

# BOCES VIEW



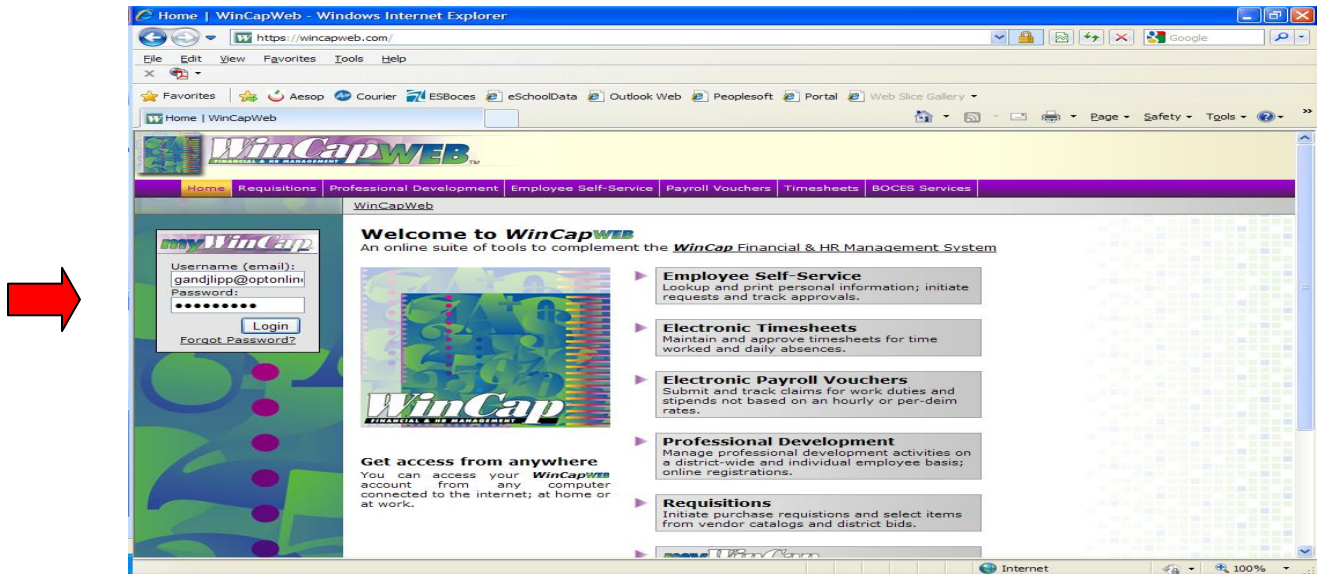
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## WINCAP Basic Web Instructions

