Overview
An electronic signature capability was previously added to the FUSION claims submittal process so a district chief business officer (CBO) could electronically sign and submit a claim form. This ended the need for each claim to be printed, signed and mailed to the Chancellor’s Office for processing.

The new enhancement outlined in this document extends the electronic signature capability to two key FUSION submittals: Space Inventory Report 17 and the Five Year Capital Outlay Plan. Districts not wishing to use the electronic signature capability may continue to print out hard copies and mail them to the Chancellor’s Office. If documents are submitted electronically, hard copies will not need to be mailed to the Chancellor’s Office unless requested.

A second part of this enhancement is to capture and report additional information from each district’s submission of the Space Inventory Report 17 and Five Year Capital Outlay Plan and the Facilities Planning and Utilization (FPU) unit’s certification of each of these submittals. The information to be captured is: Submit Date; Submit By Name; Certify Date; and Certify By Name. The submission details will display and print on the first page of each report.

Space Inventory Report 17
The Space Inventory Report 17 is currently submitted by each district’s FUSION administrator. With this enhancement, the Space Inventory Report 17 may be submitted by the district’s chief business officer. The “Submit Space Inventory” button will be visible/enabled for either the district administrator or district chief business officer (Fig. 1).

Fig. 1 Submit Space Inventory Button

The standard submission confirmation dialogue displays if the district administrator submits the space inventory. The message has been updated to indicate the alternate electronic signature process. (Fig. 2)
Fig. 2 District Administrator or CBO Submit Space Inventory Dialogue

![Submit Space Inventory Dialogue](image)

If the district chief business officer submits the Space Inventory, the system displays the chief business officer electronic signature dialogue. When the chief business officer is submitting the Space Inventory Report, the system will use the electronic signature function for the submittal. (Fig. 3)

Fig. 3 CBO Electronic Signature Dialogue (For Space Inventory)

![CBO Electronic Signature Dialogue](image)

The chief business officer enters their password for electronic submittals and selects “Ok” for the system to verify the password and retrieve the chief business officer’s name from the system. Selecting “Submit” completes the process. Selecting “Cancel” at any time reverts back to the space inventory screen without submitting. (Fig. 4)
The successful completion of the “Submit and Sign” process changes the status of the space inventory to “Submitted” and captures the chief business officer’s name and the date submitted in the system.

Submit Five Year Capital Outlay Plan

As with the Space Inventory, in the past each district’s FUSION administrator submitted the Five Year Capital Outlay Plan. The first pages of the report were then printed, signed and mailed to the Chancellor’s Office to complete the submittal process.

With this new enhancement, the Five Year Capital Outlay Plan may be submitted by the district’s chief business officer. If the chief business officer submits the report, FUSION will allow the use of an electronic signature function to sign the Five Year Capital Outlay Plan. With the electronic signature, the district will not have to print, sign and mail the cover pages of the Five Year Capital Outlay Plan in order to complete the submission.

The “Submit to FPU” button is visible to both the district administrator and the chief business officer, allowing either to submit the Five Year Capital Outlay Plan. (Fig. 5)
If a district administrator is submitting the Five Year Capital Outlay Plan, the standard submission dialogue displays. This dialogue has been updated to make the district aware of the alternate method to submit and certify the Five Year Capital Outlay Plan. (Fig. 6)

**Fig. 6 District Administrator or CBO Submit Dialogue**

![Submit 5-Year CO Plan](image)

If the district chief business officer submits the Five Year Capital Outlay Plan, the electronic signature dialogue sequence is used to sign for and complete the submission. (Fig. 7)

**Fig. 7 CBO Signature Dialogue (for Five Year Capital Outlay Plan Submittal)**

![Signature - Capital Outlay Plan Submittal](image)

Upon entering the chief business officer’s electronic submittal password and selecting “OK”, FUSION retrieves the chief business officer’s name from the system. (Fig. 8)
The successful completion of the “Submit” process changes the status of the Five Year Capital Outlay Plan to “Submitted” and captures the chief business officer’s name and the date submitted in the database for future reference and to print on the Five Year Capital Outlay Plan Report.

**Report Format Changes**

**Space Inventory Report 17**
The Space Inventory Report 17 has been changed in order to clarify the various dates that display on the report and to print the Submit By Name and Submit Date, depending on the current status of the district Space Inventory and how the Space Inventory Report 17 was submitted.

**Five Year Capital Outlay Plan Report**
As with the Space Inventory Report 17, there have been minor changes to the format of the Five Year Capital Outlay Plan Report. The Submit by Name, Submit Date, Certify By Name and Certify Date will now print on the Five Year Capital Outlay Plan report, depending on the status of the Five Year Capital Outlay Plan at the time the report is printed and how the Five Year Capital Outlay Plan was submitted to the Chancellor’s Office.