

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.

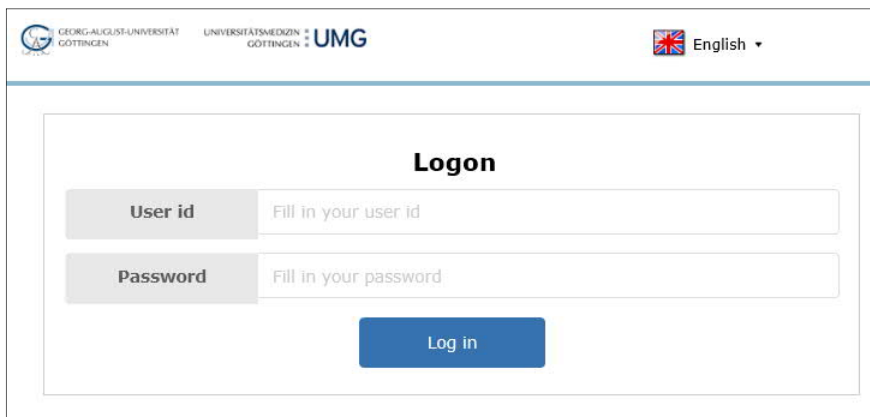
2. Log on

To log in to Lucom please follow this link:

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

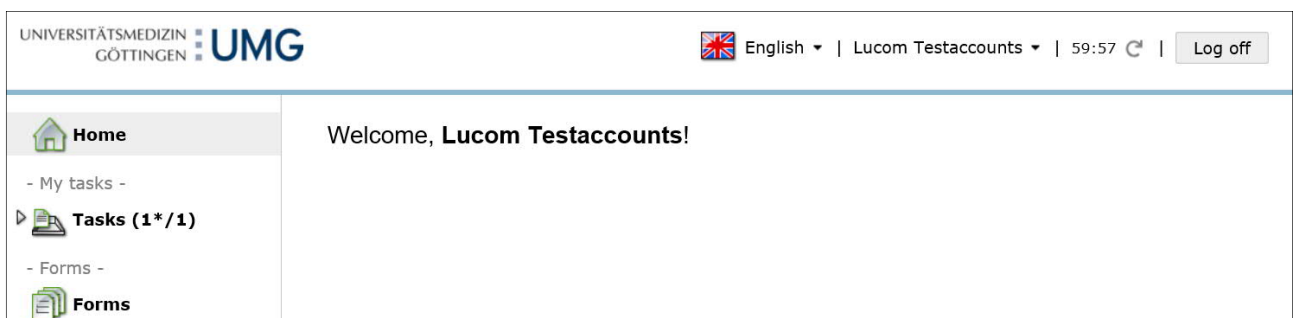
User id: Your Windows-Username

Password: Your Windows-Password



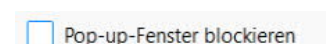
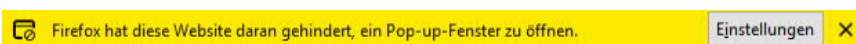
Logon

You see the startscreen:



Startscreen

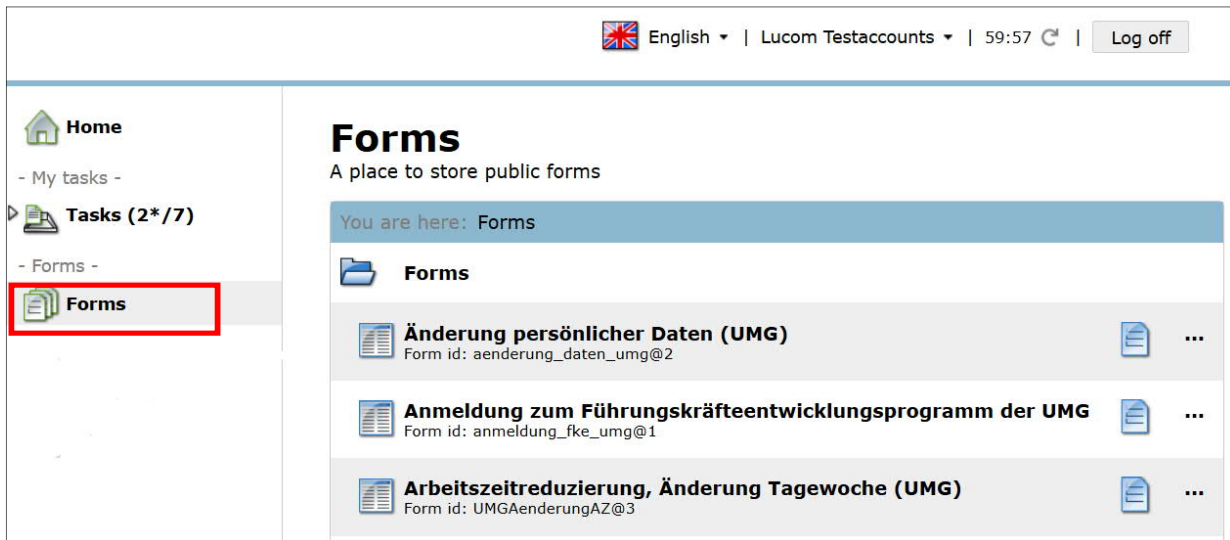
Popups need to be allowed. Disable your pop-up blocker in your browser under "Options".



3. View of Applicant

3.1 Application via Lucom-forms

Open the menu item "Forms" to see all published forms:



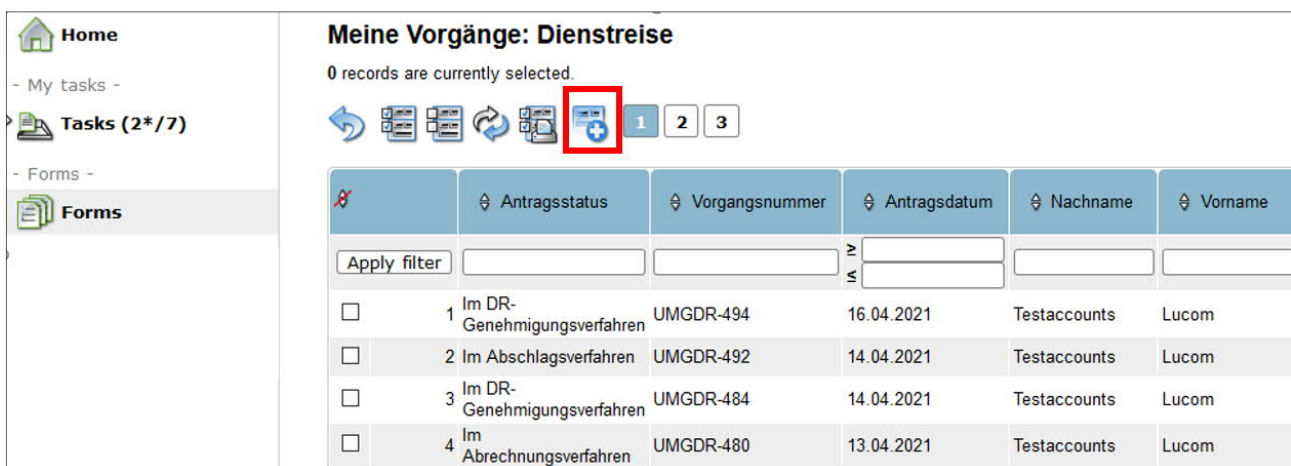
The screenshot shows the Lucom-forms interface. On the left sidebar, the 'Forms' menu item is highlighted with a red box. The main area displays a list of published forms under the heading 'Forms'. The forms listed are:

- Änderung persönlicher Daten (UMG)** (Form id: aenderung_daten_umg@2)
- Anmeldung zum Führungskräfteentwicklungsprogramm der UMG** (Form id: anmeldung_fke_umg@1)
- Arbeitszeitreduzierung, Änderung Tagewoche (UMG)** (Form id: UMGaenderungAZ@3)

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 <.



