

**TORQUE**  
SOFTWARE



LIGHTHOUSE USER GUIDE

Gifts/Benefits

Version 5.8.5

# CONTENTS

GIFTS/BENEFITS APPLICATION.....	4
Introduction.....	4
Terminology.....	4
Who can submit a Gift/Benefit Application? .....	5
Creating a new Gift/Benefit Application .....	5
The Gift/Benefit Application Screen .....	5
Submitting a Gift/Benefit Application.....	6
GIFT/BENEFIT PROVIDED BY AN EXTERNAL PARTY .....	6
Recommending an Action on a Gift/Benefit .....	7
Approving an Action on a Gift/Benefit.....	8
Disposing a Gift.....	9
Witnessing a Disposal .....	9
GIFT/BENEFIT PROVIDED BY YOUR ORGANISATION.....	10
Save Session.....	10
Printing a Gift/Benefit Application .....	10
Additional Contacts .....	11
Reallocate a Gift/Benefit Application .....	11
Return a Gift/Benefit Application .....	11
Add/View a Comment .....	12
Add/View Attachments.....	12
View Log.....	12
Deleting a Gift/Benefit Application.....	12
Copying a Gift/Benefit Application.....	12
GIFT/BENEFIT REPORTING .....	14
Standard Report.....	14
Filtering Options.....	14
Generating the Report .....	15
Designing the Displayed Information .....	15
Printing the Report.....	15
Exporting the report table .....	16
Reports Builder.....	16

GIFT/BENEFIT MODULE SETTINGS – ADMINISTRATORS ONLY.....	17
Setting up the Gift/Benefit Application Form.....	17
Permissions/Workflow .....	18
Groups.....	18
Module Permissions.....	19
Application Permissions.....	19
Gifts/Benefits Received.....	20
Gifts/Benefits Given.....	20
Reminder Frequency.....	20
Wording Preamble.....	21
Wording - Received.....	21
Wording - Given .....	23
Instruction Help .....	23
Declarations.....	24
Lookup Lists.....	24
Approval Thresholds.....	24
Gift/Benefit Type .....	26
Provider Relationships.....	27
Actions.....	28
Workflow Notifications and Emails.....	29
Turn off/on a Notification Email.....	29
Edit the content of a Notification Email .....	30
Country Maintenance.....	31

# GIFTS/BENEFITS APPLICATION

## Introduction

The gifts/benefits application module is designed to manage gifts and benefits provided by external parties and also your organisation. The module can be configured to manage;

- Gifts/benefits provided by external parties only.
- Gifts/benefits provided by both external parties and your organisation.

The two main functions of the module are;

1. Allow recording and approval of gift/benefit offers via an automated workflow process
2. Provide comprehensive and flexible reporting of all gift/benefit offers.

Each organisation has its own policies and guidelines about what constitutes a gift/benefit, when a gift should be disclosed and what the appropriate approval process is for the value of the gift. It is important you consult your organisation's policies and guidelines about when to disclose a gift/benefit offer.

Your FMCS Administrators will have configured this Gifts/Benefits Application module to comply with your organisation's policies and guidelines. The Gift/Benefit Application screen is responsive to the information being entered, only requesting the information required to the specific set of circumstances being described. The approval process, or workflow generated, is also responsive to the information required so that unnecessary approvals and work is not generated to the specific application.

## Terminology

**Recipient** – the person to whom the gift/benefit is offered or given.

**Accountable Person** is the person responsible for completing a stage within the Gift/Benefit application workflow.

**Allocated Person** is the person an application is currently allocated to (i.e. the accountable person of the current stage). The application appears in the "to action" in-tray of the allocated person.

**An interested party** is anyone associated with the application. I.e. the recipient of the gift/benefit offer, any additional contacts, any recommender, the approver, any disposer and any disposal witness. The application appears in the "in progress" or "complete" in-tray of all interested parties, except where they are the allocated person.

**Processing Team** is the team of people responsible for overseeing all gift/benefit applications. The processing team have special permissions allowing them to view and perform all actions on applications.

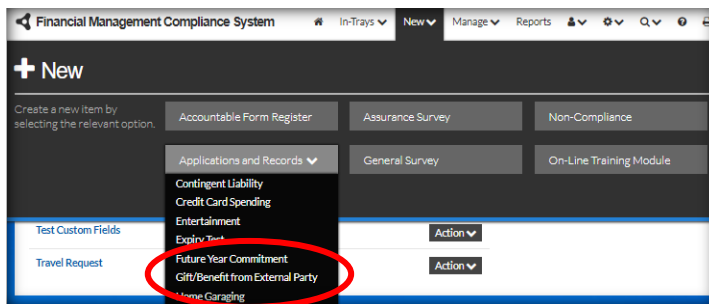
## Who can submit a Gift/Benefit Application?

Anyone can submit a Gift/Benefit Application.

A gift/benefit application can also be submitted on behalf of the recipient of the gift/benefit.

## Creating a new Gift/Benefit Application

Use the New menu option and navigate to the appropriate option.



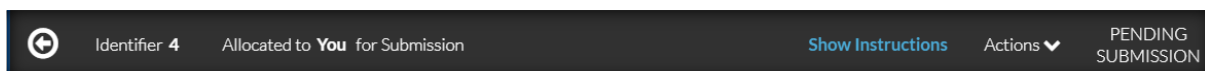
Alternatively, go the FMCS home screen and select New Application in the Gifts/Benefits from External Parties Tile

## The Gift/Benefit Application Screen

Your Administrator will have set up the fields required according to your organisation's policies and guidelines. They may have also configured Help pop-ups where the information required is more complex.

