

PROST USER GUIDE FOR VENDORS

Revised
06/18/2018

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Introduction

PROST, or the Probation Offender Services Tracking application, has been designed to track and report offender services funds for the Colorado Probation department. The system accounts for the disbursement of money to the various districts, creation of vouchers for probationers, approval of those vouchers, sending vouchers to vendors, creation of invoices from vouchers, and approval of invoices for payment.

Setup

In order to get started with PROST, the probation office will need to acquire your business' W-9 form and submit it to the Financial Services Division of SCAO. Once your business is setup in the state payment system, your business can be added to PROST. The probation office will need your business information along with the contact information for at least one representative who will be the administrator for your online account in PROST.

Vendor Name
Phone Number
Email
Mailing Address
Contact Name
Contact Email

The vendor administrator is responsible for activating the account, entering the various services and their prices, adding other vendor employees if necessary, and keeping this information up to date. The vendor administrator or other designated person(s) will also need to review approved vouchers, add dates/descriptions of service, create invoices for payment, and communicate with the probation office about any disputes of service or payment.

Welcome Email

Subject: TEST: Colorado Judicial Probation Offender Services - Invitation
From: donotreply@judicial.state.co.us
Date: Wed, March 14, 2018 3:11 pm
To: "Jones, Bob" <test4work9@whereintheworld.info>
Priority: Normal
Options: [View Full Header](#) | [Print](#) | [Download this as a file](#) | [View as HTML](#)

Hello Bob Jones,

You have been invited to be a vendor for Colorado Judicial Probation Offender Services by Michael Damewood of the SCAO. Please click on the link below to complete your setup:

CLICK TO COMPLETE VENDOR SETUP

If clicking the link does not work, please copy and paste the link below into your web browser:

<https://test.jbits.courts.state.co.us/probation/vendor/account/verify/ekVgb1q3h0DgpcNRRQbJ2w/pnQ1Xqnu54Y2LTPfxPbbQ>

Thank you,

The P(n)OST Team

NOTE: PLEASE DO NOT REPLY TO THIS EMAIL. Replies go to an unmonitored inbox and will NOT be answered.

Attachments

untitled-[1.1.2].html	text/html	1 KIB	Download View
---------------------------------------	-----------	-------	---

Reply | Reply All | Forward As Attachment | Delete Bypass Trash Move To: INBOX ▾ | Move

[Previous | Next] [Delete & Previous | Delete & Next] [Message List]

If you have not already gotten your welcome email from the probation office, contact them with your business information and request that they send you a welcome email. It will look similar to the above. Clicking the link in your welcome email will take you to the Account Verification screen.

Account Verification

The screenshot shows a web form titled "Colorado Judicial Probation" with a sub-header "Account Verification". A blue link at the top reads "If the Primary Contact Information is incorrect please make the appropriate changes". The form is divided into three main sections: "Primary Contact", "Password", and "Security Question".

Primary Contact

First Name:	Middle Name:	Last Name:	Email Address
Bob		Jones	test4work9@whereintheworld.info

Please enter and confirm your password

Password

Passwords must be at least 10 characters long and contain the following:

1. One upper case letter
2. One lower case letter
3. One number or special character!@#%&*?()

Password: Confirm Password:

Please answer the security question

Security Question

What was your first car?

If the Vendor Information is incorrect please make the appropriate changes

Vendor Information

Name of Vendor:	Core Code:	Phone Number	Email Address
Probationer Supply Co	3738DADD00	+1 800-555-1212	test4work9@whereintheworld.info

Address Core Code:	Address:	Unit/Suite:	City	State	Zip Code
ADDR1	1 Main St.		Littleton	CO	80127

