

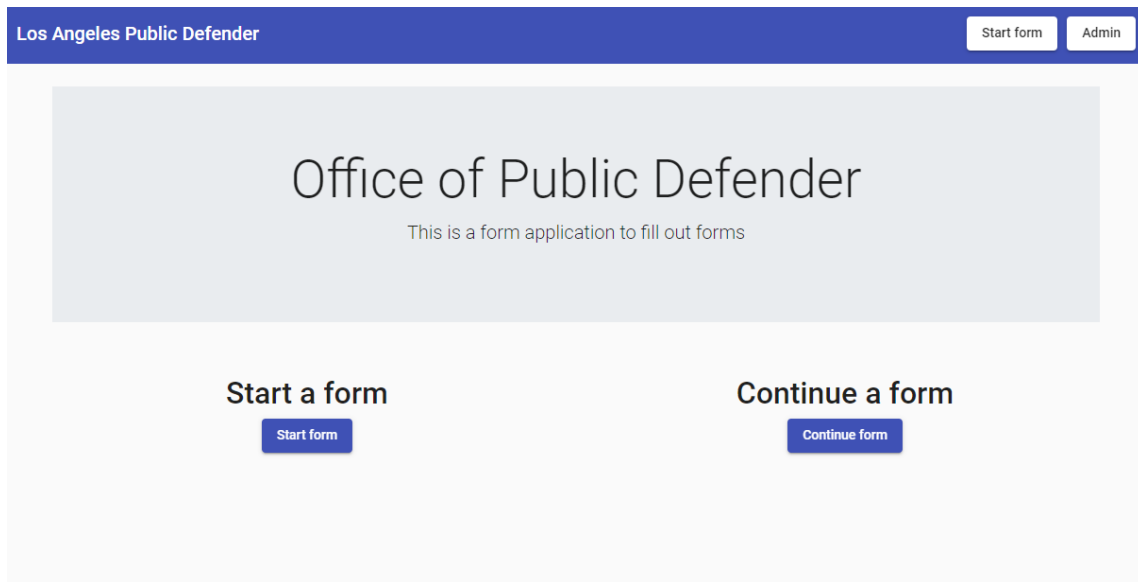
PD Onboard Program Walkthrough

Link (access required): <https://www.github.com/PDSeniorDesign>

Note: Be sure to properly install both the Backend & Frontend programs as described in the respective README files.

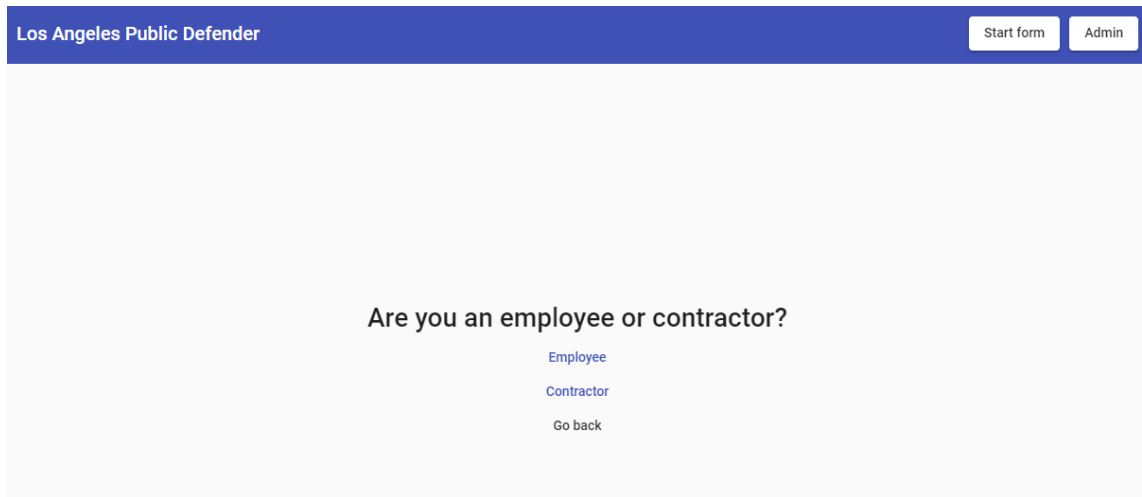
After installing and running Backend & Frontend programs:

(1) Visit the web form at <http://localhost:4200>



The screenshot shows the landing page of the "Los Angeles Public Defender" web form application. The header is a dark blue bar with the text "Los Angeles Public Defender" on the left and two buttons, "Start form" and "Admin", on the right. The main content area has a light gray background. In the center, there is a large light blue rectangle containing the text "Office of Public Defender" in a large, dark font, and below it, in a smaller font, "This is a form application to fill out forms". Below this rectangle, there are two columns. The left column is titled "Start a form" and contains a blue button labeled "Start form". The right column is titled "Continue a form" and contains a blue button labeled "Continue form".

