

CBAT Job Aid - 7

How to Submit a Proposed "Product Enhancement" to the CBAT System

A "product enhancement" may include any recommendations to the CBAT system that enhances the USER's experience. These recommendations may include the following but are not limited to the following examples below:

- A specific departmental reporting request
- A change and/or addition to the process flow
- The ability to add or delete something
- The collection of additional information

1. The USER will need to submit a service ticket via the "BAT and CBAT Incident Report" website

https://www.miamidade.gov/global/service.page?Mduid_service=ser1530303404128210

MIAMI-DADE COUNTY Services & Information News & Social Media Your Government Employees

Home / Management and Budget / Budgeting Analysis Tool

Budgeting Analysis Tool

The Budgeting Analysis Tool, or BAT, is a budget planning and development application that serves as an all-in-one solution for forecasting, preparing, monitoring and reporting on departmental budgets.

With an eye towards full integration with the Enterprise Resources Planning system, BAT consolidates information from all County human resources and financial utilities – including FAMIS, PeopleSoft and the system used by Public Housing and Community Development – while enabling employees involved in budget preparation to operate on a single platform.

BAT's key functions and features

- Create transparency by enabling users to view division budget information prior to inputting data into the system.
- Automate updates to tables of organization, manage position vacancies, automatically calculate salary and fringe costs.

ONLINE OPTIONS

- BAT LOGIN
- BAT AND CBAT INCIDENT REPORT**
- PERA
- PEOPLE SOFT

2. Upon selecting the "BAT and CBAT Incident Report" icon, the USER will automatically be taken to the page below with his or her information already prepopulated

BAT and CBAT Incident Report

[Back to Service Requests](#)

Requested By

Gibboney, Anita (OMB)

Date & Time

01/25/21 03:32 PM

Submitting On Behalf of Someone Else?

Employee Number

156429

User Display Name

Gibboney, Anita (OMB)