Once all information is correct click the save icon

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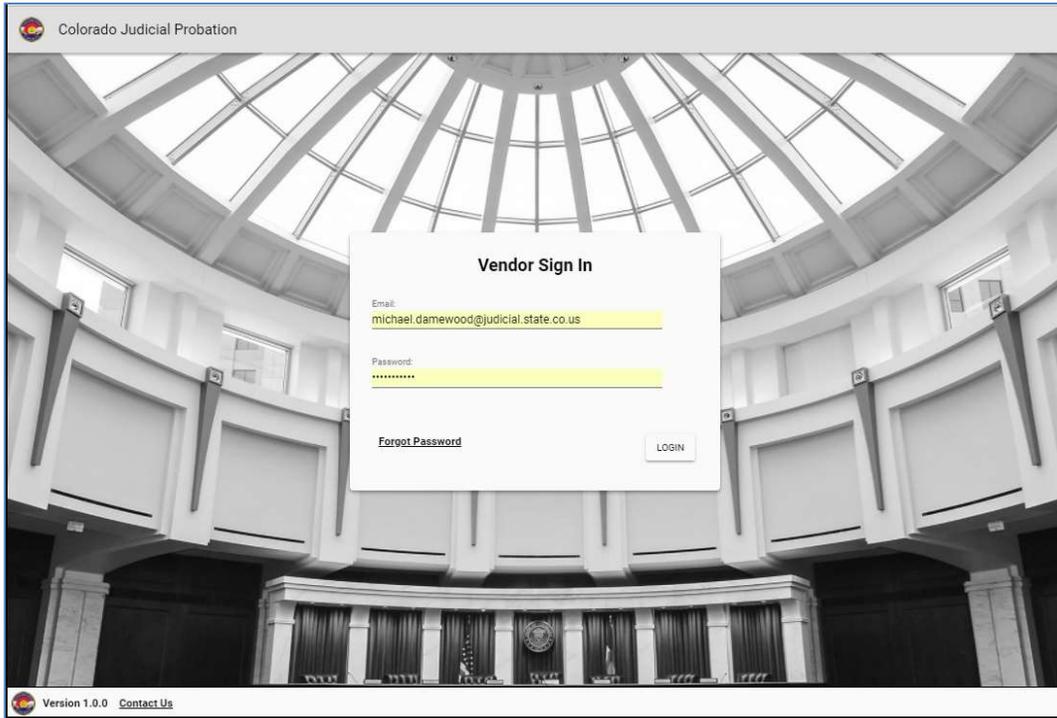
Verify the Primary Contact information for your business and choose a password for the account. Your vendor login will be your full email address. After confirmation, you will be able to at: <https://www.jbits.courts.state.co.us/probation/vendor>

Enter an answer for your security question. This will be needed for verification anytime you call Colorado Judicial ITS for technical support. The phone number for technical support is (800) 404-2857, option 2. You can also email technical support at: customersupport@judicial.state.co.us

Lastly, confirm the name of your company, phone number, email, and mailing address. If everything looks correct, click the Save icon in the upper right-hand corner of the screen.

You should see 'Your data was saved successfully' appear in green at the bottom. You will then be redirected to the Vendor Login screen.

