



Concrete Goods – IL Job Aid

The *Concrete Goods* screen allows internal IL users (Transition Planners, Educational Liaisons, IL Managers) to request concrete goods (including book reimbursements) for Youth.

Concrete Goods

Concrete Goods History

Request ID	Request Type	Status	Requestor	Date	Total Amount

Show 10 entries

First Previous Next Last

Concrete Goods Request Details

Request Information

Date Requested

Time Created

Request ID

Request Status

Requestor

Type

Start Date

End Date

Provider

Type of Request

Vendors

Vendor Address

Delivery Address

Purchaser Name *

Phone Number *

Items

Item	Quantity	Item Price	Item Total	Provider	Unfulfilled	Updated By	Updated Date

Show 10 entries

First Previous Next Last

Add Item(s)

Save

Total

Item Name *

Other Item Description *

Quantity *

Cost per Unit *

Describe need for this request and expected outcome:

New

Save

Request Approval

Void

Print Approval

Preview



Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Concrete Goods** tile.
- Users can also use the **Request Concrete Goods** button in the Dashboard *Actions* pane:

▼ Actions

Search Existing Clients Request Concrete Goods Request Bus Pass Add Multiple Contacts

- Click **Request Concrete Goods** to open the *Client Search* pop-up:

Client Search

▼ Client Search Criteria

Client Last Name : Client First Name :

Client DOB : Client SSN :

Legal Gender :

Search Close

▼ Search Results

Create New Referral

Search :

MCID	MCID % Match	Referral ID	Client	Client DOB	Client SSN	Status	Plan Owner	Referral Date
1000859106	24	55293	Susie Sunshine	01/02/2001		Open	Melanie Sanfilippo	01/16/2017

Show entries First Previous 1 Next Last

- Client Search Criteria*: Enter the Youth's name and any other known criteria.
 - Click **Search** to search for the Youth. Clicking **Close** will close the *Client Search* pop-up without selecting any Youth.
 - Search Result*: To select a Youth from the *Search Result*, click on that Youth's *Referral ID* in the grid. This will open the **Concrete Goods** screen on the Youth's Referral.
- The **Previous** and **Next** buttons at the bottom of the **Concrete Goods** screen can be used to navigate up or down one screen within the Left Navigation tiles.



Concrete Goods Request

1. Enter the *Purchaser Name* and *Phone Number* in the *Request Information* pane; all other fields in this pane are read-only and cannot be edited.

▼ Request Information

Date Requested	Time Created	Request ID	Request Status	Requestor
Type	Start Date	End Date	Provider	
Type of Request	Vendors	Vendor Address		
Delivery Address	Purchaser Name *	Phone Number *		

2. Selecting Items: Click **Add Item(s)** below the **▼ Items** pane open the *Item Selection* pop-up:

▼ Items

Item	Quantity	Item Price	Item Total	Provider	Unfulfilled	Updated By	Updated Date

Show entries

First Previous Next Last

Add Item(s)

Save

Total

3. Item Selection:

Item Selection

▼ Search **A**

Item Name **B**
Bedroom Kit

Request Options **C** Type Of Request **C** Providers **C**

-Select- -Select- -Select-

Search **D**

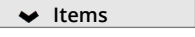
E Item Result(s)