To Log into WinCap online, please go to: <https://wincapweb.com/my/default.aspx>

### Navigating in the WINCAP Web

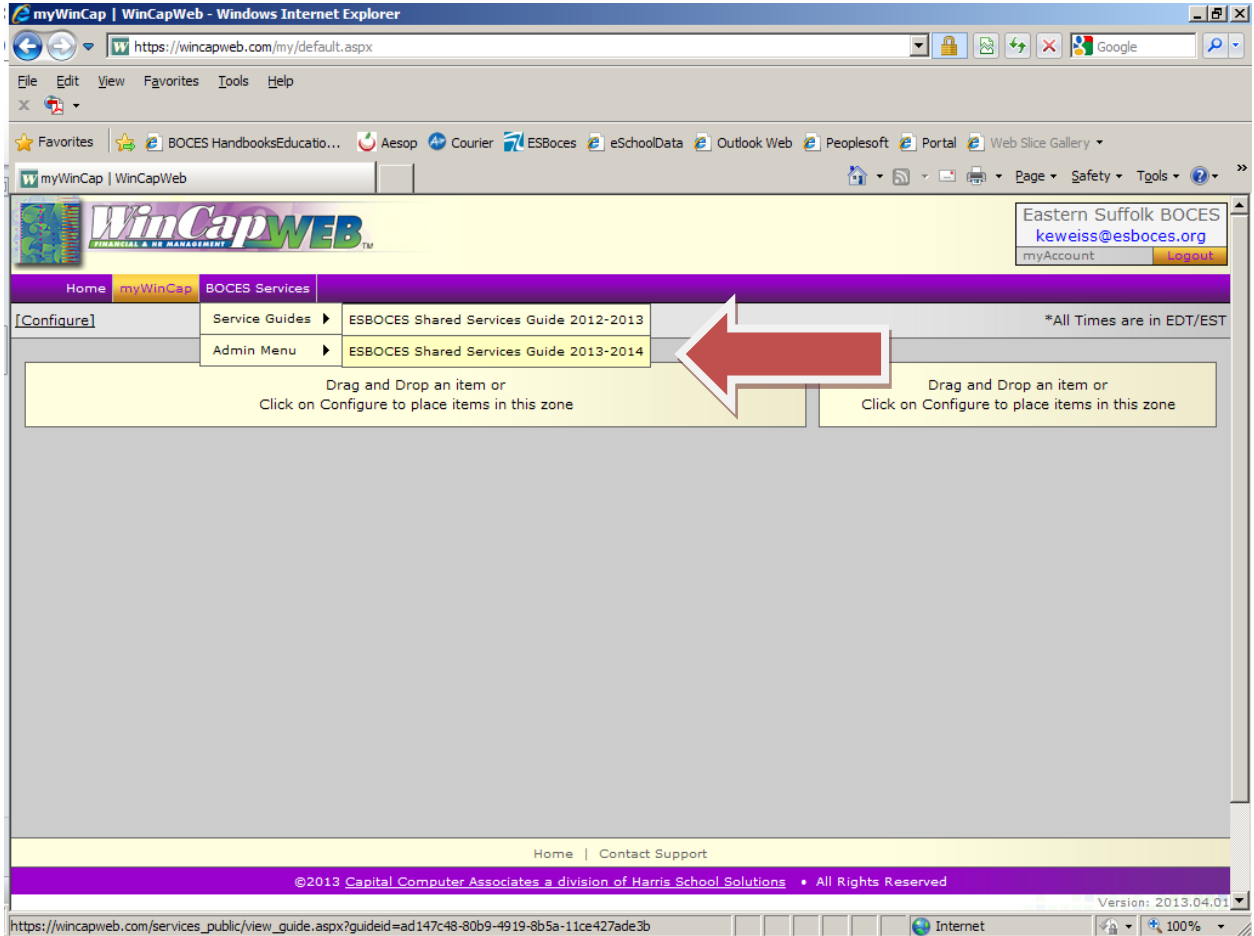
1. Login with Username and Password:



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2. To View the ESBOCES Shared Services Guide, go to the purple menu:

**BOCES Services>Service Guide>ESBOCES Shared Services Guide 2013-2014**

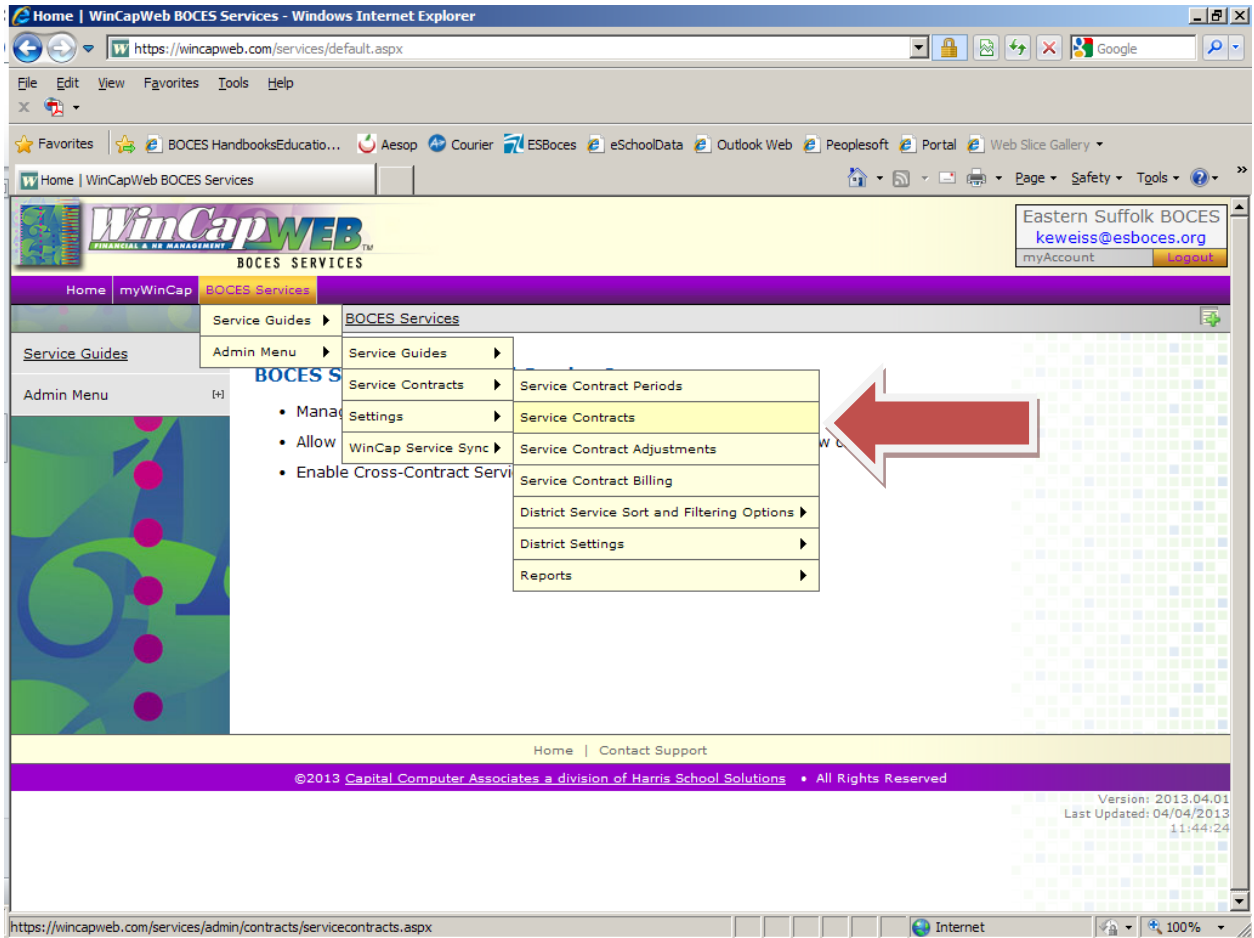


Follow the prompts for the service descriptions you want to view.

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3. To view contracts, follow the prompts below:

## BOCES Services>Admin Menu>Service Contracts>Service Contracts



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4. On the next screen, select the fiscal year, select a district. Then click, "Go To". See below:

The screenshot shows a web browser window with the URL <https://wincapweb.com/services/admin/contracts/servicecontracts.aspx>. The breadcrumb trail is WinCapWeb > BOCES Services > Admin Menu > Service Contracts > Service Contracts. The 'Fiscal Year' is set to 2014 and the 'District' is HAMPTON BAYS UFSD. A 'Filter Data' section is visible on the left. A 'Select Tag' dialog box is open, showing a list of districts with 'SACHEM' selected. The 'Go To' button is highlighted. In the background, a table of 'Service Contracts' is visible with columns for Title, Tag Group, Quantity, Unit Cost, Fixed Cost, and Current.

Title	Tag Group	Quantity	Unit Cost	Fixed Cost	Current
SACHEM CSD	District				
SACKETS HARBOR CSD	District			87,607.00	87,
SAG HARBOR UFSD	District			55,228.00	55,
SAGAPONACK COMMON SD	District	36.0000	12,340.0000		444,
SALAMANCA CITY SD	District				
SALEM CSD	District		4,431.2000		
SALMON RIVER CSD	District		4,431.2000		
SANDY CREEK CSD	District				
SARANAC CSD	District			2,198.8000	
SARANAC LAKE CSD	District			50,982.0000	
				2,198.8000	

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## 5. Service Contract Screen:

The screenshot displays the 'Service Contracts' screen in a web browser. The page title is 'Service Contracts | WinCapWeb BOCES Services - Windows Internet Explorer'. The URL is 'https://wincapweb.com/services/admin/contracts/servicecontracts.aspx'. The page has a navigation menu with 'Home', 'myWinCap', and 'BOCES Services'. Below the navigation, there is a breadcrumb trail: 'WinCapWeb > BOCES Services > Admin Menu > Service Contracts > Service Contracts'. The main content area includes a 'Fiscal Year' dropdown set to '2013' and a 'District' dropdown set to 'WAINSCOTT COMMON SD (District)'. There are search and filter options, including a 'Filter Data' section with a 'Search For:' field, a dropdown for 'in:', and a 'Provider:' dropdown set to '(all)'. Below the filters is a 'Service Contracts' table with the following data:

Bill Cust. Nm.	Customer Name	Fund	Service Code	Service Name	Initial Contract	Adjustments	Pend. Adj.	Quantity	Unit Cost	Fixed Cost
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	423.800	Specialized Billing						
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	440.100	Arts-in-Education Coordination Fee		85.00				85.00
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	514.010	Technology Acquisition Services						
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	514.900	Instrcnl Tech. Training/Workshops						
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	531.010	Standards Assessment Planning						
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	531.510	Scoring for NYSED Gr 3-8 & NYSES/LAT		94.32				94.32
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	601.010	Regional Data Processing-General						
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	601.060.170	NYSE Direct BOCES Annual Support		286.08		1.0000	286.0800	
WAINSCOTT COMMON SD	WAINSCOTT COMMON SD	A	601.210.120	License Fees K-12						

6. To change the order of the columns or to send the data to excel in the upper right hand corner:

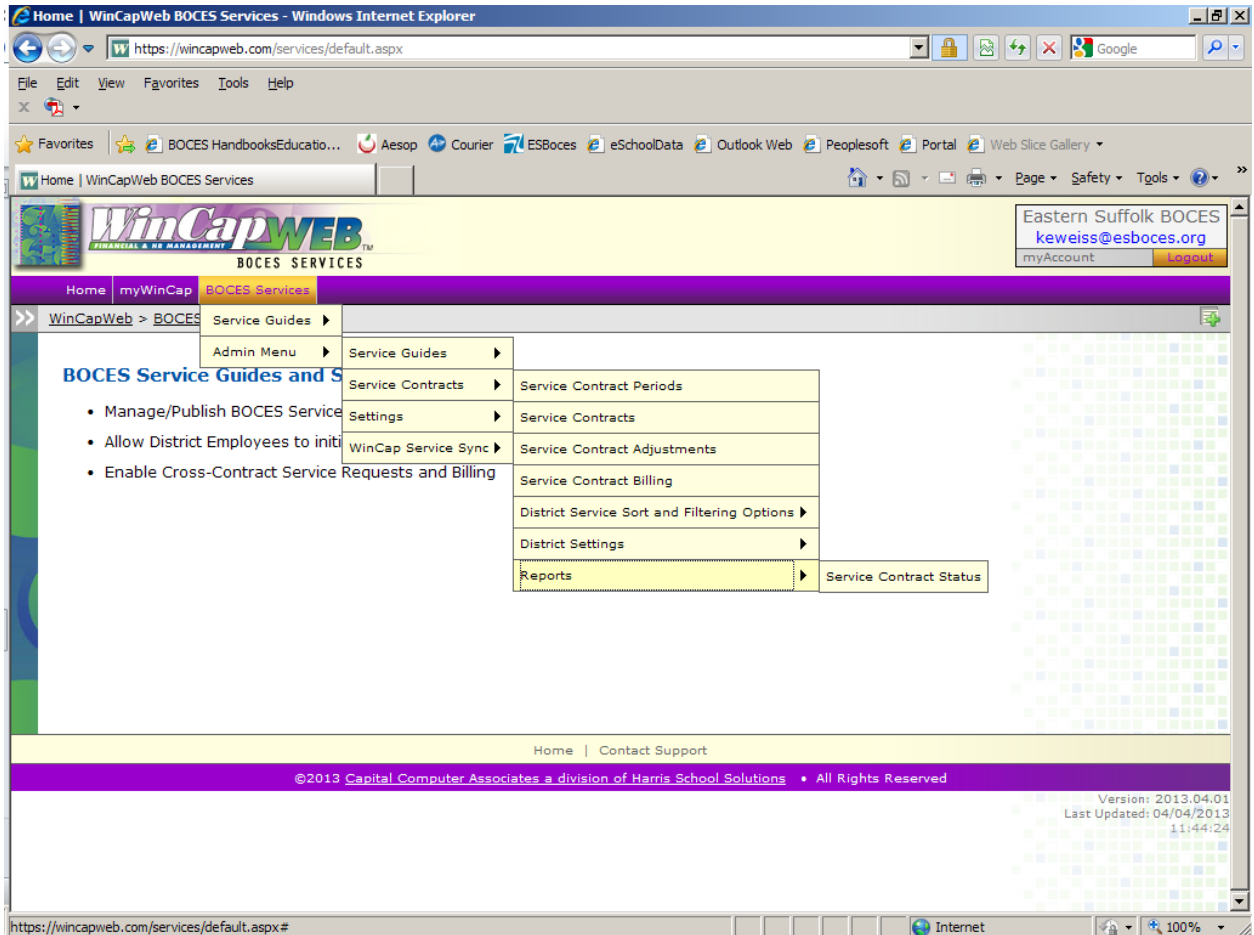
- Clicking on the “wrench” allows you to change the format of your screen.
- Clicking on the “arrow” changes the screen back to the default.
- Clicking in the “EXCEL” sheet allows you to export to Excel.