Vendor Login



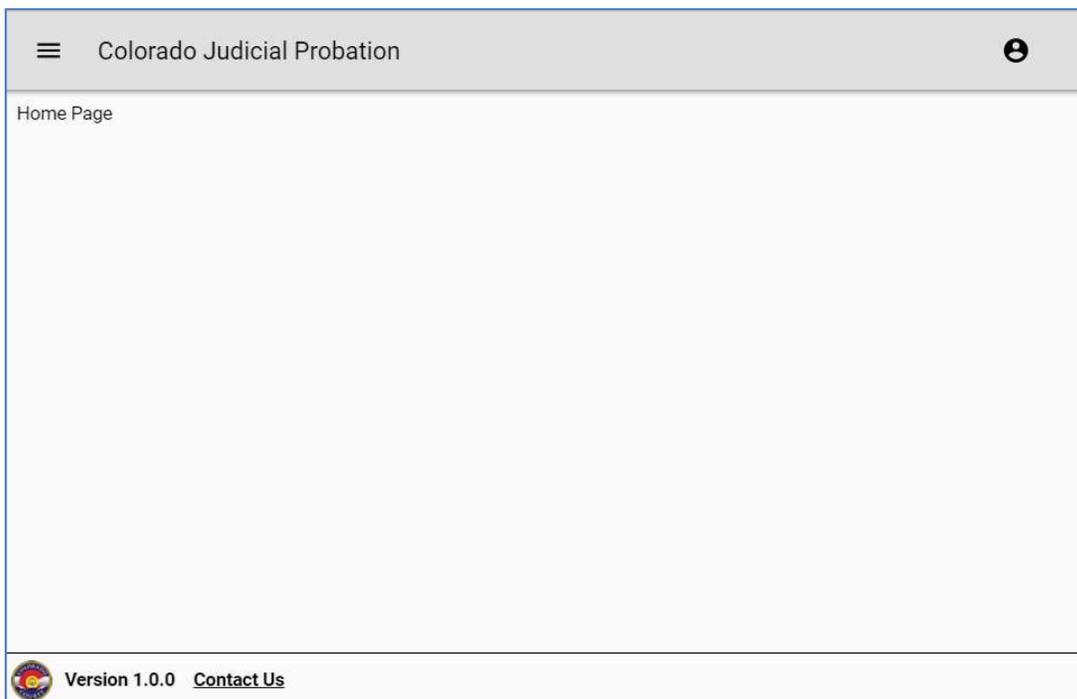
The screenshot shows a web browser window with the Colorado Judicial Probation logo in the top left corner. The main content area features a large background image of a grand, circular hall with a high, domed ceiling. Overlaid on this image is a white 'Vendor Sign In' form. The form contains the following elements:

- Email:** A text input field containing the email address `michael.damewood@judicial.state.co.us`.
- Password:** A password input field with masked characters (dots).
- Forgot Password:** A text link located below the password field.
- LOGIN:** A button located to the right of the password field.

At the bottom of the browser window, there is a footer containing the text 'Version 1.0.0' and a 'Contact Us' link.

If you forget your password, clicking 'Forgot Password' will send you an email which allows you to reset your password. The password reset email is only good for an hour.

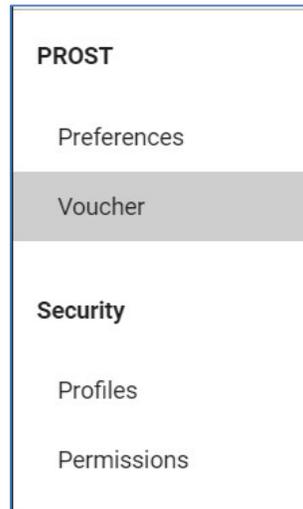
Login with your email address and password and you will be directed to the home page.



Once logged in, you will see two icons.

The person icon  in the upper right allows you to view and edit your profile. You can also change your password from within your profile. This is also how you logout of the system.

The three horizontal lines  in the upper left opens the vendor menu.



The vendor menu is split up into different functions.