Any fields that are required to be completed for submission will be indicated.

An orientation bar is located toward the top of the screen as illustrated below.



- The back arrow takes you back to the FMCS Home screen
- Identifier number is a unique system generated number once the application has been saved.
- Allocated to - indicates whose inbox the application is currently in.
- Show Instructions – the Administrator may have added specific instructions to assist staff to complete the application. Clicking on the text will display the information.
- Actions – menu of actions, or additional information, available .
- The current status of the application is displayed on the right.

## Submitting a Gift/Benefit Application

Once the Gift/Benefit application screen has been completed with the information required, click on the Submit button at bottom of screen.

If there are any errors in the application an error message will appear, listing the errors to be corrected.

Some organisations will configure the module to require a submitter to agree to a Declaration before the application can be submitted. Once the declaration has been read and agreed to select the Agree button. A confirmation message of the submission will appear with information of the next step of the workflow.

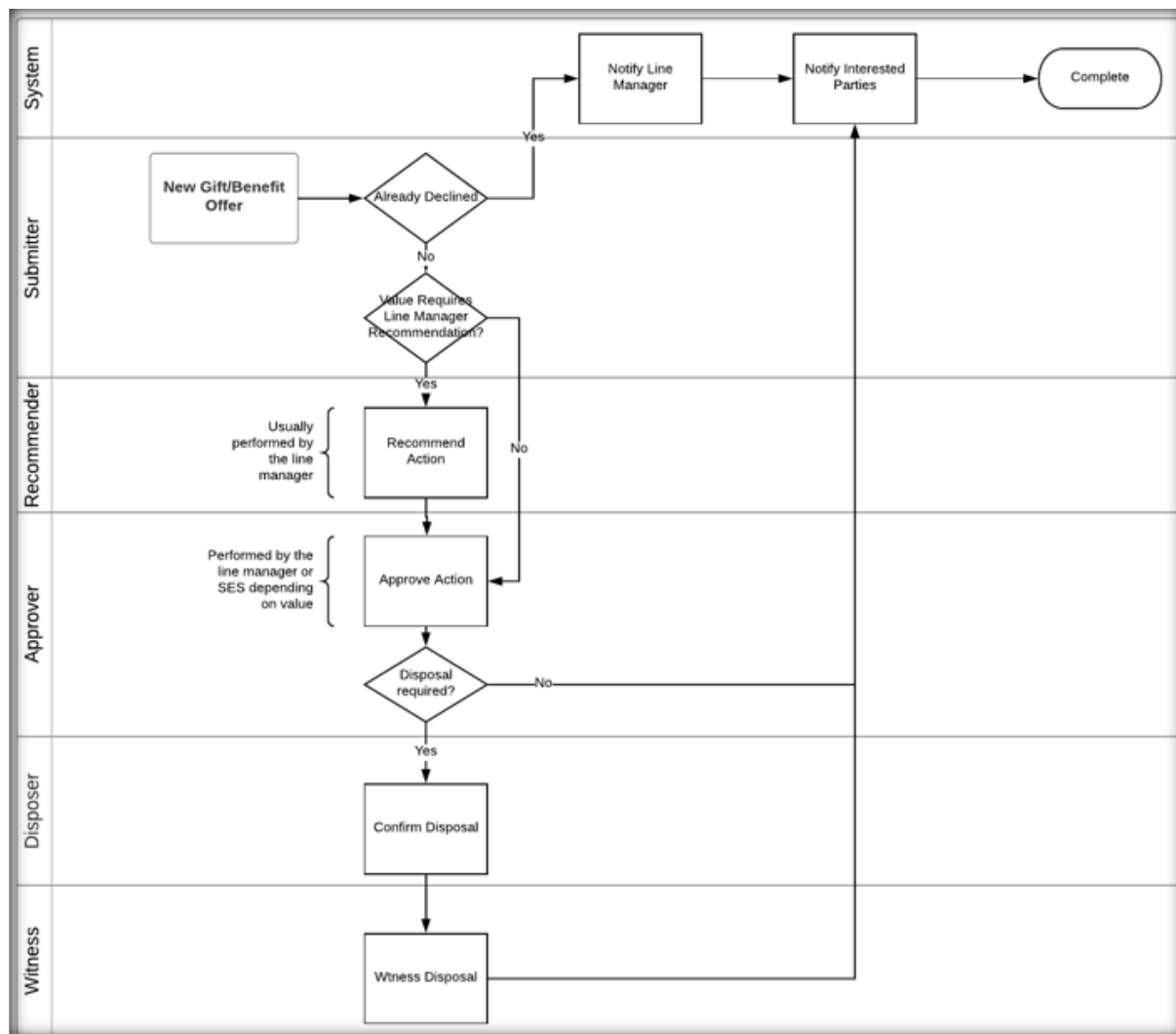
Once a Gift application has been submitted the workflow depends on the type of approval required as follows;

## GIFT/BENEFIT PROVIDED BY AN EXTERNAL PARTY

These stages are configurable by the Administrator, and may, or may not be used. The Administrator may also trigger the stages depending on the value of the gift.

