Revised: June 15, 2007

Table of Contents

I. Logging In

II. Signing and Approving a Time Report

III. Rejecting a Time Report

IV. Inbox

   A. Refresh

   B. Transfer Time Report

   C. Summary

V. My Profile (Customizing your Liquid Office Account)

   A. E-mail Notifications

   B. Changing Your Password

   C. Automatic Forwarding
Logging In

Before you can approve any on-line forms, you will need to log into the Liquid Office application. We will give you a “username” and “password”. Please do not share this information with anyone else. If you forget either your username or password, contact the ETS Call Center (x8324).

Open the following URL in your web browser: http://liquid.fhda.edu
(Warning: Do not use Safari. If you need help with changing your default browser, contact the ETS call center at extension 8324)

1. Enter your username and password, and then click on the “Login” button.
Signing and Approving a Time Report

1. Click on the Inbox tab near the top of the page.

2. You will see an entry for each time report that has been forwarded to you for approval. Click on the entry for the time report that you would like to review.

3. The completed time report from the employee will appear in a second browser window.
4. You will need to sign the form. To do so, locate the button at the bottom of the form entitled “Supervisor Signature”. You need to click on this button. You will be presented with a confirmation, click “Ok” to finish applying your signature.

5. To approve this form, you will need to select “Approve” in the drop-down box on the top bottom right side of the form, and then click on the button labeled “Go”.
Rejecting a Time Report

1. To send this form back to the employee for editing, select “Needs Editing” from the drop-down box and click on the button titled “Go”.

2. After you click on the “Go” button, you will be asked to confirm the rejection, again click “Ok”. Afterwards, you will see an additional page displayed if you sending the form back for editing.

3. There is a “Notes” section on this page that you can use to send a message to the employee to explain why the time report needs to be edited. After you have composed a message in the “Notes” section, click on the “Send” button.
Inbox
Refresh

In many cases, after you have gone through the steps of approving or rejecting for multiple time reports, your inbox may not be updated with the most recent information regarding which documents are pending your review. Or you may be expecting a new document, and by refreshing you can see if it has arrived.

To refresh your inbox, click the “Refresh” link near the top of the page.
Inbox
  
  Transferring a Time Report

If you would like to send a time report to another supervisor or administrator for them to review without approving or rejecting the time report then you can use the transfer option to do so.

1. Click on the check box (second column from left) to flag that specific form.
2. Click on the “Transfer” button in the upper-right region of the screen.

3. A new page will appear with several options. A drop-down list of individuals you can transfer to will be available. If the name you are looking for is not in the list, then click the “Search” button to locate the individual. An alternate list will appear in a separate pop-up window from which you can select.

4. Optionally, you can also attach notes to the transfer for the person to whom you are transferring.

5. Finally, click “Send” to complete the transfer.
Inbox

Summary

If you want a report detailing the time report submission status regarding each of your employees then you can use the “Supervisor Summary feature to get this information.

1. Click on the “Forms” tab near the top of the screen.
2. Click on the “TimeReports” Folder.
3. Click on “Supervisor Summary Page”.

The summary page will pop-up in a separate browser window for you to review.
**My Profile**

*Automatic E-Mail Notifications*

When you receive a new time report into your Liquid Office inbox you have the option of being sent a notification e-mail - or you can turn this option off if you prefer not to receive any e-mail.

1. Click on the “My Profile” tab near the top of the page.
2. Then, click on the “Customize” button.
3. You see the notification option. Check or un-check the box next to “Send E-mail Notification” to change enable or disable notifications.
4. Finally, click “Send” to confirm the change.
My Profile
Changing Your Password

You can change the password for your Liquid Office account at any time.

Make sure your password is kept private and that your Liquid Office account is only accessible to you alone.

1. Click on the “My Profile” tab near the top of the page.
2. Then, click on the “Password” button.
3. Enter your old password, a new password, and enter your new password a second time to confirm. Then click “Save” to finalize the change.
**My Profile**  
*Automatic Forwarding*

If you will be on vacation or otherwise away and not able to manage your employees’ time reports, then you can configure your Liquid Office account to automatically forward any new time reports to another supervisor for approval or rejection.

1. Click on the “My Profile” tab near the top of the page.  
2. Then, click on the “Customize” button.

3. Check the box next to the “Forward To” label. Notice that the Search button will be enabled.

4. Click the “Search” button. A separate window will appear a list of individuals you can select to forward the time report.

*(Continued next page…)*
5. There is a radio button next to each name. Click the button next to the name of the approver to whom you would like to forward to. To confirm the selection, click on the “Ok” button at the top of the list. You may need to scroll to the top in order to make the button visible.

6. The name of the approver you selected will appear in the box. Click “Save” in the upper-right hand corner to confirm the change.