PROST > Preferences > Services Provided

PROST > Voucher > Voucher Inbox

PROST > Voucher > Invoice Inbox

Security > Profiles > My Profile

Security > Profiles > User Management

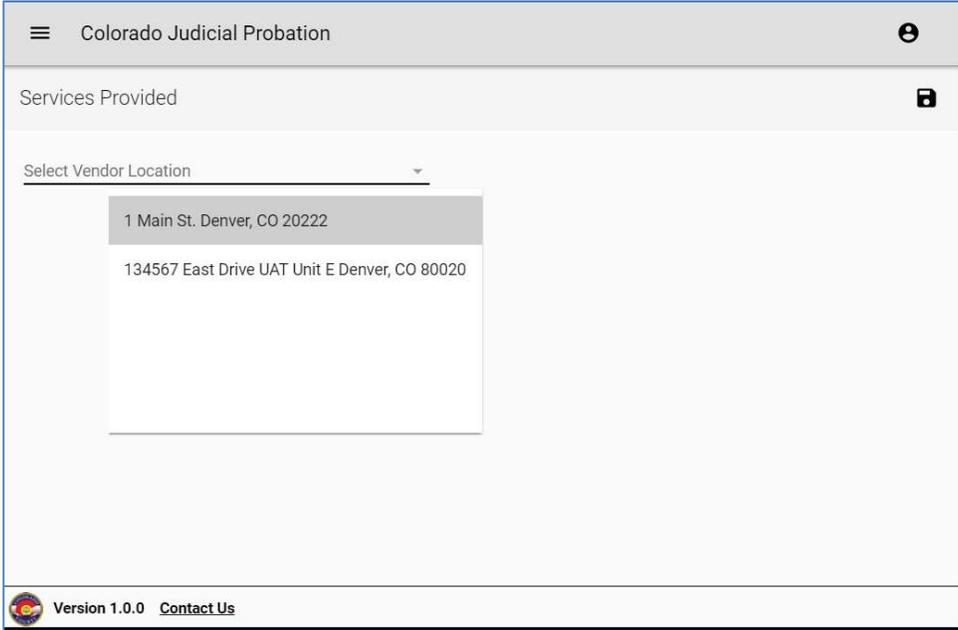
Security > Permissions > Permission Management

Security > Permissions > Permission Summary

Services Provided

Before you can begin receiving vouchers for services, you will need to enter which services you provide. You can do this by navigating to PROST > Preferences > Services Provided.

If you have more than one location, you will need to select which location you are entering services for.



Colorado Judicial Probation

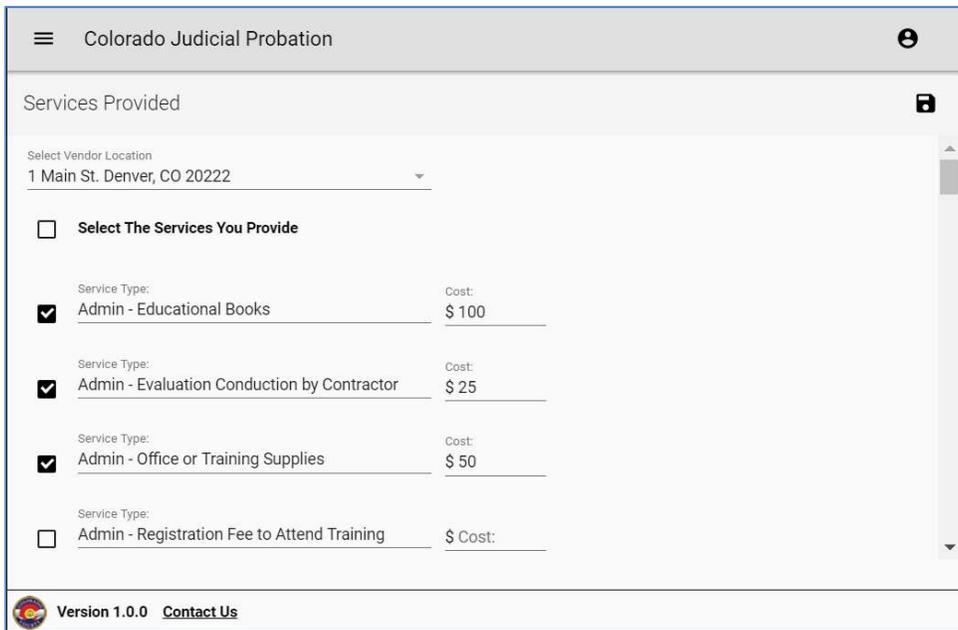
Services Provided

Select Vendor Location

- 1 Main St. Denver, CO 20222
- 134567 East Drive UAT Unit E Denver, CO 80020

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Once you have selected a location, or if you have only one location, you will see a list of possible services.



