

# DISTRICT VIEW



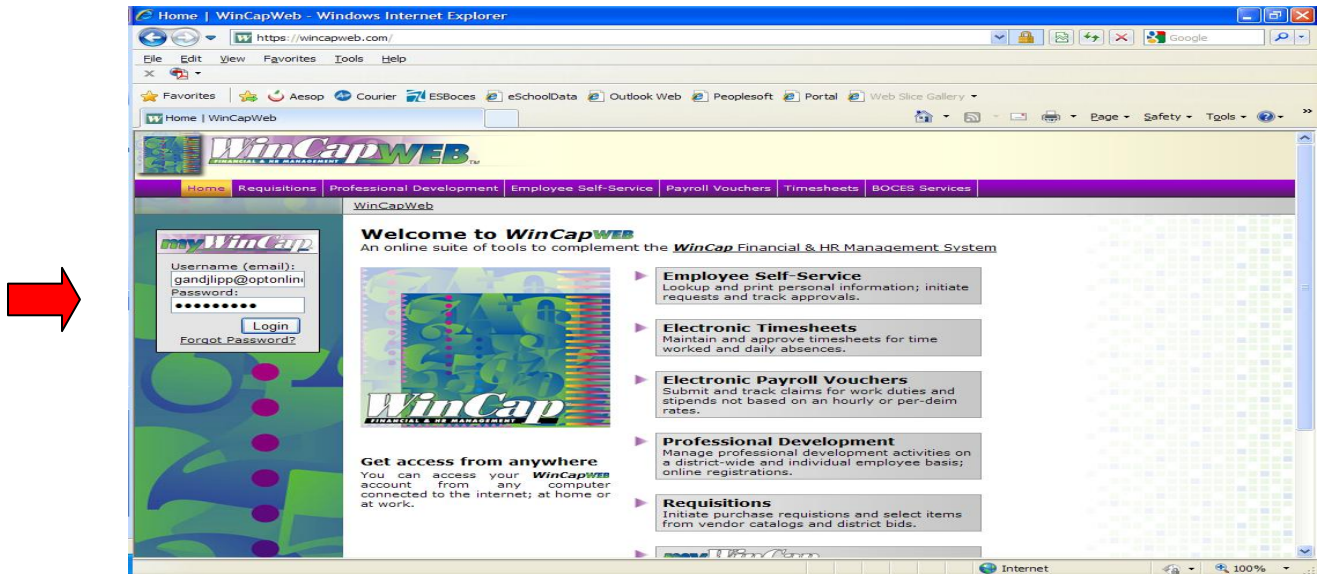
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## WINCAP Basic Web Instructions

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

### Navigating in the WINCAP Web

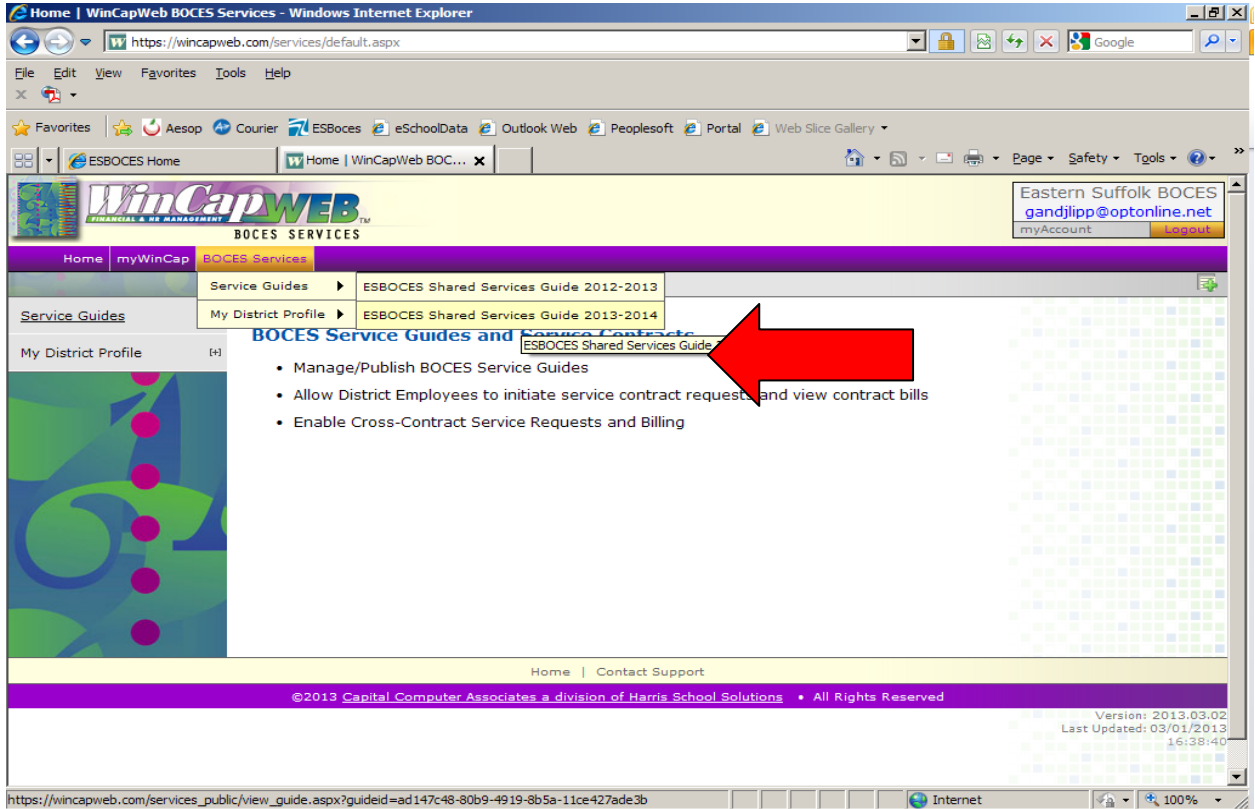
1. Login with Username and Password:



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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**

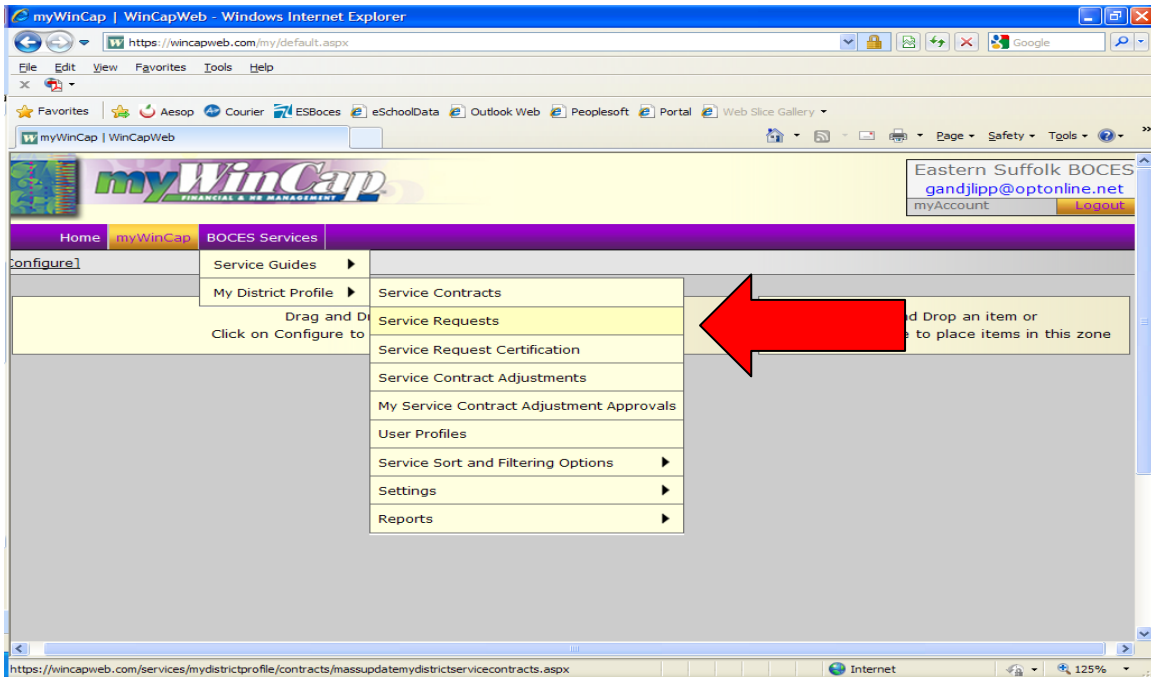


Follow the prompts for the services description Shared Services Guide to view.