(2) Employee/Contractor fills out & submits request form.



The screenshot shows the next screen of the web form application. The header is the same dark blue bar with "Los Angeles Public Defender" and "Start form" and "Admin" buttons. The main content area has a light gray background. In the center, there is a large light blue rectangle containing the text "Are you an employee or contractor?". Below this text, there are three links: "Employee", "Contractor", and "Go back", all in a small, dark font.

1 Personal — 2 Address — 3 Employee — 4 Access — 5 Additional — 6 Manager — 7 Submit

Personal Information

First Name *

John

Required
Middle Initial

F

Last Name *

Doe

Required

Email *

lcpdformtester@gmail.com

Phone number *

0123456789

Next

Save

1 Personal — 2 Address — 3 Employee — 4 Access — 5 Additional — 6 Manager — 7 Submit

Address

Street Address *

101 Test St

Required

City *

Los Angeles

Required

State *

CA

Required

Zip Code *

90032

Required

Previous

Next

Save

Personal Address **3 Employee** 4 Access 5 Additional 6 Manager 7 Submit

Employee Information

Employee Number *

23525235

Required

Hosted ID *

235235325

Required

Previous

Next

Save

Personal Address Employee **4 Access** 5 Additional 6 Manager 7 Submit

Access Options

IBM Access Information

Logon ID

37483

2-Digit Major Group Code

41

2-Digit LSO Group Code

62

Security Authorization

Authorization

Unix Environment Access

Login ID

2235

Application

Application

Access Group

2345

Account Number

16313632

SecurID Remote Access

Billing Account Number

1251

Access Type

SecurID VPN

Previous

Next

Save

Personal Address Employee Access **5 Additional** 6 Manager 7 Submit

Applications Requested

Select the following options

Internet Access

Email Account

Email Encryption

LACounty.gov Access

Tokenless Authentication

LACMobile

Cherwell SMS

Window Rights Management

Previous

Next

Save

Personal Address Employee Access Additional **6 Manager** 7 Submit

Manager's Contact Information

Manager's First Name

Joe

Manager's Last Name

Mackie

Manager's Phone #

0123456789

Manager's Email

lacpdfmtester@gmail.c

Previous

Next

Los Angeles Public Defender

Start formAdmin

Personal

Address

Employee

Access

Additional

Manager

7 Submit

You're Almost Done!

Please confirm the information below. If there is any mistake, click on the heading to go back and make changes. Click Submit once done!

Personal

Address

Employee

Access

Additional

First Name

John

Middle Initial

F

Last Name

Doe

Email Address

lacpdformtester@gmail.com

Phone Number

0123456789

Street

101 Test St

City

Los Angeles

State

CA

Zip Code

90032

Employee Number

23525235

Hosted ID

235235325

Access Options:

Applications Requested

✓ Internet Access

✓ Email Account

✓ Email Encryption

✓ Tokenless Authentication

✓ LACMobile

Submit

Los Angeles Public Defender

Start formAdmin

Thanks! Submission Received

Please save the number provided below for future reference.

This number will be used to check on the form's status.

Here is your reference number: **248556**

Please save this for future reference.

(3) Both Admin and Requestor receive confirmation emails with request number.

New Request Submitted (#248556) Inbox x



lacpdformalerts@gmail.com

to me ▾

8:10 PM (5 minutes ago)



Hello John,

Thank you for submitting your request. Here is your request number: 248556
Please store this request number for your records.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

New Request Submitted (#248556) Inbox x



lacpdformalerts@gmail.com

to me ▾

8:10 PM (6 minutes ago)

A new service request was submitted by John Doe. The request number is 248556.