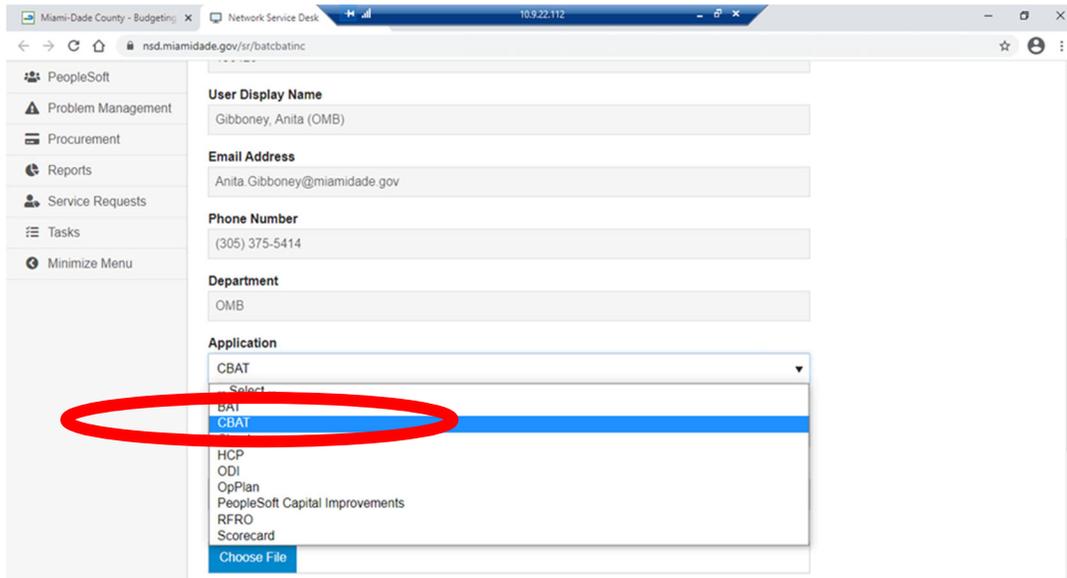
Email Address

Anita.Gibboney@miamidade.gov

Phone Number

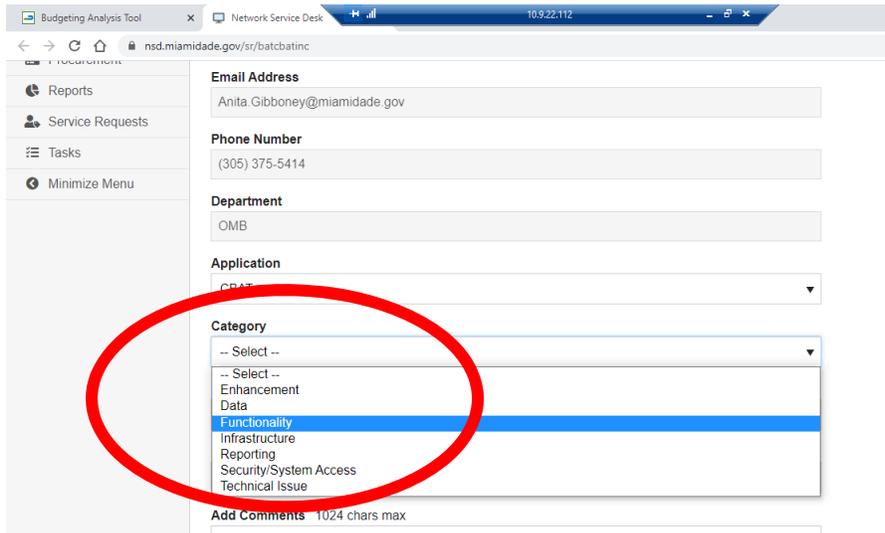
(305) 375-5414

3. Next, the USER will need to select the application type



4. Next, the reporting USER will need to select from the "Category" dropdown menu. For a requested enhancement to the system, the user will select "Enhancement"

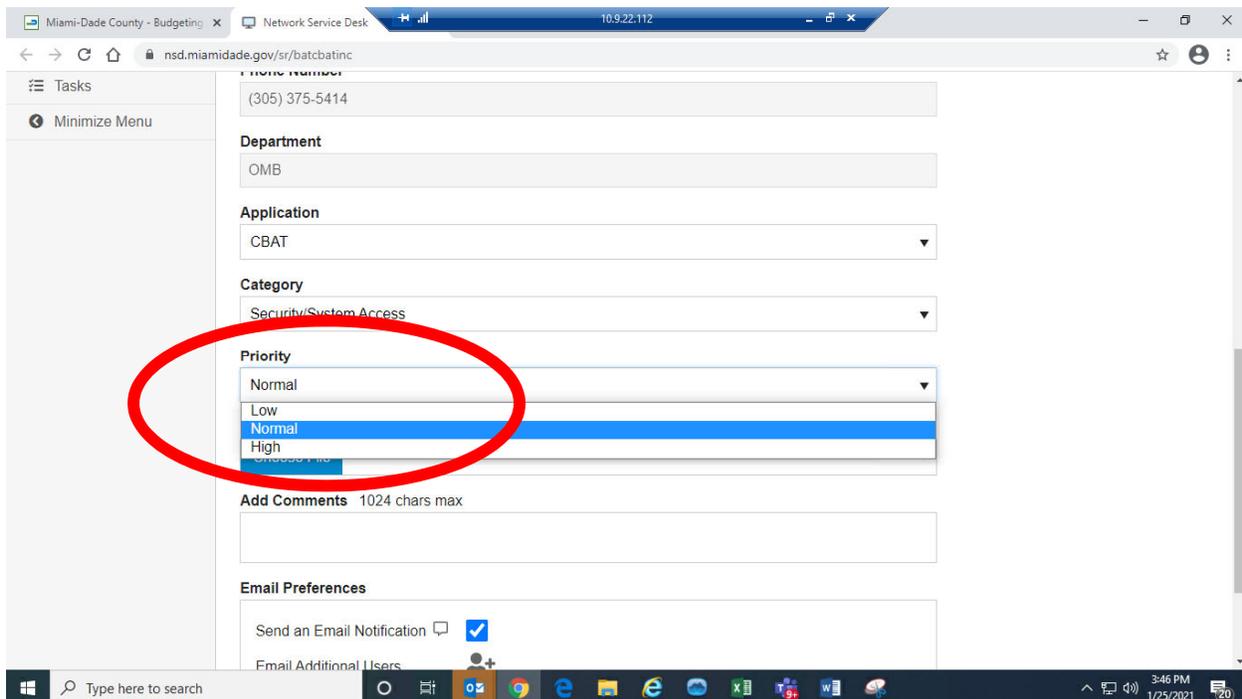
- **Enhancement** – this is something that you, as a USER, would like to see as an improvement to the existing system



