LUCOM

MANUAL
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1. Introduction

LUCOM is a portal of electronic forms.
In the following, you will get helpful information how to use Lucom.

2. Log on

To log in to Lucom please follow this link:

https://eforms.uni-goettingen.de/

User id: Your Windows-Username
Password: Your Windows-Password

You see the startscreen:

Popups need to be allowed. Disable your pop-up blocker in your browser under "Options".
3. View of Applicant

3.1 Application via Lucom-forms

Open the menu item “Forms” to see all published forms:

![List of all published forms]

Click on the form, you want to fill in. First, you see a list of all processes to the selected form in which you were involved.

To open a form please click on > Add a new record <.

![List of records of all processes to the selected form]
Antrag auf Genehmigung einer Dienstreise

Bei Fragen zum Dienstreisegeschäft sowie zur Besinnung der Formulare wenden Sie sich bitte an das Reisekostenamt.

<table>
<thead>
<tr>
<th>Daten der/des Dienstreisenden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ich reise selbst.</td>
</tr>
<tr>
<td>Ich bereite den Antrag für eine andere Person vor.</td>
</tr>
<tr>
<td>Anrede</td>
</tr>
<tr>
<td>Name, Vorname</td>
</tr>
<tr>
<td>E-Mail</td>
</tr>
<tr>
<td>Telefon (dienstlich)</td>
</tr>
<tr>
<td>Personnummer</td>
</tr>
<tr>
<td>Einrichtung</td>
</tr>
<tr>
<td>Führungsposition</td>
</tr>
<tr>
<td>- Kinorichtung</td>
</tr>
<tr>
<td>- Instituts-, Geschäftsbereiche-, Stabsstellen- oder Stabsabteilungsleitung</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mitreisende</th>
</tr>
</thead>
<tbody>
<tr>
<td>Es gibt Mitreisende</td>
</tr>
</tbody>
</table>

Grund / Anlass für die Dienstreise

<table>
<thead>
<tr>
<th>Reiseverlauf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abfahrt von</td>
</tr>
<tr>
<td>Rückkehr nach</td>
</tr>
<tr>
<td>Reisziel (Stadt)</td>
</tr>
<tr>
<td>- Das Reiseziel befindet sich im Ausland</td>
</tr>
</tbody>
</table>

Fill in a form
If you have filled all required fields you can sign and send the form.

You can edit the form until you didn’t sign. Delete your signature, if you want to add notes. After sending the form, it is no longer editable.
3.2 Correct or Revoke an Application

After sending the form, it is no longer editable. If you want to correct the application, you need to revoke the form. Open the application and click the button „Antrag zurückziehen“ at the bottom of the form. As long as this is possible, you see this button.

Now you can edit, sign and send the application again.

3.3 Using a former Application as template for a new Application

If you want to make an application, which is similar to former applications, you can use them as templates. Open the former application. Click the button.

A new form will be opened, in which some data from the former application are transferred.
3.4 Processing Status

To see the current processing status you can look in the overview of all applications to a selected form.

Processing status in column „Antragsstatus“

You also can look into the application itself. In the head or at the end of the form you can find notes due to the processing status.

Example for Processing field of the HR
3.5 Convert Application to PDF File

You can convert an application to PDF file. Open the application.

Click the button Convert to PDF File.

Popups need to be allowed.
4. View of Approver/Recipient

4.1 Personal Tasks

If you got a personal task, you will be notified by email (see also 4.2 Notifications).
All open task are listed under “Tasks”.

![Personal tasks](image)

4.2 Notifications

Set your personal notifications individually. You can individually define for which form you would like to be informed and how often.

To do this, simply open the "User profile" item via your name in the right part of the Lucom window and enter the desired settings.

![Profile settings](image)
4.3 Managing Proxy Arrangement

If you have delegated tasks internally or you just would like to ensure that no tasks are left undone in case of an unexpected absence, you can appoint a proxy. You can even set this up individually for each form.

To do this, simply open the "Manage proxy arrangements" item above your name in the right part of the Lucom window and enter the desired proxy arrangements.
Proxy Arrangement

ADD and SAVE proxy arrangements:

Save your settings by clicking the symbol:

Leave the input mask:

The proxy now receives an additional menu item "Proxies for" in which the tasks of the person to be acted for are displayed:
CHANGE proxy arrangements:

You can edit the proxy arrangements any time or delete separate arrangements:

Save your settings by clicking the symbol:

Leave the input mask:

COMPLETE DELETION of proxy arrangements:

To delete all entries, click on the symbol:

Confirm the following query with YES:

Note:
Are you sure to delete the record?
[Yes] [No]

Leave the input mask:

Confirm the following query with NO:

Note:
Do you want to save the changes?
[Yes] [No] [Cancel]
4.4 Processing Applications

Approval or rejection of an application always takes place in the form itself. The approval fields always appear at the bottom of the forms. Fill in the processing field, sign and send the form.

Processing field of supervisors in the business trip application
4.5 Group Tasks

There are tasks that are processed jointly by a group. These tasks are sent to a group mailbox.

After the form opens, you must acquire the processing in the form header so that other group members cannot process at the same time.

At the bottom of the form you find the processing field (see also 4.4 Processing Applications).

4.6 Processing Status

See also 3.4 Processing Status
5. Symbols and Buttons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![PDF Icon]</td>
<td>Converting to PDF File</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Leave an open form</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Copy a former application: A new form will be opened, in which some data from the former Application are transferred.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Open a new form</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Return to the list of all provided electronic forms.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Refresh to see the interim changes of the current assignee.</td>
</tr>
</tbody>
</table>

6. Contacts

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions regarding the <strong>content of the form</strong> or questions regarding the operation</td>
<td>The clerk in charge of your department: <a href="https://www.umd.eu/ueber-uns/vorstand/ressort-wirtschaftsfuehrung-administration/personal-g3-2/">https://www.umd.eu/ueber-uns/vorstand/ressort-wirtschaftsfuehrung-administration/personal-g3-2/</a></td>
</tr>
</tbody>
</table>
| **Technical problems with your own computer or settings** | IT-Hotline  
Call -60060 or send email to it.support@med.uni-goettingen.de |
| **Problems with the portal itself** | **Annika Marr**  
(annika.marr@med.uni-goettingen.de) |