



## 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  entries First Previous Next Last

**Concrete Goods Request Details**

**Request Information**

Date Requested	Time Created	Request ID	Request Status	Requestor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type	Start Date	End Date	Provider	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Type of Request	Vendors	Vendor Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Delivery Address	Purchaser Name *	Phone Number *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

**Items**

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

Show  entries First Previous Next Last

Total

Item Name *	Other Item Description *	Quantity *	Cost per Unit *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe need for this request and expected outcome:



## 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	<a href="#">55293</a>	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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type	Start Date	End Date	Provider	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Type of Request	Vendors	Vendor Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Delivery Address	Purchaser Name *	Phone Number *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

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
<input type="text"/>							

Show 10 ☐ 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
<input type="checkbox"/>	IL Bedroom Kit - Full	KITS	AMERICAN EXPEDITING COMPANY	Contracted Vendor Request
<input type="checkbox"/>	IL Bedroom Kit - Queen	KITS	AMERICAN EXPEDITING COMPANY	Contracted Vendor Request
<input type="checkbox"/>	IL Bedroom Kit - Twin	KITS	AMERICAN EXPEDITING COMPANY	Contracted Vendor Request

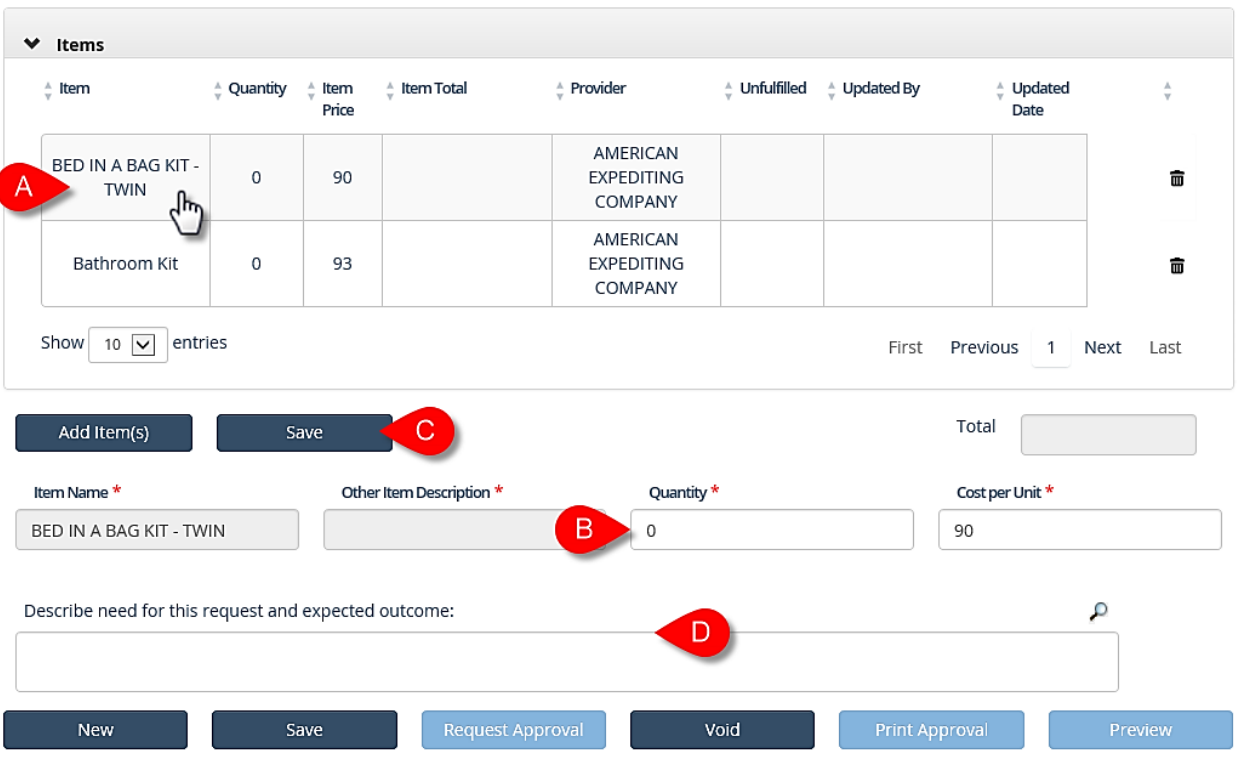
Show 10 entries

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](mailto: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>