Log in to review the request at <http://localhost:4200/admin>

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

(4) (If first time running) Admin may login
(<http://localhost:4200/admin>) and add info for
the following 4 approvers: Div Chief / Manager, Department
Head, Dept Info Security Officer, Application Coordinator

Los Angeles Public Defender

Start form

Admin

Login

Welcome to PD

password

pass123

Login

Los Angeles Public Defender

Reset Password

View Requests

Manage Approvers

Logout

Service Request

Q

Search

Request Number	Request Status	Last Name	Request-Review
248556	SUBMITTED_FOR_REVIEW	Doe	<div>Review</div>

Los Angeles Public Defender

Reset PasswordView RequestsManage ApproversLogout

Approvers

New ApproversExisting Approvers

Create a new approver

Select an option

Division Chief Manager

Name *

Phone *

Email *

Add

Clear

(5) Admin may login at <http://localhost:4200/admin> and review requests (make revisions and assign Approvers). They may then submit the request data to Adobe Sign.

Los Angeles Public Defender

Reset PasswordView RequestsManage ApproversLogout

Service Request

Search

Request Number	Request Status	Last Name	Request-Review
248556	SUBMITTED_FOR_REVIEW	Doe	<div>Review</div>

1 Personal Info... 2 Address... 3 Employee Info... 4 Access Info... 5 Additional Info... 6 Appro... 7 Start Adobe ...

Signatures

Select the following for signatures

Division Chief Manager
Div Chief / Manager

Department Head
Department Head

Application Coordinator
Application Coordinator

Dept. Info Sec. Officer
Dept Info Security Officer

[Previous](#)[Next](#)[Save](#)

1 Personal Info... 2 Address... 3 Employee Info... 4 Access Info... 5 Additional Info... 6 Appro... 7 Start Adobe ...

Submit to Adobe Sign

Start Adobe sign process

[Previous](#)[Next](#)[Submit](#)

Thanks! Submission Received

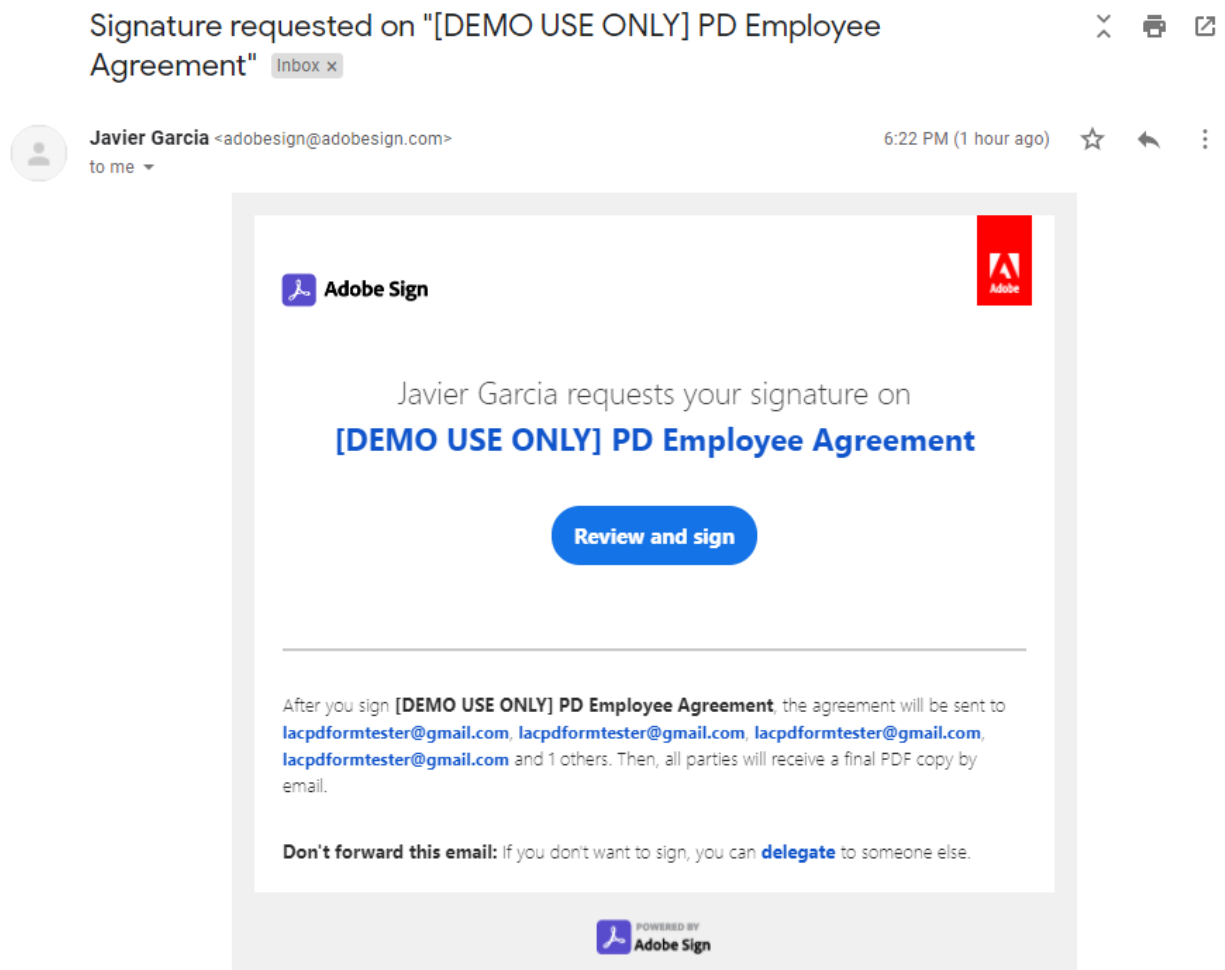
Service request has been submitted to Adobe Sign for signing for request number provided below.

