

# Job Scheduler (AFP Overlay Development)

January 27, 2015

Last updated: January 27, 2015

## 1. Rate per hour

\$45.00

## 2. General Overview:

Advanced Function Printing (AFP) Overlay Development replaces preprinted forms by merging electronic overlays with data at the printer to produce a finished report. Electronic forms overlays are computer code that can be changed as needed to provide a new form presentation to correspond to data changes. Electronic images can be included on the overlay.

## 3. Service Description:

The service includes:

- Development of the forms overlay within 60 days
- Testing the print of the overlay merged with test data.

The service does **NOT** include:

- On-going monitoring of the printing process to ensure the production data and the electronic forms overlay continue to align properly.

## 4. Roles and Responsibilities:

- Customer is responsible for supplying a sample form and also test data.
- Processing Support is responsible for developing an error-free overlay and for protecting electronic images.
- Processing Support is responsible for creating accurate archive retention definitions, page layout definitions and report definitions as needed to properly process and distribute reports and grant online viewing access to customers.
- Documenting archive retention values in Sharepoint APCDOC for each report and MSGCLASS. The customer must supply the line and column values used in a page layout definition along with the character string used in page selection processing. If the report is to be view online the customer must also supply the MVSIDs that will be assigned to the report in the ITOM database to grant viewing access.

## 5. Requesting Service:

Contact Job Scheduling at 402-471-0459 to order the service.

## **6. Billing Information:**

The Office of the CIO uses a system of Billing Accounts, Job Codes and Work Orders for authorizing work and tracking costs for specific projects. The customer may designate which job code and work order to use or reject a new job code and work order. Contact the Office of the CIO for assistance with developing an accounting structure that meets the needs of the agency.

A Job Code and Work Order must be supplied to Job Scheduling before any work can be done to develop or maintain a forms overlay.

## **7. Service Hours, Response Times and Escalation:**

The development of forms overlays is available Monday-Friday from 7:00 AM-3:30 PM.

**For further information, please contact:**

**Office of the CIO Help Desk**  
**[cio.help@nebraska.gov](mailto:cio.help@nebraska.gov)**  
**402-471-4636 or 800-982-2468**