The screenshot shows the 'Meine Vorgänge: Dienstreise' page. The page title is 'Meine Vorgänge: Dienstreise'. Below the title, it says '0 records are currently selected.' There is a toolbar with icons for navigation and a red box highlighting the 'Add new record' button (a blue square with a white plus sign). Below the toolbar is a table with the following columns: Antragsstatus, Vorgangsnummer, Antragsdatum, Nachname, and Vorname. The table contains four records:

	Antragsstatus	Vorgangsnummer	Antragsdatum	Nachname	Vorname
<input type="checkbox"/>	1 Im DR-Genehmigungsverfahren	UMGDR-494	16.04.2021	Testaccounts	Lucom
<input type="checkbox"/>	2 Im Abschlagsverfahren	UMGDR-492	14.04.2021	Testaccounts	Lucom
<input type="checkbox"/>	3 Im DR-Genehmigungsverfahren	UMGDR-484	14.04.2021	Testaccounts	Lucom
<input type="checkbox"/>	4 Im Abrechnungsverfahren	UMGDR-480	13.04.2021	Testaccounts	Lucom

List of records of all processes to the selected form

Now you can fill in the form.

Note fields "Info" give you helpful information.

<small>Antragsdatum</small>	<small>05.05.2021</small>	<small>Version 5</small>
-----------------------------	---------------------------	--------------------------

Status:

Antrag auf Genehmigung einer Dienstreise

Bei Fragen zum Dienstreisegeschäft sowie zur Bedienung der Formulare wenden Sie sich bitte an das Reisekostenteam.

Daten der / des Dienstreisenden

☒ Ich reise selbst.
☐ Ich bereite den Antrag für eine andere Person vor.

Anrede Herr ▼
 Name, Vorname Testaccounts , Lucom
 E-Mail lucom.testaccounts@med.uni-goettingen.de
 Telefon (dienstlich) 112123
 Personalnummer [Info](#)
 Einrichtung Abt. IT
 Führungsposition Info
☒ keine
☐ Klinikleitung
☐ Instituts-, Geschäftsbereichs-, Stabsstellen- oder Stabsabteilungsleitung

Mitreisende

☐ Es gibt Mitreisende

Grund / Anlass für die Dienstreise [Info](#)

Reiseverlauf [Info](#)

Abfahrt von als ▼
 Rückkehr nach als ▼
 Reiseziel (Stadt)
☐ Das Reiseziel befindet sich im Ausland

Fill in a form

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

20 errors occurred:

- ▶ Mandatory field! A value is required. (Personalnummer)
- ▶ Mandatory field! A value is required. (Grund der Dienstreise)
- ▶ Mandatory field! A value is required. (Abfahrt von)

▼ Show all

Personalnummer [Info](#) [redacted]

Einrichtung [redacted]

Führungsposition [Info](#) ☒ keine
☐ Klinikleitung
☐ Instituts-, Geschäftsbereichs-, Stabsstellen- oder Stabsabteilungsleitung

Mitreisende
☐ Es gibt Mitreisende

Grund / Anlass für die Dienstreise [Info](#) [redacted]

Reiseverlauf [Info](#)

Abfahrt von [redacted] als [redacted] ▼

Rückkehr nach [redacted] als [redacted] ▼

Reiseziel (Stadt) [redacted]

☐ Das Reiseziel befindet sich im Ausland

Reisezeitraum

	Beginn der Reise (einschl. Urlaub)	→	Beginn Dienstgeschäft	→	Ende Dienstgeschäft	→	Ende der Reise (einschl. Urlaub)
Datum	[redacted]		[redacted]		[redacted]		[redacted]
Uhrzeit	[redacted]		[redacted]		ca. [redacted]		ca. [redacted] Info

Mandatory fields

Signatur und Weiterleitung

Signatur des/der Antragstellenden
05.05.2021 Lucom Testaccounts

Absenden an den Geschäftsbereich Personal

Sign and Send

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.