1. Gift has already been declined requires the Supervisor to be notified with no further action.
2. Self-Approval – gifts below a configured threshold may be self-approved and do not require work flow to another person for approval. However, the recipient may also choose to select a person to approve the application even if self-approval is available.
3. Gifts below a configured threshold may be approved by the line manager or other appropriate person.
4. Gifts above a configured threshold are sent to the line manager for a recommendation prior to sending to the approver.

Below is a diagrammatic representation of the workflow process that can be configured by the Administrator.



## Recommending an Action on a Gift/Benefit

Depending upon the policies of the organisation certain types or values gifts/benefits will require an officer to make a recommendation, prior to approval. This will be configured by the Administrator.

The Recommender does not approve or reject the application.

The Recommender can:

- **Add/View Comments**
- **Add/View Contacts**
- **Add/View Attachments**
- **View Log**

- **Recommendation Action** – this field will default to the Submitter’s Proposed Action. However, the Recommender can change the action if required.
- **Recommendation Action Justification** – this field will default to the Submitter’s Proposed Action Justification text. However, the Recommender can over type this text with their own justification comments.
- **Reallocate** the application to another officer for a recommendation.
- **Return** the application to the submitter for amendment.
- **Recommend the application without amendment.** Select the Submit button to forward the application to the approver.
- **Recommend the application with amendments**  
The recommender can edit the fields within the Recommendation section of the screen changing the Recommended Action and entering text justifying the action.
- **Change the Approver**  
The Recommender can change the Approver by replacing the Approver in the Approval section of the screen
- **Submit**  
Selecting the Submit button will progress the application to the Approver with the information displayed on the screen. The Administrator may have configured the module to require the Recommender to agree to a declaration prior to final submission. Select the I Agree button in the Declaration. A confirmation will display.

## Approving an Action on a Gift/Benefit

The Approver can:

- **Add/View Comments**
- **Add/View Contacts**
- **Add/View Attachments**
- **View Log**
- **Approved Action** – this field will default from either the proposed action or the recommended action, depending on the previous workflow stage. However, this field can be changed.
- **Approval Action Justification** – this field will default to the proposed action justification or the recommended action justification, depending on the previous workflow stage. However, the Approver can over type this text with their own justification comments.
- **Reallocate** the application to another officer for Approval.
- **Return** the application to the Recommender or the Submitter for amendment.
- **Approve the application without amendment.** Select the Submit button to forward the application to the next stage. If the gift/benefit does not require disposal, the



application will reach the completed stage. However, if the gift requires disposal, it will progress to the disposal stage.

- **Approve the application with amendments**  
The Approver can edit the fields within the Approval section of the screen changing the Approved Action and entering text justifying the action. If the gift does not require disposal, the application will reach the completed stage. However, if the gift requires disposal, it will progress to the disposal stage.
- **Change the Disposer or Witness**  
The Approved Action is to dispose of the gift, the Approver can change the Disposer or Witness by replacing the names in those sections of the screen
- **Submit**  
The Administrator may have configured the module to require the Approver to agree to a declaration prior to final submission. Select the **I Agree** button in the Declaration. A confirmation will display.

## Disposing a Gift

If a gift has been approved to be disposed of, the Disposer will be notified along with the date of destruction required.

The Disposer can Reallocate or Return an application as previously described. The Disposer can also change the Witness of the disposal.

Once the Disposal has occurred, the Disposer should open the application, making any comments required and Submit. The Administrator may have configured the module to require the Disposer to agree to a declaration prior to final submission. Select the **I Agree** button in the Declaration. A confirmation will display

## Witnessing a Disposal

The Witness can Reallocate or Return an application as previously described.

Once the Disposal has been witnessed, the Witness should open the application, making any comments required and Submit. The Administrator may have configured the module to require the Witness to agree to a declaration prior to final submission. Select the **I Agree** button in the Declaration. A confirmation will display.

# GIFT/BENEFIT PROVIDED BY YOUR ORGANISATION

Note: this option will only be available if configured by the system administrator.

Gifts/Benefits provided by your organisation to a staff member or external party only have a single delegate approval workflow.

The Approver can:

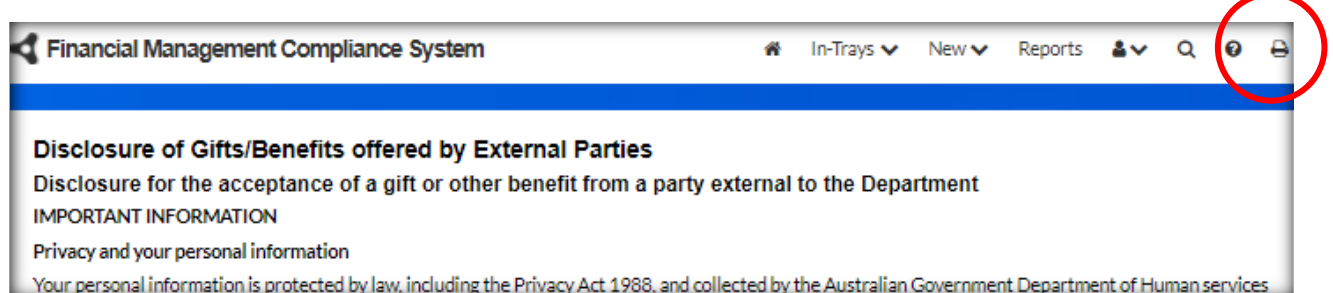
- **Add/View Comments**
- **Add/View Contacts**
- **Add/View Attachments**
- **View Log**
- **Reallocate** the application to another officer for Approval.
- **Return** the application to the Recommender or the Submitter for amendment.
- **Approve**  
Select the Approve Option and select the Submit button to complete the application.
- **Not Approve**  
Select the Not Approve Option and select the Submit button to complete the application.

