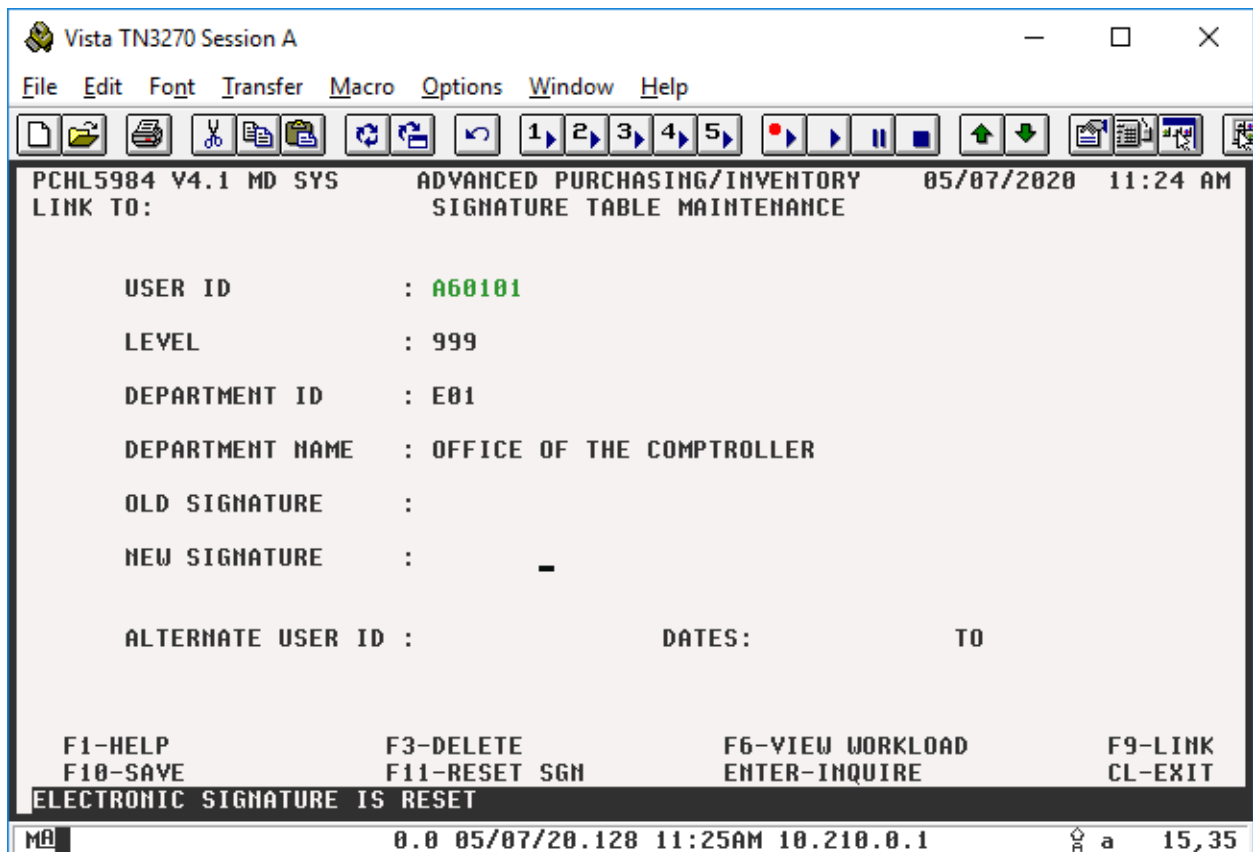
The system displays the message, 'ELECTRONIC SIGNATURE IS RESET'. Go to the instructions for 2.0 Changing Electronic Signature to enter a new password.

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.

Created: November, 1995
Revised: **May, 2020**