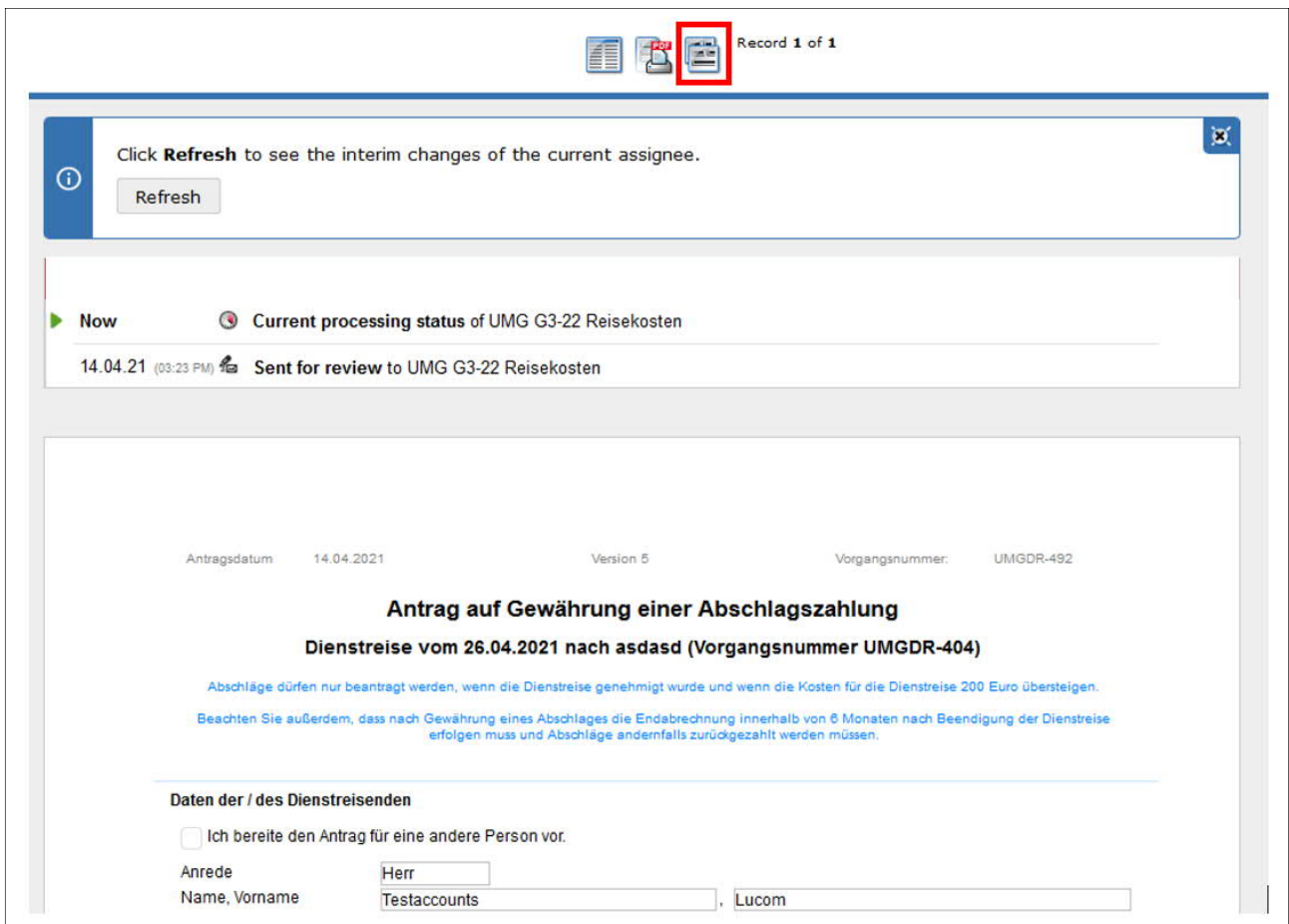
Now you can edit, sign and send the application again.

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.