## Save Session

At any stage of entering data into an application, a session can be saved by the allocated person without submitting it by clicking on the Save Session button at bottom of the screen, or by selecting that option from the Action menu on the orientation bar. This allows the allocated person to save any work entered and come back to complete the disclosure at another time.

## Printing a Gift/Benefit Application

The application can be printed at any stage by selecting the print icon at the top of the screen.



## Additional Contacts

Additional contacts are anyone who may have an interest in the application who are not otherwise directly associated with the application.

To Add a Contact, click on the Add Contact button. Enter part of a group name or the start of a person's name and select Search. Locate the correct contact from the list displayed and click on the name. Each additional contact will be displayed in the Additional Contacts field.

## Reallocate a Gift/Benefit Application

Reallocate allows the Accountable Person for the current stage to be changed. When Reallocating a gift/benefit application it remains at the current status or stage of the workflow process and appears in the new accountable person's "to action" in-tray.

The current allocated person can always reallocate an application. The Administrator can also configure other groups with permission to reallocate a gift/benefit application. Usually any person who is an interested party in the application can reallocate the gift/benefit application – even if the application is not currently allocated to them.

To Reallocate, select the Reallocate button at the bottom of the screen, or selection the Reallocate option from the Action Menu in the orientation bar.

The new Accountable person can be selected from the list of Additional Contacts by selecting the Contact List option, or search for a new person or group from the Search option.

A message may be entered into the message field if required. This message will appear in the email sent to the new Accountable Person (if emails have been configured by the Administrator).

## Return a Gift/Benefit Application

A Gift/benefit application can be returned to a previous stage of the application by the allocated person or any other person who has been given permission to do so by the Administrator – usually all Interested parties have this permission.

**Note: Return will undo the submissions of the stage being returned to and any subsequent submitted stages.**

Select the Return button at the bottom of the screen or the Return option from the Actions Menu in the orientation bar.

Select the appropriate person and stage to return the application to. Enter any message required in the message field. Select the Return button. A confirmation message will appear confirming the Return.

## Add/View a Comment

Any person who has been given permission by the Administrator can Add/View Comments. Usually any interested party in the application can add comments to the gift/benefit application – even if the application is not currently allocated to them.

Comments can be added by selecting the Add Comments button at the bottom of the screen or selecting the Comments option from the Actions Menu in the orientation bar. Comments can be viewed by the same process.

## Add/View Attachments

Attachments can be added by the allocated Person by going to the Additional Attachments field in the form: Browse and Select.

Any person who is an interested party in the application can view the attachments to the gift/benefit application – even if the application is not currently allocated to them.

## View Log

Any interested party can view the log for a gift/benefit application by selecting the View Log option from the Actions Menu in the orientation bar. The log contains a record of the actions performed for the application.

## Deleting a Gift/Benefit Application

The method, and who can delete a gift disclosure depends on the stage of progress the application is in and the permissions given by the Administrator.

Gift/benefit applications that are not at Complete stage can usually be deleted by the allocated person or any person who is an interested party.

Gift/benefit applications that have been completed can usually only be deleted by the processing team. However, the administrator may allow interested parties to also delete complete applications.

Select the Delete option from the Actions Menu in the orientation bar. Confirm the item to delete. A confirmation will appear that the action is complete.

Enter a reason for the delete and click on the Delete button. A confirmation will appear that the action is complete.

## Copying a Gift/Benefit Application

Copying a gift can be a quick and easy way to disclose the same gift/benefit for multiple people, or one person who has received multiple gift/benefit offers.

Any interested party can copy a previous gift application regardless of the stage in the workflow.

Open the gift/benefit application to be copied and select the Copy option from the Actions Menu in the orientation bar. Confirm the action, then make any changes required.

If you are copying the application on behalf of the recipient, you will need to Reallocate the application to that person for them to submit. See Reallocating.

## GIFT/BENEFIT REPORTING

Any user may run a Gifts/Benefits Applications report. However, gift/benefit applications will only be viewable by a user where they meet any of the criteria below;

- They are an interested party of the application.
- They have been given reporting permission for the organisation unit of the gift/benefit application.
- They are the nominated supervisor of the organisation unit of the organisation unit of the gift/benefit application.
- They are a member of the processing team.

If you require Reporting Permission contact your Module Administrators.

### Standard Report

A standard report is available by selecting the Reports menu option and navigating to the required menu item. The standard report is only applicable to gifts/benefits provided by external parties.

### Filtering Options

All report criteria are cumulative and restrictive. The more you specify, the smaller the result you can expect to see. If you leave all fields blank – ALL records will appear in the report.