Colorado Judicial Probation

Services Provided

Select Vendor Location

1 Main St. Denver, CO 20222

Select The Services You Provide

<input checked="" type="checkbox"/> Service Type: Admin - Educational Books	Cost: \$ 100
<input checked="" type="checkbox"/> Service Type: Admin - Evaluation Conduction by Contractor	Cost: \$ 25
<input checked="" type="checkbox"/> Service Type: Admin - Office or Training Supplies	Cost: \$ 50
<input type="checkbox"/> Service Type: Admin - Registration Fee to Attend Training	\$ Cost:

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Select the services you provide from the list. If you have a cost, enter that as well. Then click the Save icon in the upper right-hand corner. You should see 'Your data was saved successfully' in green at the bottom.

Adding or changing services will require approval from the probation department. Once you have selected your services, contact the probation department to approve the services and add your business to the list of choices for probation officers to use. Your business may have several locations and each location may serve one or more Colorado districts.

If you are not sure which service you should select for a certain type of service, ask the probation department for further clarification.

Voucher Inbox

Colorado Judicial Probation

Voucher Inbox voucherStatus:Approved judicialDistrict:7th Judicial District start X Q

Service Date: Description of Service: _____

Results Found: 136

<input type="checkbox"/>	Effective D...	Probationer	District	▼ Seq#	Amount	Co-Pay	Service Type	Status	Invoice ID	Assigned O...	Expiration ...	Comment	Service Date	Description...	Invoice By
<input type="checkbox"/>	03/15/2018	ONFIRE, PA...	7th Judicial ...	4586	\$50.00	\$0.00	Assessmen...	Auto-Approved		Monella, Sal	05/14/2018	N			06/30/2018
<input type="checkbox"/>	03/15/2018	ONFIRE, PA...	7th Judicial ...	4585	\$100.00	\$0.00	Assessmen...	Approved		Monella, Sal	05/01/2018	Y			06/30/2018
<input type="checkbox"/>	03/15/2018	ONFIRE, PA...	7th Judicial ...	4584	\$100.00	\$0.00	Assessmen...	Approved		Monella, Sal	05/01/2018	Y			06/30/2018
<input type="checkbox"/>	03/15/2018	ONFIRE, PA...	7th Judicial ...	4583	\$100.00	\$0.00	Assessmen...	Approved		Monella, Sal	05/01/2018	Y			06/30/2018
<input type="checkbox"/>	03/15/2018	ONFIRE, PA...	7th Judicial ...	4582	\$100.00	\$0.00	Assessmen...	Approved		Monella, Sal	05/01/2018	Y			06/30/2018
	03/15/2018	ONFIRE, PA...	7th Judicial ...	4581	\$100.00	\$0.00	Assessmen...	Invoice Paid	237	Monella, Sal	05/01/2018	Y	03/15/2018	thursday	06/30/2018
	03/13/2018	ONFIRE, PA...	7th Judicial ...	4580	\$100.00	\$0.00	Assessmen...	Invoice Paid	237	Monella, Sal	03/31/2018	N	03/15/2018	80090 - 4/5	04/30/2018
	03/07/2018	ONFIRE, PA...	7th Judicial ...	4579	\$100.00	\$0.00	GPS	Invoice Submitted	236	Monella, Sal	03/31/2018	N	03/07/2018		04/30/2018
	03/07/2018	ONFIRE, PA...	7th Judicial ...	4578	\$50.00	\$0.00	Assessmen...	Invoice Submitted	236	Monella, Sal	03/31/2018	N	03/07/2018		04/30/2018
<input type="checkbox"/>	03/07/2018	ONFIRE, PA...	7th Judicial ...	4577	\$10.00	\$0.00	Assessmen...	Auto-Approved		Monella, Sal	03/31/2018	N			04/30/2018

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Once you begin receiving vouchers from the probation department. They will appear in your Voucher Inbox. You can add a service date and optionally a description of service to a voucher in two ways.