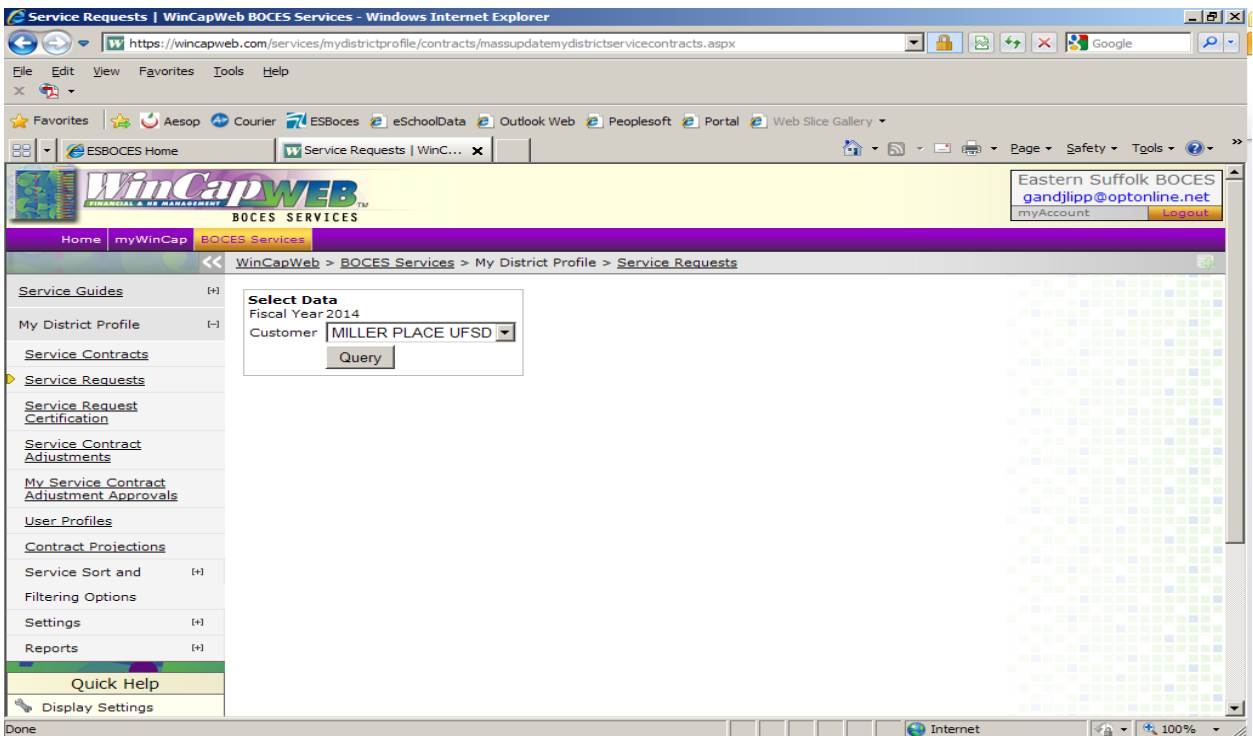
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3. To sign up for Services, follow the prompts below:

## BOCES Services>My District Profile>Service Requests



4. The next screen should have your district's name and fiscal year 2014. Click Query:



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## 5. Service Request Screen Review:

The screenshot shows the WinCapWeb BOCES Services interface. At the top, there is a navigation bar with the WinCapWEB logo and user information for Eastern Suffolk BOCES. Below this is a breadcrumb trail: WinCapWeb > BOCES Services > My District Profile > Service Requests.

The main content area is titled "Service Request" and contains a "Filter Data" section with the following fields:

- Search For: [ ] in: [All fields listed in dropdown]
- Purchase Status: [Any]
- Contract Status: [Any]
- Service Status: [Any]
- Provider: [all]
- Unread Notes from BOCES (0)

Below the filter section is a "Service Request - 13-14 Contract" table. The table has the following columns: Department, Service Code, Service Name, 2012-13 Current Contract, 2013-14 Fixed Cost, 2013-14 Quantity, 2013-14 Unit Cost, 2013-14 Cost, 2013-14 Unit Basis, Purchase Service, 2013-14 Request, Fee Notes, and Action. The table contains 13 rows of data for various services.