- **Status** - Leave blank to include all Status types. To restrict the report to specific status types, select one, or more.
- **Outcome** - Leave blank to include all Outcome types. To restrict the report to specific outcome types, select one, or more.
- **Legal Entity** - Leave blank to include all legal entities. To restrict the report to specific legal entities, select one, or more. Note: this option is only available if configured by the administrators.
- **Application Organisational Structure** – Leave blank to report on entire Organisational structure. Use the drop down arrow to restrict the report to a specific area of the Organisational Structure.
- **Include lower levels** – tick to include all lower levels in the organisation structure selected.
- **Group by Organisational Structure Level** – This will cause the applications to be grouped by the organisation unit at the selected level.
- **Offer/Received Date** – Leave blank to include all applications. Enter a date range to restrict the report to applications made in a specific period. Click on *Last Fin Year* or *Current Fin Year* text to quickly enter the dates for that entire financial year.
- **Conflict of Interest** – Select one option to report on gifts/benefits with conflict type.


- **Approval Date** – Leave blank to include all approvals. Enter a date range to restrict the report to approvals made in a specific period. Click on *Last Fin Year* or *Current Fin Year* text to quickly enter the dates for that entire financial year.


## Generating the Report

Once you have identified the criteria you wish to report on, click the **Report** button. The system will display the reported information in an interactive grid. Note: reports are often too large to display in entirety on a screen. Use the scroll bar at bottom and right side to shift the view.

Information can be **Grouped** by column by clicking on the column heading and dragging it above the column headings (as indicated on the screen). Undo the Grouping by dragging it back down into the column headings row.

Information in the columns can be sorted in the display by clicking the column heading. The direction of the sort can be changed by clicking on the arrow next to the column heading.


**Filters** can be applied to columns using  at the top of each column.

Individual applications can be viewed by clicking on the arrow  in the left column. Go back to the report by clicking the browser Back Arrow.

## Designing the Displayed Information

Design your display to show only the columns you want to see. Click on the **Select Columns** text. A drop down box will appear showing all the possible columns. Click and Drag the columns you want from the drop down list and position them in the order you want in the report table. Alternatively, click on the column you do not want displayed in the report table and drag it back to the drop down list to hide this column from the display.

To show all columns, click on the **Show All Columns text**. Use the scroll keys to move across the display. Change the order the columns are displayed in by clicking and dragging the column to a different order.



To undo any changes to the display of the report, or any filter applied, click on the  Reset Icon.

## Printing the Report

Select the Print Icon from the navigation bar at the top of screen.

## Exporting the report table

Once you have designed the report to display the information you require, it can be exported to either Adobe or Excel.

-  **Adobe Icon** – Exports the report to Adobe.
-  **Excel Icon** – Exports the report to Microsoft Excel

## Reports Builder

Gift/Benefit Applications are also available in the Report Builder. See the Reports Builder User Guide for more information.



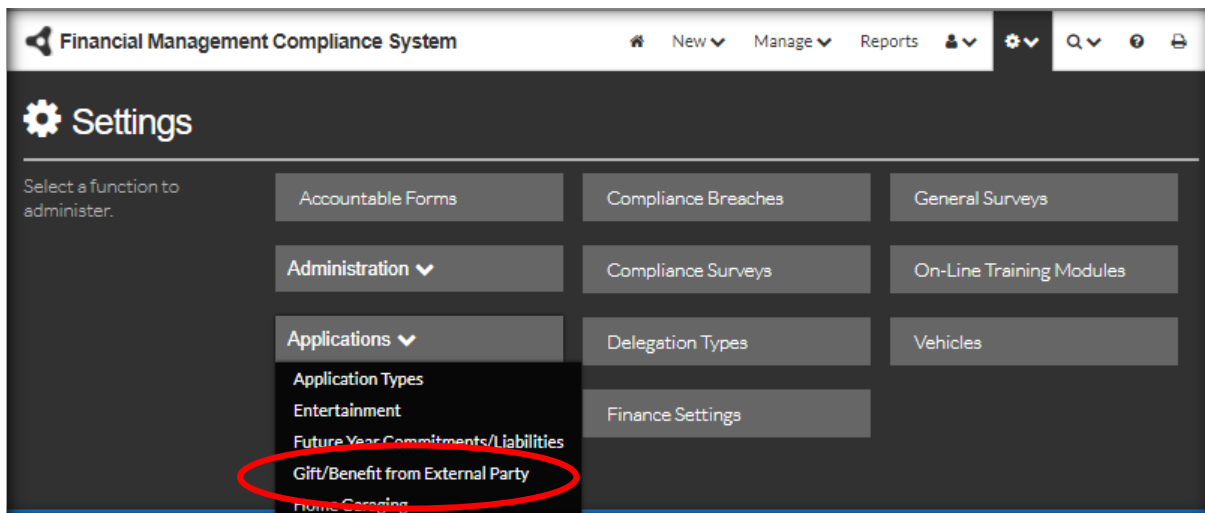
# GIFT/BENEFIT MODULE SETTINGS – ADMINISTRATORS ONLY

The overall structure of the Gift/Benefit Disposal Application Form is predefined to maintain the logic and integrity of the Lighthouse system. However, some of the content of the Form, Help text, and the approval workflow is configurable by the Gift/Benefit Module Administrators to suit each organisation’s specific content and process requirements. Lighthouse is installed with initial settings that will suit most organisations.

To configure the Gift/Benefit Module Settings you will need Gift/Benefit from External Party Module Configuration permission. Module Configuration permission is granted by the Systems Administrator or by another person with Module Configuration permission.