1. To enter them onto a voucher before creating an Invoice:
 - a. Select Service Date at the top of the inbox and enter a description of service if desired. Then select one or more vouchers from the inbox and click the Save icon in the upper right-hand corner. 'Your data was saved successfully' should appear in green at the bottom.
2. To enter them onto a voucher while creating an Invoice:
 - a. Select one or more vouchers from the inbox and click the Create Invoice icon in the upper right-hand corner. The Create Invoice screen will appear.
 - b. Service dates and Description of Service can be entered on this screen for each voucher or line item.

The Download CSV icon in the upper right-hand corner will download an Excel file of all the vouchers currently displayed in your inbox.

The blue hyperlink under Seq# will take you to the Voucher Information or detail screen for that Voucher.

The blue hyperlink under Invoice ID will take you to the Invoice Information or detail screen for that Invoice.

Create Invoice

Create Invoice(s)

7th Judicial District

New Invoice Use Existing Invoice

New Invoice: Invoice Name: _____ Invoice Number: _____

If no Invoice Number is entered this will default to the Judicial Invoice ID

Seq#:	Probationer:	Service Type:	Service Date:
4570	ONFIRE, PANTS	Assessment - DV	03/16/2018

Description of Service:
Test

Invoice By:	Co-Pay:	Amount:
04/30/2018	\$ 0.00	\$ 10.00

Click Save to create an Invoice. Vouchers can be added to an invoice that has NOT been Submitted.
Click Submit to create and send an Invoice to the District for Review, Acceptance and Payment. Vouchers can NOT be added to a Submitted Invoice

SAVE SUBMIT CANCEL

When you click the Create Invoice icon  in the Voucher Inbox you will see a list of all the vouchers you have selected. The Create Invoice window allows you to create a draft or final invoice with the selected vouchers. It also allows you to add the vouchers to an existing invoice if one exists. You can enter an invoice name and number, if you do not a system generated invoice number will be assigned.

To create a draft invoice, enter a date of service and optional description for each line item. Then click the Save button. A new invoice will be created with those vouchers or line items attached, but it will not be sent to the probation department.

To create a final invoice, enter a date of service and optional description for each line item. Then click the Submit button. A new invoice will be created with those vouchers or line items attached and it will be sent to the probation department for approval.

To use an existing draft invoice, choose the 'Use Existing Invoice' radio button at the top of the window. Then select which invoice you wish to add the additional voucher or line items to. Enter a date of service and optional description for each line item. If you wish to keep adding to that invoice in the future before submitting, click Save. If you wish to finalize the invoice and send it to the probation department for approval, click Submit.

Either way you should see the 'Your data was saved successfully' message appear in green at the bottom. The vouchers that you just added to an invoice will now have an Invoice ID assigned to them in the voucher inbox.

Invoice Inbox

<input type="checkbox"/>	Invoice ID	Invoice Name	Invoice Number	Status	District	Created Date	Submitted Date
<input type="checkbox"/>	241	241	241	Submitted	7th Judicial District	03/16/2018 03:18 PM	03/16/2018 03:19 PM
<input type="checkbox"/>	240	240	240	Started	7th Judicial District	03/16/2018 02:51 PM	
	237	Thursday Group	Quickbooks 1234	Paid	7th Judicial District	03/15/2018 10:58 AM	03/15/2018 10:58 AM
	236	Test Invoice	236	Submitted	7th Judicial District	03/07/2018 09:40 AM	03/07/2018 09:40 AM
	235	Test Invoice 4	235	Paid	7th Judicial District	03/06/2018 03:41 PM	03/06/2018 03:41 PM
	234	Test Invoice 3	234	Submitted	7th Judicial District	03/06/2018 03:33 PM	03/06/2018 03:33 PM
	233	Test Invoice 2	233	Submitted	7th Judicial District	03/06/2018 03:30 PM	03/06/2018 03:30 PM
	232	Test 1	232	Accepted	7th Judicial District	03/06/2018 11:44 AM	03/06/2018 11:44 AM
	227	227	227	Submitted	7th Judicial District	02/07/2018 09:46 AM	02/07/2018 09:46 AM
<input type="checkbox"/>	218	Invoice Test 10	218	Started	7th Judicial District	01/30/2018 04:18 PM	

When you create an invoice from the Voucher Inbox, you will see the newly created invoices appear in your Invoice Inbox. There are several different statuses that an invoice can be in.