Request number: **248556**

[Redirect to homepage](#)


(6) All attached participants (requestor + approvers) will receive emails to sign the forms in the following order:

Requestor (mandatory) --> Manager (mandatory) --> Div Chief / Manager (optional) --> Department Head (optional) --> Dept Info Security Officer (optional) --> Application Coordinator (optional)



Adobe Sign

Options ▾ [DEMO USE ONLY] PD Employee Agreement Next required field 5



**COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT
ACTIVE DIRECTORY/HOSTED
REGISTRATION FORM
For L.A. County Employees**

Type of Registration:
☐ New
☐ Delete Prior
☐ Update Prior

CUSTOMER INFORMATION

Last Name: Garcia First Name: Javier MI: P
 L.A. County Employee No: 5235235 Hosted ID: E5235235
 Department Email Address: lacpdformtester@gmail.com
 Department Name: Department Number:
 Business Street Address: 4635 E 57th St
 City: Maywood Zip: 90270 Phone #: 3234346116

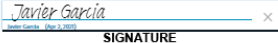
APPLICATION(S) REQUESTED

PLEASE MARK (✓) YOUR SELECTION:

☐ Internal (Default Select) ☒ External Email ☐ Email Exception ☒ Account Request
☒ Token ☐ Other (WRM)
☐ GMail ☐ (List Domains)

*Business Justification (Required Field):

ACTIVE DIRECTOR Click to change

EMPLOYEE'S NAME (Please Print)	SIGNATURE	PHONE	DATE
Javier P Garcia		3234346116	04/02/2021
Dept Info Security Officer		0123456789	
DEPT. INFO. SECURITY OFFICER'S (If Required)	SIGNATURE	PHONE	DATE
Joe Mackie			

(7) After everyone has signed, completed document is saved in associated Adobe Sign account

Adobe Sign Upgrade ▾

Home Send **Manage** Reports Account API Javier ▾

Your agreements Filters

STATUS	COMPLETED	RECIPIENTS	SENDER	TITLE	MODIFIED
In Progress (11)					
Waiting for You (0)					
Completed	<input type="checkbox"/>	dfgdfg 5 of 5 completed	Me	[DEMO USE O... actor Agreement	3/23/2021
Canceled	<input type="checkbox"/>	geee 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
Expired	<input type="checkbox"/>	sdfdsf 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
Draft	<input type="checkbox"/>	dfgdfg 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
Templates	<input type="checkbox"/>	dfddsf 5 of 5 completed	Me	[DEMO USE O... loyee Agreement	3/23/2021
Web Forms	<input type="checkbox"/>	dfgdfg 6 of 6 completed	Me	[DEMO USE O... loyee Agreement	3/22/2021
Mega Sign					