## Setting up the Gift/Benefit Application Form

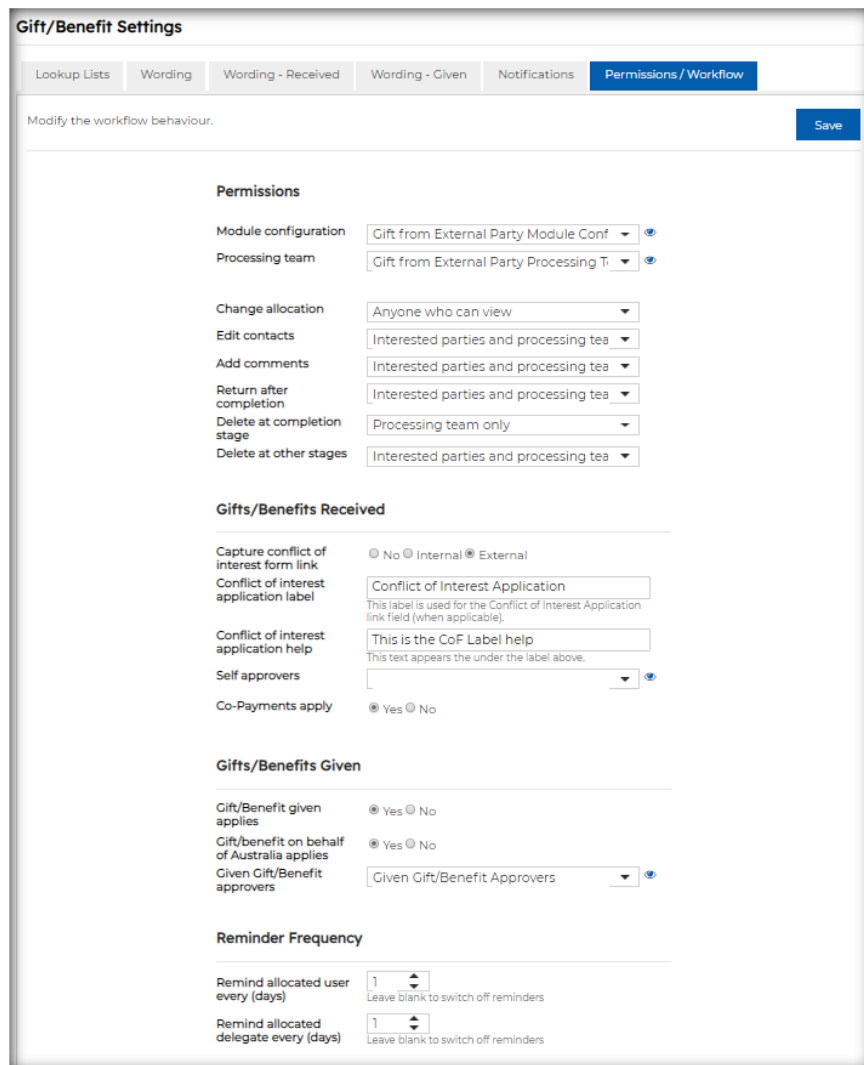
Select the System Administration menu item and navigation to the required menu item.



**Note:** Standard editing button functions apply to Settings, such as Add, Edit and Delete. However, Delete will only be an option if the item has not been used. If an item is no longer required, de-select the Active option. This will prevent users seeing this option in further screens while maintaining the integrity of historical data.

## Permissions/Workflow

Permissions can be given to various individuals and groups to perform workflow operations.



## Groups

**Note:** Permissions and Workflow can be allocated to Groups of people. For instructions on setting up Groups see the [Lighthouse Guide – System Administration and Global Settings on Torque Software’s web site](#).

**View a Group** - To view who is in a selected group click on the eye icon next to the group. This will open a new tab in the browser. To return to the Permissions screen select the Gift Settings Tab in the browser.

**Change a Group** - To give a different group permission for a workflow, select the drop down arrow and find the group in the list.

## Module Permissions

There are three areas of permissions over the module that can be given to groups.

**Module Configuration** – the group who can configure the Gift/Benefit Module settings.

**Processing Team** – the group who can view and process all Gift/Benefit applications.

## Application Permissions

Permission can be given to sets of users to perform various actions against an application.

These actions are

**Change allocation** – defines the users who can change the allocated person of an application.

**Edit contacts** – defines the users who can add and delete contacts of an application.

**Add comments** – defines the users who can add comments to an application.

**Return after completion** – defines the users who can return an application to a previous stage when the application has been completed.

**Delete at completion stage** – defines the users who can delete an application when the application has been completed.

**Delete at other stages** – defines the users who can delete an application when the application has not been completed.

The sets of users who can be selected to perform actions are:

**Anyone who can view** – the recipient of the gift/benefit offer, any additional contacts, any recommender, the approver, any disposer and any disposal witness, anyone with reporting permissions, plus, the processing team.

**Interested parties and processing team** – the recipient of the gift/benefit offer, any additional contacts, any recommender, the approver, any disposer and any disposal witness, plus, the processing team.

**Allocated user and processing team** – the person to whom the application is currently allocated to, plus, the processing team.

**Processing team only** – only the processing team.

**Note:** Interested parties are: the recipient of the gift/benefit offer, any additional contacts, any recommender, the approver, any disposer and any disposal witness. The application appears in the “in progress” or “complete” in-tray of all interested parties, except where they are the allocated person.