The screenshot shows a web browser window with the URL nsd.miamidadade.gov/sr/batcbatinc. The form contains the following fields:

- Email Address:** Anita.Gibboney@miamidadade.gov
- Phone Number:** (305) 375-5414
- Department:** OMB
- Application:** CBAT
- Category:** A dropdown menu is open, showing options: -- Select --, Enhancement, Data, Functionality (highlighted in blue), Infrastructure, Reporting, Security/System Access, and Technical Issue.
- Add Comments:** 1024 chars max

5. Next, the USER will need to select from the "Priority" dropdown menu the priority level for the need



The screenshot shows the same web browser window as above. The form fields are:

- Phone Number:** (305) 375-5414
- Department:** OMB
- Application:** CBAT
- Category:** Security/System Access
- Priority:** A dropdown menu is open, showing options: Normal, Low, Normal (highlighted in blue), and High.
- Add Comments:** 1024 chars max
- Email Preferences:** Send an Email Notification
- Email Additional Users:**

6. After all the above has been appropriately selected, the USER must then add his or her specifics about their request in the "Add Comments" box

For an Enhancement – Provide an explanation of the enhancement you are proposing. Include snap shot examples in your "CBAT Incident Report" whenever possible. If you feel more comfortable submitting your "Enhancement Request" in a word document and attaching that to the "CBAT Incident Report", that is ok too. However, when attaching a word document, please make that notation in the "Add Comments" box

The screenshot shows a web form with three main sections: 'Upload files', 'Add Comments', and 'Email Preferences'. A red oval highlights the 'Upload files' and 'Add Comments' sections. In the 'Upload files' section, there is a blue button labeled 'Choose File' and the text 'AGibboney _ proposed enhancement to CBAT.docx'. The 'Add Comments' section has a text input field containing the text 'Proposed enhancement explanation attached as a word document'. Below these sections is an 'Email Preferences' section with two options: 'Send an Email Notification' (checked) and 'Email Additional Users' (with a plus icon). At the bottom is a blue 'Submit' button.

7. When attaching a file simply CLICK on "Choose File" to upload your document for viewing

This screenshot is identical to the one above, showing the same web form. However, a red oval highlights only the 'Choose File' button in the 'Upload files' section, indicating the specific action to be taken.

8. And lastly, include the email address of your OMB Budget Analyst and anyone in your department you feel should be aware of this "CBAT Incident Report"

Upload files

Choose File AGibboney _ proposed enhancement to CBAT.docx

Add Comments 964 characters left

Proposed enhancement explanation attached as a word document

Email Preferences

Send an Email Notification

Email Additional Users 

Submit

9. Once all the information above has been accurately reflected, the submitter must CLICK the "Submit" button to process the request

Upload files

Choose File A Gibboney_ Prg 2000001484 issue.docx

Add Comments 821 characters left

The Program Book view report for Capital Program # 20000001484 is not showing the correct dollar values in FY 21-22 column. Please see attached document for more information and a snap shot of this issue