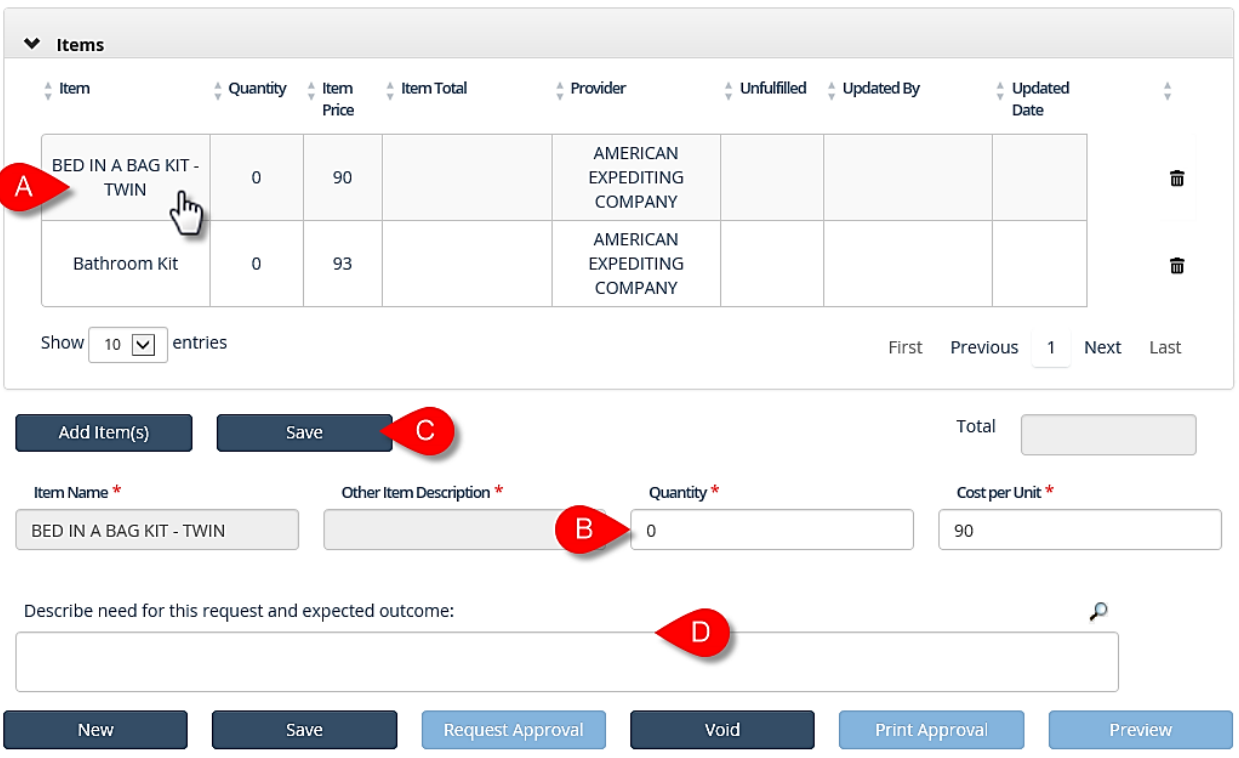
	Item Name	Type Of Request	Vendor	Request Option
☐ F	IL Bedroom Kit - Full	KITS	AMERICAN EXPEDITING COMPANY	Contracted Vendor Request
☐	IL Bedroom Kit - Queen	KITS	AMERICAN EXPEDITING COMPANY	Contracted Vendor Request
☐	IL Bedroom Kit - Twin	KITS	AMERICAN EXPEDITING COMPANY	Contracted Vendor Request

Show 10 entries First Previous 1 Next Last

G Select Close

- ▼ Search : Use this pane to narrow down the items available in Concrete Goods.
- Item Name*: Enter all or part of the name of the desired item.
- Request Options*, *Type of Request*, and *Providers*: These drop-downs can be used to narrow down the search results or to search by a specific type of request or provider. The *Type of Request* must be selected before a Provider can be selected from the *Provider* drop-down.
- Click **Search** to access the *Item Results*.
- ▼ Item Results : Review this pane to locate the desired items.
- Using the checkboxes to the left of the grid, select the desired item or items.
- Click **Select** to add the selected Item(s) to the Concrete Goods Request. Clicking **Close** will close the *Item Selection* pop-up without selecting any items.

4.  :



Items

Item	Quantity	Item Price	Item Total	Provider	Unfulfilled	Updated By	Updated Date
BED IN A BAG KIT - TWIN	0	90		AMERICAN EXPEDITING COMPANY			
Bathroom Kit	0	93		AMERICAN EXPEDITING COMPANY			

Show 10 entries First Previous 1 Next Last

Add Item(s) **Save** **Total**

Item Name * Other Item Description * Quantity * Cost per Unit *

BED IN A BAG KIT - TWIN 0 90

Describe need for this request and expected outcome:

New **Save** **Request Approval** **Void** **Print Approval** **Preview**

- Select an item from the grid by clicking on the line in the grid.
- Quantity:** Enter the quantity of the item requested.
Cost per Unit: The cost will automatically be entered for most items. Exceptions to this include: book reimbursements and clothing vouchers.
- Click the **Save** button below the grid to save the **Quantity** entered.

NOTE: The screen will refresh when **Save** is clicked and will scroll up to the top of the page.

Each item's **Quantity** must be updated and saved before the **Request** can be submitted.

- Describe need for this request and expected outcome:** Explain why the item or items are needed for this Youth.

5. Deleting an item from the *Items* grid: click the Delete Icon [] to the right of the *Item*.

IMPORTANT NOTE: *There is no Delete Confirmation pop-up when deleting an Item.*

6. Approving the Concrete Goods Request:

- a. Once the Request has been completed, click  to send the Request for approval.
- i. Clicking  will save the Request to the Service grid but will not send it for approval. The user will then need to click on the Request in the *Concrete Goods History* grid and click .

TIP: *If an Admin or Admin Support user is completing the Request, clicking Request Approval will automatically approve the Request.*

- b. The  button can only be used on Requests that have not been approved.
- c. To preview and print an Authorized Request, select the desired Request from the *Service* grid and click . A printable PDF preview of the Request will open.
- d. The  button is used when the Request is for a clothing voucher. This button can only be clicked once per request and only the IL Manager has access to this button.

Important Reminder when previewing and printing:

Previews will open in a new window or tab. This window or tab may open in the background and may not be immediately visible. Close all other previews first.

Synergy is **NOT** compatible with Microsoft's Edge  browser.

Use either Internet Explorer  or Chrome .

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>