## Gifts/Benefits Received

Provides workflow options for Gifts/Benefits provided by an External Party.

**Capture conflict of interest form link** – controls if the user is asked to provide a conflict of interest application reference if Yes is answered in the Conflict of Interest question.

No – Application reference field is not available

Internal – Application reference is available and allows entry of a custom application Id.

External – Application reference is available and allows entry of a free text application id.

**Conflict of interest application label** – label to be used for the application reference (if displayed).

**Conflict of interest application help** – help displayed next to the application reference (if displayed).

**Internal Conflict of Interest application type** – the custom application type of the conflict of interest application when Capture conflict of interest form link is Internal.

**Self Approvers** – the group of users who can approve applications where they are the recipient.

**Co-Payments Apply** – Includes the option to require to recipient of a gift/benefit to make a co-payment.

## Gifts/Benefits Given

Provides workflow options for Gifts/Benefits provided by your organisation.

**Gift/Benefit given applies** – provides the application option “Gift/Benefit given on behalf of the organisation”.

**Gift/benefit on behalf of Australia applies** – provides the application option “Gift/Benefit given on behalf of Australia”.

**Given Gift/Benefit Approvers** – the group of users who can approve gift/benefits provided by the organisation.

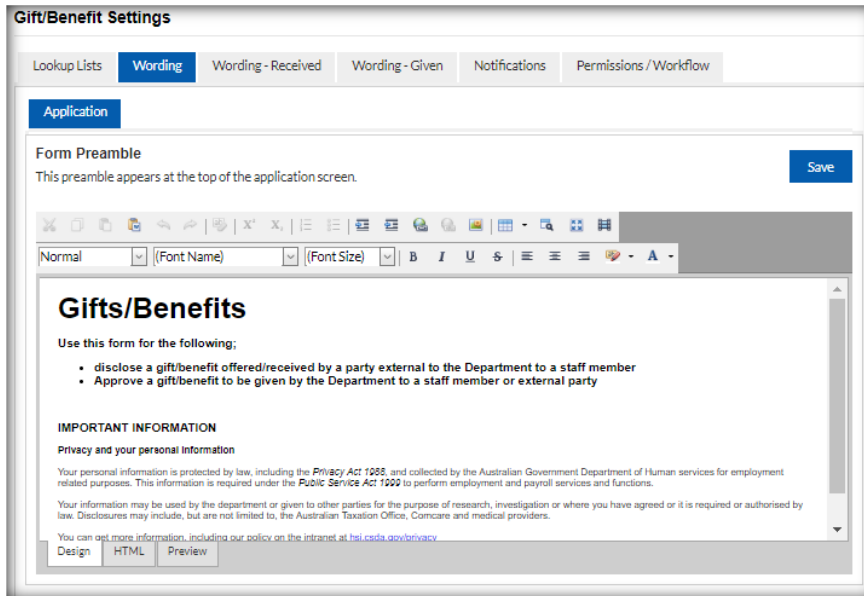
## Reminder Frequency

Two automatic system generated reminders can be set to remind users to perform tasks:

- Reminder to the allocated user (when allocated to a user other than a delegate),
- Reminder the Delegate (when they are the allocated user).

## Wording Preamble

The Wording Preamble is only used when the application is configured to manage Gifts/benefits provided by both external parties and your organisation. The preamble is used prior to the user selecting the Application Type.

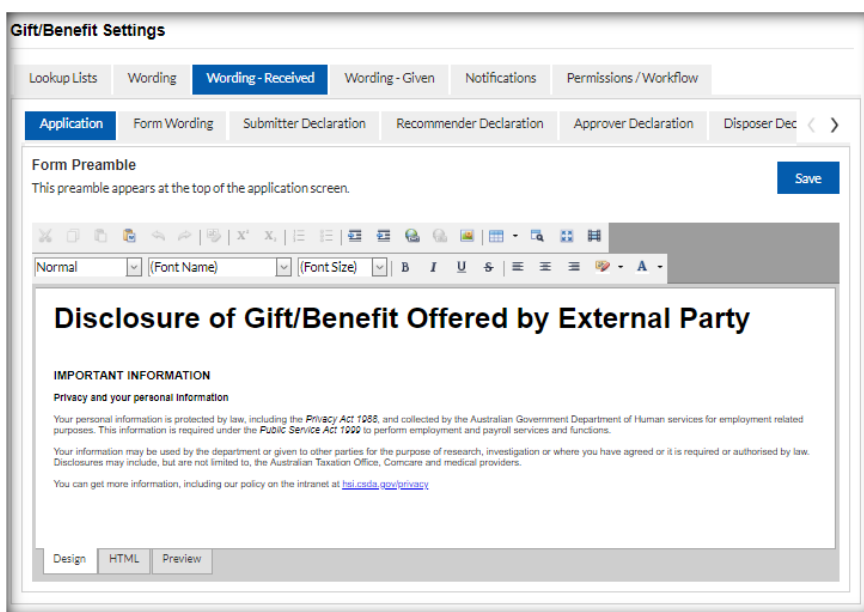


The screenshot shows the 'Gift/Benefit Settings' application interface. The 'Wording' tab is selected, and the 'Form Preamble' section is active. The preamble text reads: 'Gifts/Benefits' followed by 'Use this form for the following;' and a bulleted list: 'disclose a gift/benefit offered/received by a party external to the Department to a staff member' and 'Approve a gift/benefit to be given by the Department to a staff member or external party'. Below this is 'IMPORTANT INFORMATION' regarding privacy and personal information. At the bottom, there are 'Design', 'HTML', and 'Preview' buttons, and a 'Save' button in the top right corner.