The screenshot shows a web application interface for UMG (University Medical Center Göttingen). At the top, there are icons for a list, a document, and a document with a plus sign (highlighted with a red box), followed by the text "Record 1 of 1". Below this is a blue header bar with an information icon and the text "Click **Refresh** to see the interim changes of the current assignee." with a "Refresh" button. The main content area has a "Now" section with a clock icon and the text "Current processing status of UMG G3-22 Reisekosten". Below this, it shows the date "14.04.21 (03:23 PM)" and the status "Sent for review to UMG G3-22 Reisekosten". The form itself is titled "Antrag auf Gewährung einer Abschlagszahlung" (Application for advance payment) for a business trip from 26.04.2021 to asdasd, with reference number UMGDR-404. It includes instructions about advance payments and a section for the applicant's data, including a checkbox for proxy, and fields for title (Herr), name (Testaccounts), and company (Lucom).

Using a former Application as template for a new Application

3.4 Processing Status

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

	Antragsstatus	Vorgangsnum
<input type="checkbox"/>	Bearbeitung G3-21	UMGPD-88
<input type="checkbox"/>	Vorgang abgeschlossen	UMGPD-84
<input type="checkbox"/>	Vorgang abgeschlossen	UMGPD-79
<input type="checkbox"/>	Vorgang angelegt	UMGPD-78
<input type="checkbox"/>	Bearbeitung G3-21	UMGPD-74
<input type="checkbox"/>	Bearbeitung G3-21	UMGPD-72
<input type="checkbox"/>	Bearbeitung G3-21	UMGPD-70

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.

Now	Current processing status of UMG G3-22 Reisekosten
14.04.21 (03:23 PM)	Sent for review to UMG G3-22 Reisekosten

Processing history

Bearbeitung durch den Geschäftsbereich Personal

☒ Abrechnungsantrag abgelehnt
☐ Post

Anmerkungen

Buchungstext

Lucom-Vorgangsnummer: UMGDR-441


Signatur Geschäftsbereich Personal

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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 .

Popups need to be allowed.




Record 1 of 1

i
Click **Refresh** to see the interim changes of the current assignee.

X

▶ Now

🕒
Current processing status of UMG G3-22 Reisekosten

14.04.21 (03:23 PM) 📄 Sent for review to UMG G3-22 Reisekosten

Antragsdatum: 14.04.2021
Version: 5
Vorgangsnummer: UMGDR-492

Antrag auf Gewährung einer Abschlagszahlung
Dienstreise vom 26.04.2021 nach asdasd (Vorgangsnummer UMGDR-404)

Abschläge dürfen nur beantragt werden, wenn die Dienstreise genehmigt wurde und wenn die Kosten für die Dienstreise 200 Euro übersteigen.

Beachten Sie außerdem, dass nach Gewährung eines Abschlags die Endabrechnung innerhalb von 6 Monaten nach Beendigung der Dienstreise erfolgen muss und Abschläge andernfalls zurückgezahlt werden müssen.

Daten der / des Dienstreisenden

☐ Ich bereite den Antrag für eine andere Person vor.

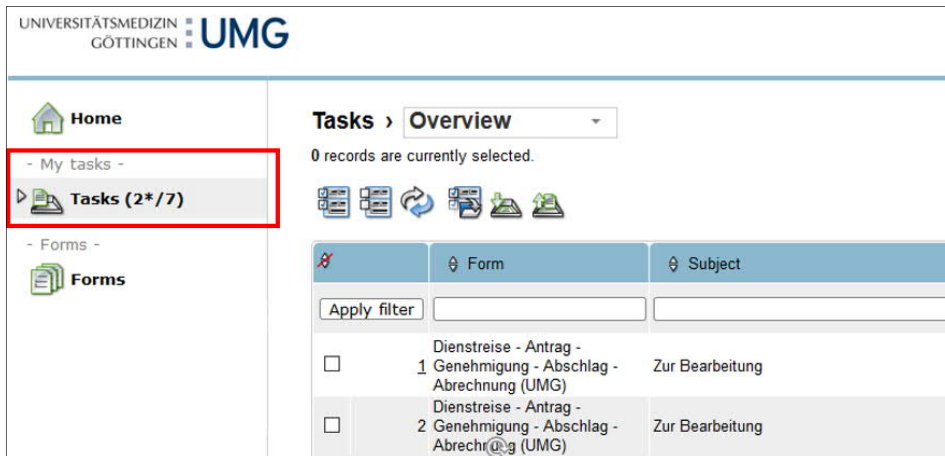
Convert to PDF File

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".