| Department                            | Service Code | Service Name                        | 2012-13 Current Contract | 2013-14 Fixed Cost | 2013-14 Quantity | 2013-14 Unit Cost | 2013-14 Cost | 2013-14 Unit Basis | Purchase Service   | 2013-14 Request | Fee Notes | Action |
|---------------------------------------|--------------|-------------------------------------|--------------------------|--------------------|------------------|-------------------|--------------|--------------------|--|-----------------|-----------|--------|
| Administrative Services               | 001.100      | Administration                      | 196,550.00               | 192,549.00         | 0.0000           | 0.0000            | 192,549.00   | Actual Usage       | Required   | 192,549.00      |           |        |
| Administrative Services               | 001.400      | Administration-Misc. Services       | 0.00                     | 0.00               | 0.0000           | 0.0000            | 0.00         |                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Administrative Services               | 002.100      | Rental of Facilities                | 117,729.00               | 121,384.00         | 0.0000           | 0.0000            | 121,384.00   | Actual Usage       | Required   | 121,384.00      |           |        |
| Career, Technical, and Adult Programs | 101.100      | Career and Technical Education      | 460,180.00               | 0.00               | 0.0000           | 12,340.0000       | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.110      | Senior Model                        | 0.00                     | 0.00               | 0.0000           | 2,660.0000        | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.120      | Career and Tech. Ed./Transportation | 0.00                     | 0.00               | 0.0000           | 905.0000          | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.130      | Career and Tech. Ed. Pull-Out       | 0.00                     | 0.00               | 0.0000           | 1,748.0000        | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.140      | CTE Bilingual Intensive Support Sys | 0.00                     | 0.00               | 0.0000           | 25,491.0000       | 0.00         | Prorated           | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.150      | CTE Individual Aide - Half-Day      | 0.00                     | 0.00               | 0.0000           | 25,491.0000       | 0.00         | Service            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 102.110      | Cooperative Services Mode           | 0.00                     | 0.00               | 0.0000           | 70.0000           | 0.00         | Hour               | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 103.110      | Special Career Education            | 103,660.00               | 0.00               | 0.0000           | 31,313.0000       | 0.00         | Actual             | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |

Sign up for the services your district wants by inputting the quantity or fixed amount in the quantity or fixed amount your district desires.

Your selections are not saved and your costs are not updated until you click the “Update” button at the bottom of the webpage.

**\*\*\*Click the “Update” button at the bottom of this screen often as that is how your work is saved.\*\*\***

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6. To run reports:

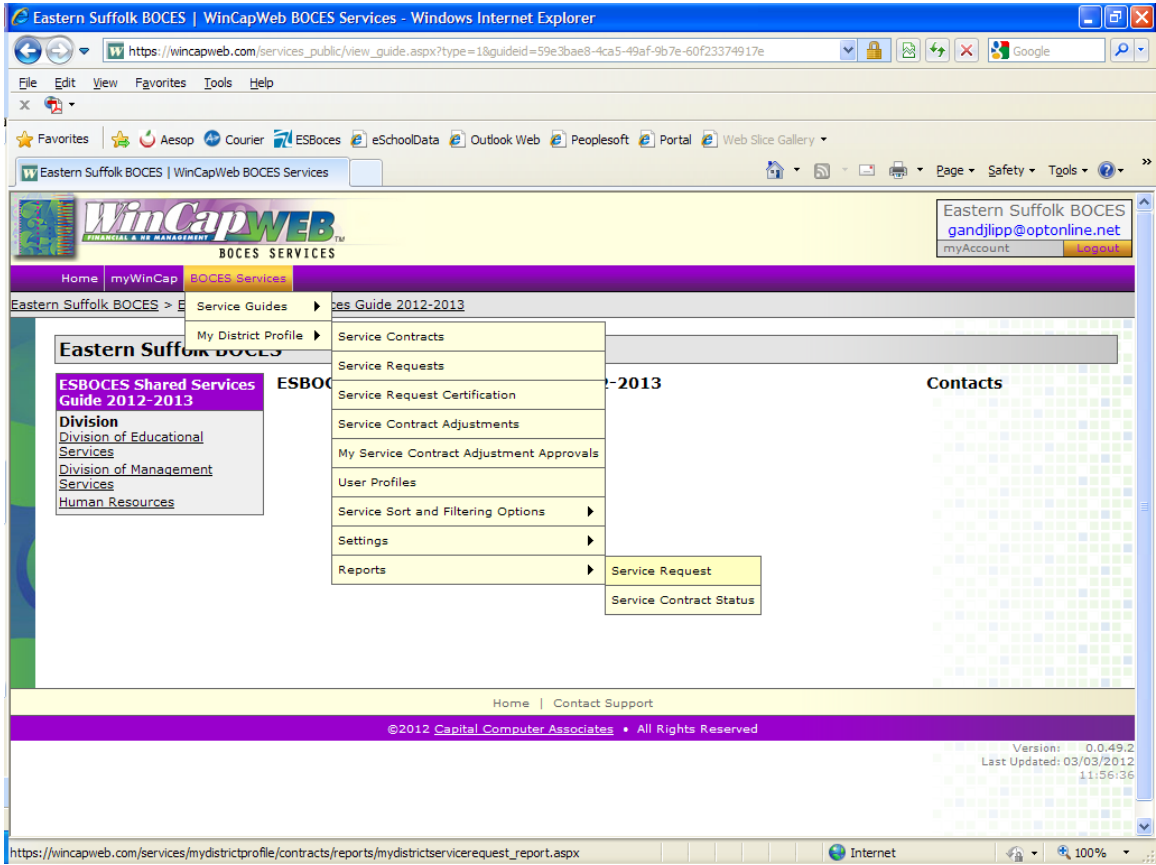
## **BOCES Services> My District Profile> Reports> Service Request**