Started – These are draft invoices and have not been sent to the probation department yet.

Submitted – These invoices have been finalized and sent to the probation department for approval.

Accepted – These invoices have been approved by the probation department, but not yet marked as Paid.

Paid – These invoices have been approved and marked as Paid by the probation department.

Cancelled – These invoices have been either rejected by the probation department (and agreed to by the vendor) or cancelled by the vendor.

Expired – These invoices have expired because the previously attached vouchers passed the voucher billing expiration date set by the probation department.

The Invoice Inbox allows you to submit invoices for payment that have been started or are in draft status. It also gives you the ability to see whether an invoice has been accepted or marked as paid by the probation department. Lastly, it allows you to cancel an invoice or respond to a request to cancel from the probation department.

The ellipses will be highlighted orange if a request to cancel from the probation department has been made on an invoice.

The blue hyperlink under Invoice ID will take you to the Invoice Information or detail screen for that Invoice.

My Profile

If you would like to change your security or login information, you can do that under Security > Profiles > My Profile.

My Profile	
Select A User Michael Damewood	
Email Address: test4work@whereintheworld.info	
Password:	
Name: Michael Damewood	
Account Status: Confirmed	
Permission: Admin	
Status: Active	
Security Question: What was your first car? Security Question Answer: pickup	

If you have more than one user, you will need to select which user you are changing security settings for. Only the individual user can change their own email address, password, or security question.

Email	Since your email address is also your login ID, when changing your email address a confirmation will be sent to the original email address to confirm the change before updating the email address to a new address.
Password	When changing your password you will need an upper case, lower case, and one special character as part of your password.
Name	Update your first, middle or last name.
Account Status	Shows whether an account has been confirmed or not. This setting cannot be changed.

Permission	Update your security role. The Admin security role has access to everything in the vendor account and is your default security role. Additional security roles can be setup under Permission Management.
Status	Update whether your account is active or not.
Security Question	Update your security question answer. Currently there is only one security question, 'What was your first car?' If a user has not had a car, they can answer none.

User Management

The user management screen can be accessed under Security > Profiles > User Management.

The screenshot displays the 'User Management' screen. At the top, there is a search bar labeled 'Enter Name (Last - Last, First - First Last)'. Below the search bar are two dropdown menus: 'Permission To Set For Selected Users' with a 'SET PERMISSION' button, and 'Status To Set For Selected Users' with a 'SET STATUS' button. The main area shows 'Results Found: 2' and a table with the following data:

<input type="checkbox"/>	Last Name	First Name	Email	Account Status	Vendor	Permission	Status
<input type="checkbox"/>	Darwood	Michael	test4work@wheretheintheworld.info	Confirmed	SHERYL WATERHOUSE HINTON	Admin	Active
<input type="checkbox"/>	Test	Security	test4work7@wheretheintheworld.info	Confirmed	SHERYL WATERHOUSE HINTON	Admin	Active

At the bottom left, it says 'Version 1.0.0 Contact Us'.

This screen allows you change the security role and status for users in your organization. You can also add new users, view detailed information, or download a list of users in your organization.

Click the magnifying glass icon  to pull up all users in your organization. If you wish, you can filter by name or email address at the top.

To change the permission or status for a user(s), click the checkbox next to the user(s) and choose the new permission or status. Click 'Set Permission' or 'Set Status'. Then click the Save icon  in the upper right-hand corner to update the user(s).

To add a new user, click the Add User icon  in the upper right-hand corner to display the Add User(s) window. Fill out their name, email address, security role and click 'Save'. An email will be sent to them to confirm the rest of their information and the user(s) will appear in the User Management screen with an Account Status of Unconfirmed.