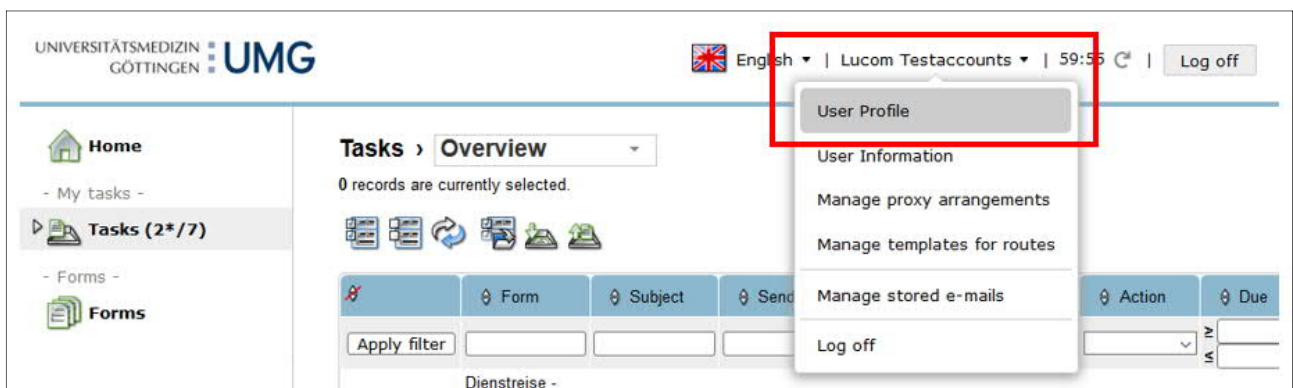


Personal tasks

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

User profile

Notifications | Workflow history | Postboxes

General configuration

Workflowbenachrichtigungen

☒ Please inform me of my tasks via email

☒ One email per task (prompt sending)

☐ Summarized email (daily)

☒ Receive emails in HTML format

Form specific configuration

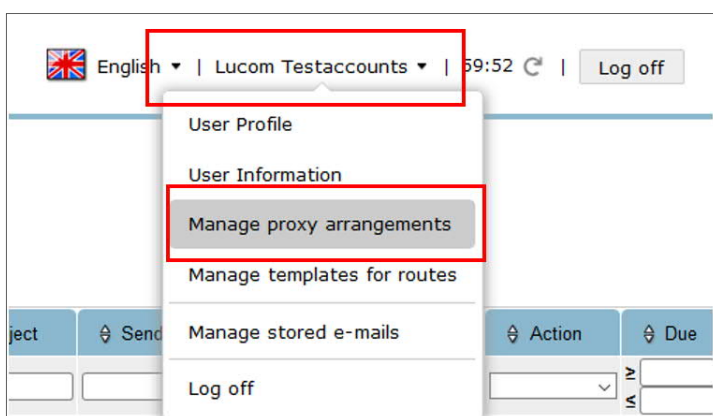
Add

Configure your notifications

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.



Manage proxy arrangements

Proxy Arrangement

General proxy arrangement

Form

Select delegate*

☒ Activate proxy arrangement permanently

☐ Specify period

Add additional proxy actor

Add proxy arrangement

Proxy Arrangement

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.

Bearbeitungsbereich d. Vorgesetzten

Ist die Mitzeichnung durch eine/n weitere/n Verantwortliche/n erforderlich?

☐ Ja

Entscheidung d. Vorgesetzten


Dienstreise

Ergeben sich innerhalb des Reisezeitraums datumsbedingte Abweichungen, ist Ihr/e Mitarbeiter/in verpflichtet, dies bei Ihnen anzuzeigen und eine neue Dienstreisegenehmigung zu beantragen.

Mit Ihrer Signatur genehmigen Sie die dienstliche Notwendigkeit der Dienstreise sowie die Übernahme der Kosten einschl. möglicher Zusatzkosten/Abweichungen, welche unvermeidbar, wirtschaftlich angemessen und für die Durchführung des Dienstgeschäftes gem. Niedersächsischer Reisekostenverordnung (NRKVO) notwendig sind.