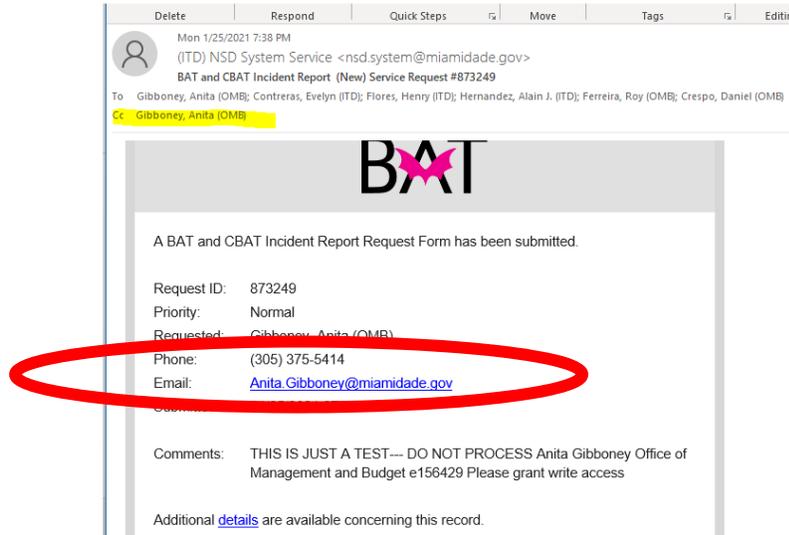
Email Preferences

Send an Email Notification

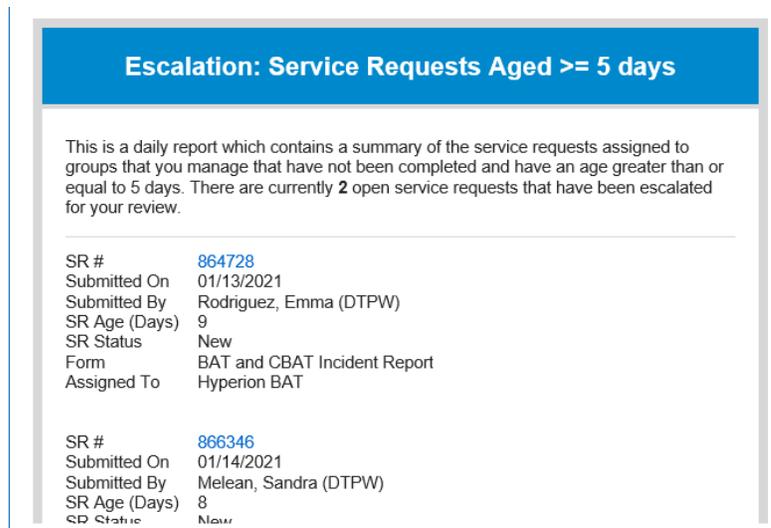
Email Additional Users 

Submit

10. As soon as the Incident Report has been submitted, all the individuals identified in section 9 will receive an email notification similar to the email below advising them a request has been submitted



11. The following day, the CBAT Administrative Team will receive notification of the request thru a service ticket similar to what is seen below



12. Upon receiving the daily "Service Ticket" report, the CBAT Administrative Team will be able to review the report and review the issues by simply clicking on the blue SR# hyperlink

The SR# hyperlink will allow the CBAT Administrative Team to open the service tickets and review the request

Delete Respond Quick Steps Move Tags

Fri 1/22/2021 7:30 AM
NSD System Account (ITD) <nsdSystemAcc@miamidadade.gov>
Escalation: Service Requests Aged >= 5 days
To Gibboney, Anita (OMB)

Escalation: Service Requests Aged >= 5 days

This is a daily report which contains a summary of the service requests assigned to groups that you manage that have not been completed and have an age greater than or equal to 5 days. There are currently 2 open service requests that have been escalated for your review.

SR #	864728
Submitted On	01/19/2021
Submitted By	Rodriguez, Emma (DTPW)
SR Age (Days)	9
SR Status	New
Form	BAT and CBAT Incident Report
Assigned To	Hyperion BAT

SR #	866346
Submitted On	01/14/2021
Submitted By	Melean, Sandra (DTPW)
SR Age (Days)	8
SR Status	New

13. Once the CBAT Administrative Team has addressed the enhancement request, the Team will then need to update the "Process Request" section by selecting an option from the "Status Update" drop down menu

Should the CBAT Administrative Team select "Complete" from the drop-down menu, this will close the service ticket out

If the team wishes to add a comment, they can do so by typing in the "Add Comments" section below