This report shows all the services you have signed up for.

Or

## **BOCES Services> My District Profile> Reports> Service Contract Status**

This report shows all the services you have signed up for with any adjustments.



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7. To change the order of the columns or to send the data to excel:

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

The screenshot displays the WinCapWeb BOCES Services interface. At the top, there is a navigation bar with the WinCapWEB logo and user information for Eastern Suffolk BOCES. Below this is a filter section for 'Service Request' with dropdown menus for Search For, Purchase Status, Contract Status, Service Status, and Provider. The main content area is titled 'Service Request - 13-14 Contract' and shows a table with the following columns: Department, Service Code, Service Name, 2012-13 Current Contract, 2013-14 Fixed Cost, 2013-14 Quantity, 2013-14 Unit Cost, 2013-14 Cost, 2013-14 Unit Basis, Purchase Service, 2013-14 Request, Fee Notes, and Action. The table lists various administrative and educational services with their respective costs and quantities. In the top right corner of the table area, there are three icons: a wrench, an arrow, and an Excel icon, which are circled in the image.

| Department                            | Service Code | Service Name                        | 2012-13 Current Contract | 2013-14 Fixed Cost | 2013-14 Quantity | 2013-14 Unit Cost | 2013-14 Cost | 2013-14 Unit Basis | Purchase Service   | 2013-14 Request | Fee Notes | Action |
|---------------------------------------|--------------|-------------------------------------|--------------------------|--------------------|------------------|-------------------|--------------|--------------------|--|-----------------|-----------|--------|
| Administrative Services               | 001.100      | Administration                      | 196,550.00               | 192,549.00         | 0.0000           | 0.0000            | 192,549.00   | Actual Usage       | Required   | 192,549.00      |           |        |
|                                       | 001.400      | Administration-Misc. Services       | 0.00                     | 0.00               | 0.0000           | 0.0000            | 0.00         |                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Administrative Services               | 002.100      | Rental of Facilities                | 117,729.00               | 121,384.00         | 0.0000           | 0.0000            | 121,384.00   | Actual Usage       | Required   | 121,384.00      |           |        |
| Career, Technical, and Adult Programs | 101.100      | Career and Technical Education      | 460,180.00               | 0.00               | 0.0000           | 12,340.0000       | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.110      | Senior Model                        | 0.00                     | 0.00               | 0.0000           | 2,660.0000        | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.120      | Career and Tech. Ed./Transportation | 0.00                     | 0.00               | 0.0000           | 905.0000          | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.130      | Career and Tech. Ed. Part-Time      | 0.00                     | 0.00               | 0.0000           | 1,748.0000        | 0.00         | Student            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.140      | CTE Bilingual Intensive Support Svc | 0.00                     | 0.00               | 0.0000           | 25,491.0000       | 0.00         | Prorated           | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 101.150      | CTE Individual Aide - Half-Day      | 0.00                     | 0.00               | 0.0000           | 25,491.0000       | 0.00         | Service            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 102.110      | Cooperative Services Model          | 0.00                     | 0.00               | 0.0000           | 70.0000           | 0.00         | Hour               | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |
| Career, Technical, and Adult Programs | 102.110      | Social Career Education             | 0.00                     | 0.00               | 0.0000           | 0.00              | 0.00         | Hour               | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.00            |           |        |

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