Die Dienstreise wird

☐ Genehmigt

☒ Nicht genehmigt 


Anmerkungen der/des Genehmigenden

Signatur der/des Genehmigenden

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Hinweis: Nach Abschluss des Vorganges wird d. Dienstreisende automatisch über Lucom über Ihre Entscheidung informiert.

Vorgang abschließen



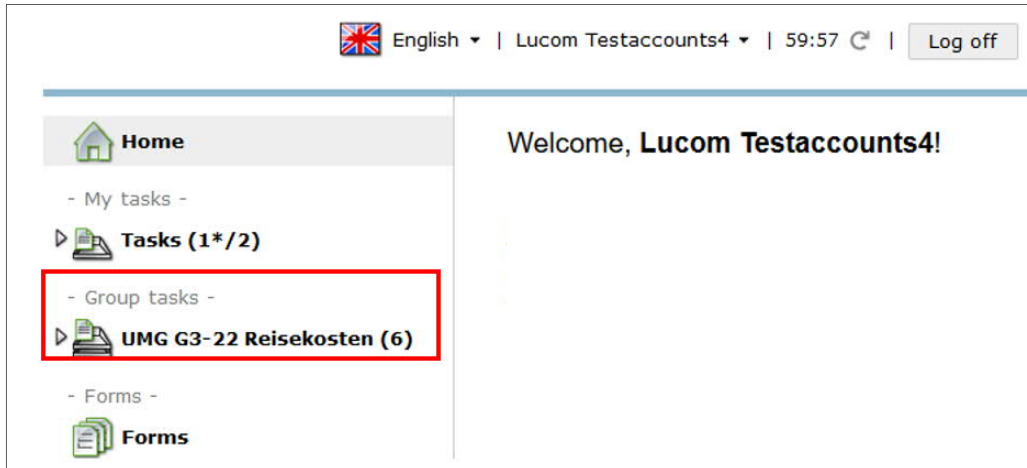
Klicken Sie hier, um Ihre Eingaben zu speichern und den Vorgang abzuschließen.

Processing field of supervisors in the business trip application

4.5 Group Tasks

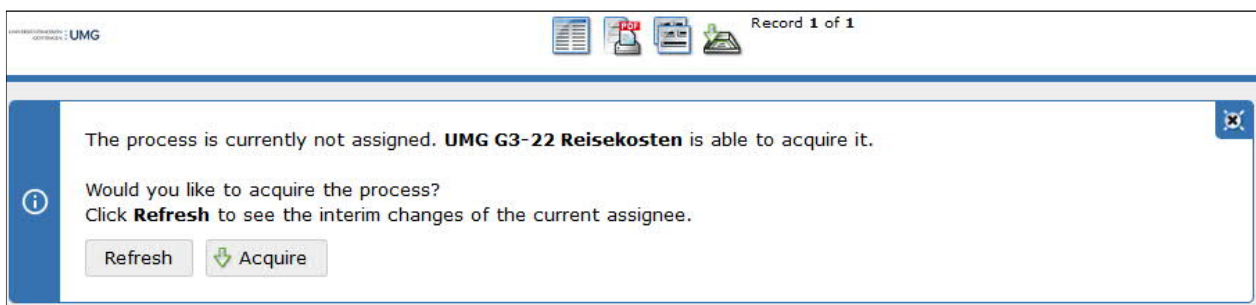
There are tasks that are processed jointly by a group.

These tasks are sent to a group mailbox.



Group tasks

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









Acquire the process

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

	Converting to PDF File
	Leave an open form
	Copy a former application: A new form will be opened, in which some data from the former Application are transferred.
	Open a new form
	Return to the list of all provided electronic forms.
	Refresh to see the interim changes of the current assignee.

6. Contacts

Issue	Contact
Questions regarding the content of the form or questions regarding the operation	The clerk in charge of your department: https://www.umg.eu/ueber-uns/vorstand/ressort-wirtschaftsfuehrung-administration/personal-g3-2/
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)