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7. To run reports:

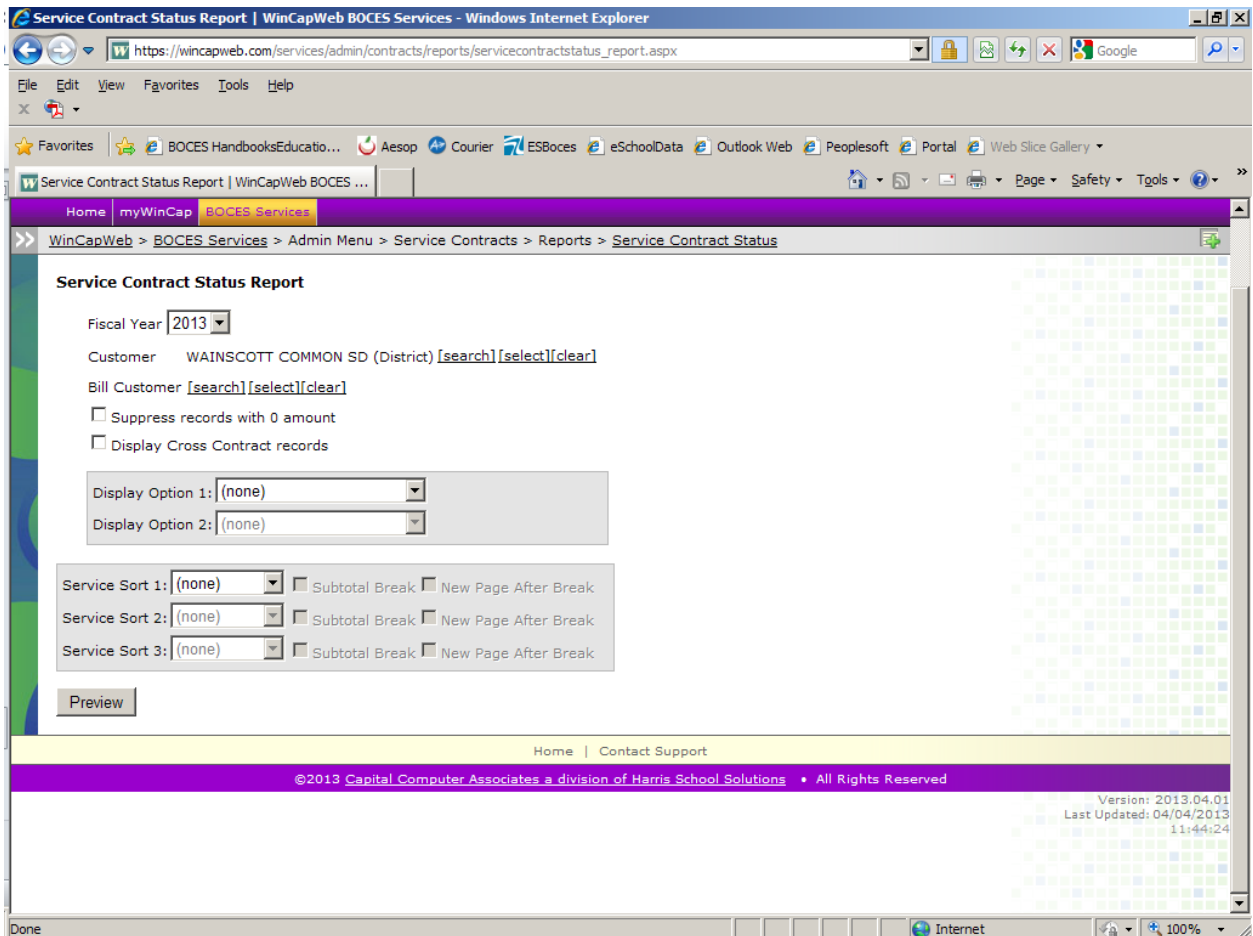
## **BOCES Services> Admin Menu> Service Contracts>Reports> Service Contract Status**

This report shows the services the district has signed up for.



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The following screen opens:



Select the year and customer, Click preview to see the district services and their status.

**Remember this is the district view of services. You will see the same information in WinCap as the software is interfaced with the online system.**

8. For support, please contact: Kelly Weiss at 631-687-3042.