To see detailed information on a user, select on a row from the table and click the Information icon . Additional details for the user will appear on the right-hand side.

To download a list of users in your organization, click the Download icon  to download a CSV or Excel file of the current list of users.

The blue hyperlink under the Email column will take you directly to the My Profile page for that user. Allowing you to quickly change security settings for the user.

Permission Management

The permission management screen can be accessed under Security > Permissions > Permission Management.

Function	Create	Delete	Read	Update
Preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services Provided			<input type="checkbox"/>	<input type="checkbox"/>
Voucher				
Function	Create	Delete	Read	Update
Voucher Inbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoice Inbox			<input type="checkbox"/>	<input type="checkbox"/>

This screen allows you create new security roles and modify existing ones for your organization. If you are adding new users and do not want everyone to be an Administrator, you can create a new security role that only works with certain parts of the application or has only read access.

An explanation of the security levels (Create, Delete, Read, and Update) can be found by clicking the Question icon  in the upper right-hand corner. Only certain security levels are available on each screen in the application.

The 'Create Permission' and 'Edit Permission' titles at the top are like tabs in a browser that you can click on. Switching between them allows you to create a new security role or edit an existing one.

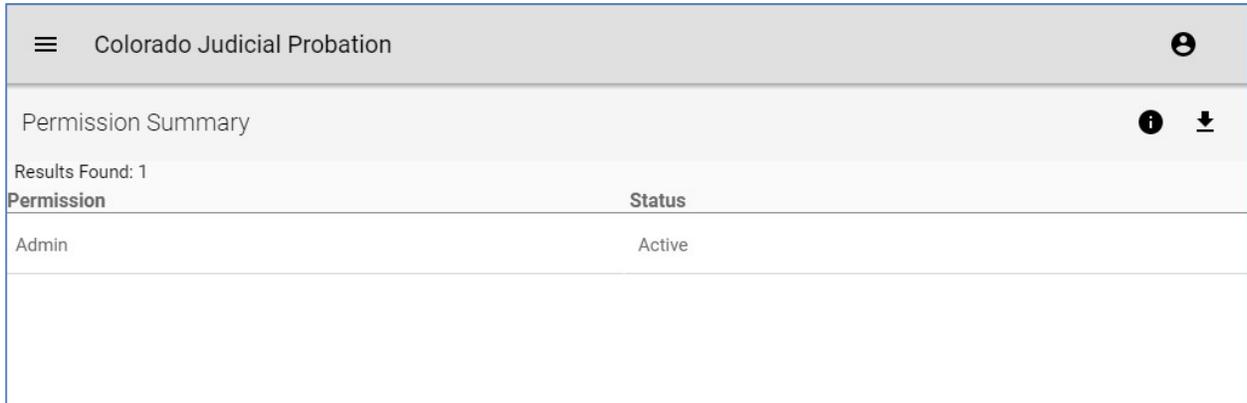
To create a security role, give the new role a Permission Name. Then scroll down the page clicking the checkmark boxes next to each function or screen the new security role should have. When you are done selecting permissions click the Save icon  in the upper right-hand corner to create the new role.

The screen will refresh and you will be viewing the 'Edit Permission' tab with the new security role displayed. All the current security roles can be viewed in the 'Select Permission' dropdown.

If you need to make any changes, select the new permissions and click the Save icon  when you are done.

Permission Summary

The permission summary screen can be accessed under Security > Permissions > Permission Summary.



Colorado Judicial Probation	
Permission Summary ⓘ ↓	
Results Found: 1	
Permission	Status
Admin	Active

This screen simply allows you to see a list of the current security profiles in your organization. By default only the security role for Admin is setup.

To see detailed information for a security role, select a row from the table and click the Information icon

 . Additional details for the security role will appear on the right-hand side.

Clicking 'Details' under detailed information shows you which users in your organization have that security role.

To download a list of security roles in your organization, click the Download icon  to download a CSV or Excel file of the current roles.