



Abgabemeldung

Short instructions

General guideline

- Detailed instructions on how-to-use the adhoc workflows in Forms Management System (FMS) can be found on https://it.desy.de/services/forms_management/workflows
- The form Abgabemeldung will be processed via <https://forms.desy.de>
- The tasks will be distributed by e-mail and can be found on <https://forms.desy.de>.
- After getting involved into the process initiators/editors/approvers of the form are enabled to access the following information via the history at all times
 - involved individuals
 - comments
 - current contents of the form
- Informed persons are enabled to access the history (after they have been involved) with following details:
 - involved individuals
 - NO comments
 - content of the forms *at the time they have been given access*
- Substitutes (referred to as proxy in this application) can be nominated (also possible for certain forms/time periods)

Preprocessing of the form

- The form can be filled in by several persons
 - not at the same time, but successively!
 - everyone can access all fields
 - before sending the form some mandatory fields have to be filled
- Current status can be sent via "**Send for information**" if applicable
- Sending to itself is not possible. The current processing status/data set can be saved temporarily with the "Save" button and called up again later with the arrow symbols or via the data browser. A more detailed description can be found at https://www.desy.de/administration/forms/quick_guide_fms/index_eng.html.
- The involvement of the next colleague can be triggered via "**Send for review**"
 - Selecting multiple colleagues at once is possible, but only a single one can process the task.
 - In case the involved person is not able to process the form (for example because of being absent), the above step can be withdrawn via "**Withdraw process**" and sent to another colleague
- Via "**Send for approval in the role Kostenstellenverantwortliche*r**" the preprocessing of the form can be finalized and sent to the respective person responsible for the cost center (Kostenstellenverantwortliche:n)



Approval/Signature by the person responsible for the cost center

- Completion and/or verification of the fields if applicable
- Mandatory fields have to be filled
- Return form for further processing to other colleagues via **"Send for review"** if applicable
- **Sign** by clicking on **signature field**, this will automatically generate an ID no.
- Hand over to respective head of division via **"Send to approval in the role Bereichsleiter*in"**, if applicable
OR
- Forwarding to V4-Verwertung by clicking on the green button "An Verwertung Hamburg senden" or "An Verwertung Zeuthen senden" or in the workflow above **"Send for review in the role Verwerter*in"** to the group Verwertung-Hamburg or Verwertung-Zeuthen

Approval/Signature by the head of division

- Depending on the value an approval/signature of the head of division is required
- All fields in the form can be modified
 - Recommendation: inform person responsible for cost center about changes via **"Send for information"**
- **Sign** by clicking on **signature field**
- All completed fields are locked (can't be modified anymore)
- Forwarding to V4-Verwertung by clicking on the green button "An Verwertung Hamburg senden" or "An Verwertung Zeuthen senden" or in the workflow above **"Send for review in the role Verwerter*in"** to the group Verwertung-Hamburg or Verwertung-Zeuthen

Processing by V4

- In case modifications are required, they can be executed only:
 - Via removal of the signature of the head of division/person responsible for cost center
 - Returning via **"Send for review"** to the the head of division/ person responsible for cost center with corresponding comment
- Filling in of V4 form fields
- **Sign** by clicking on **signature field**
- Forwarding to V3 by clicking on the green button "An Kontierung Hamburg senden" or "An Rechnungswesen Zeuthen senden" or in the workflow above **"Send for review"** to V3 account assignment Hamburg or V3 accounting Zeuthen

Processing by V3

- In case modifications are required
 - Signature of "Verwerter:in" can remain



- Removal of the last signature of person responsible for cost center/division deputy
 - Apply modifications
 - Hand over via **"Send for approval"** incl. respective comment and request to sign and return afterwards to V3 via **"Send for review"**
 - Add for example original person responsible for cost center to CC if applicable
- After clicking on the signature field "Signature V3", a green button "Vorgang abschließen" appears. The process in the FMS is completed after clicking this button.
 - Initiator will receive a corresponding email
 - This doesn't mean the entire Verwertungsprozess (disposal process) is finalized