1. **SCOPE:**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This procedure outlines the process for maintaining and updating the SLPS Finance Division Web Portal

1. **RESPONSIBILITY:** 
   1. Maintaining the web portal is the responsibility of the Budget Analyst assigned to Web Portal upkeep (integrity and movement of information, quality of presentation, interaction with customers). It is also updated on a continuous basis by all Budget Office staff as it relates to their assigned SLPS business areas.
2. **APPROVAL AUTHORITY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

* 1. Executive Budget Director

1. **DEFINITIONS:**
   1. SLPS – St. Louis Public Schools
   2. Web Portal – A customizable, on-line web portal accessible via the Intranet, used to facilitate collaboration and document sharing.
   3. Finance Division Web Portal/Frontline – Customized portal site development for the SLPS Budget Office in collaboration with IT. Provides web-based vehicle to facilitate the development of 2008/09 Budget. Available through District Intranet at [*http://boe-mfmfe/sites/BudgetOffice/*](http://boe-mfmfe/sites/BudgetOffice/)
2. **PROCEDURE:**
   1. *Access the Frontline Home Page.* [*http://boe-mfmfe/sites/BudgetOffice/*](http://boe-mfmfe/sites/BudgetOffice/) *.*
   2. Update the Budget Calendar
      1. On the Frontline homepage, click on Budget Calendar in title bar of the Budget Calendar image.
      2. Click on \*New Item to add an item. Click on any meeting within the Calendar to view or change an event.
   3. Upload Documents to a Document Libraries.
      1. Click Document Libraries on the left margin of the Frontline Homepage.
      2. Choose the Document Library you wish to add to or modify.
      3. Click Upload Document to add a file to this folder.
      4. Find the appropriate document on your PC and click Save.
   4. Upload a blank form.
      1. Go to the Shared Documents Folder under Document Libraries on the left margin.
      2. Open the Blank Templates folder.
      3. Upload the appropriate documents.
   5. Monitor Requests for Service.
      1. Click Documents & Lists.
      2. Scroll down to list menu, choose Budget Office Request for Service Form
      3. Monitor new entries or update status of old entries here.
   6. Add documents for the appropriate fiscal year (e.g., 2008-2009) Budget Development.
      1. Under Resources on the left margin, click the folder for Budget Planning and Development.
      2. Add Budget Development documents here by choosing \*New Item.
   7. Update FTE Daily FTE Report Breakdown.
      1. Click on Daily FTE Report Breakdown in the right sidebar.
      2. Choose Edit in Datasheet to update entries.
      3. Once you’ve finished, click Refresh Data to save changes.
3. **ASSOCIATED DOCUMENTS:**
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Frontline | SLPS Server | Various | Discard as  desired | Frontline is behind District firewall and access is entirely Permissions based. |
|  |  |  |  |  |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 05/07/09 | A | Initial Release |
|  |  |  |
|  |  |  |

**\*\*\*End of procedure\*\*\***