Preambles can be formatted in many different styles and may include hyperlinks to further information on the intra, or internet. The preamble can be viewed in Design, HTML or Preview modes. Click on the Save button to save any information entered.

## Wording - Received

The Wording - Received settings apply when the user has selected the Gift/Benefit offered/received from an External Party application type.



The screenshot shows the 'Gift/Benefit Settings' application interface with the 'Wording - Received' tab selected. The 'Form Preamble' section is active, displaying the text: 'Disclosure of Gift/Benefit Offered by External Party' followed by 'IMPORTANT INFORMATION' regarding privacy and personal information. At the bottom, there are 'Design', 'HTML', and 'Preview' buttons, and a 'Save' button in the top right corner.

The following configurations are available.

**Application** – Preamble at the top of the application.

**Form Wording** – Text for the explanation why recommendation is required.

**Submitter Declaration** – Declaration to be agreed by the submitter.

**Recommender Declaration** – Declaration to be agreed by the recommender.

**Approver Declaration** – Declaration to be agreed by the approver.

**Disposer Declaration** – Declaration to be agreed by the disposer.

**Witness Declaration** – Declaration to be agreed by the disposal witness.

**Conflict of Interest Help** – Provides help to explain the definition of conflict of interests. If this option is configured the Help Icon will be displayed next to the Conflict of Interest field.

**Action Help** – Provides help to explain the available actions. If this option is configured the Help Icon will be displayed next to the Proposed Action wording on the field

**Submission Instructions** – Instructions to the submitter.

**Recommendation Instructions** – Instructions to the recommender.

**Approval Instructions** – Instructions to the approver.

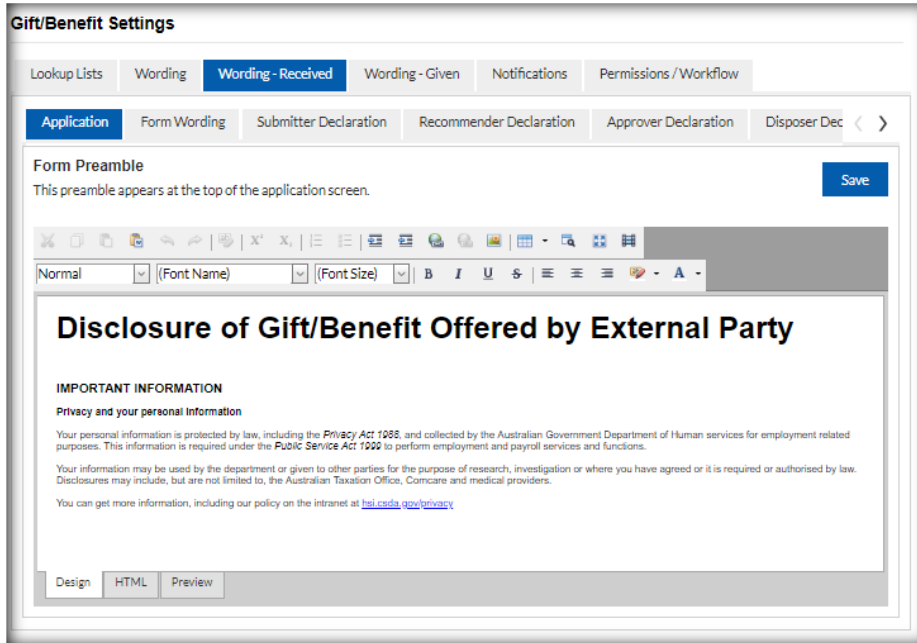
**Disposal Instructions** – Instructions to the disposer.

**Witness Instructions** – Instructions to the witness.

## Wording - Given

The Wording – Given settings apply when the user has selected either of the following application types;

- Gift/Benefit given on behalf of the organisation
- Gift/Benefit given on behalf of Australia.



The screenshot shows the 'Gift/Benefit Settings' application. The 'Wording - Received' tab is selected. The 'Form Preamble' section is active, displaying a text editor with a 'Save' button. The text in the editor is: 'Disclosure of Gift/Benefit Offered by External Party' followed by 'IMPORTANT INFORMATION' and 'Privacy and your personal information'.

The following configurations are available.

**Application** – Preamble at the top of the application.

**Submitter Declaration** – Declaration to be agreed by the submitter.

**Recommender Declaration** – Declaration to be agreed by the recommender.

**Submission Instructions** – Instructions to the submitter.

**Approval Instructions** – Instructions to the approver.

## Instruction Help

Within the orientation bar is an option to embed Help Instructions. These Instructions are contextual to the stage that the application has progressed to. Any interested party can click on this text to display specific instructions to assist for the current stage.



- Prior to Submission the Form can display **Submission Instructions**.
- When/If the application reaches Recommendation stage the form will display **Recommendation Instructions**.

- When/If the application reaches the Approval stage the form will display **Approval Introductions**.
- When/If the application reaches the Disposal Stage the form will display **Disposal Instructions**.
- When/If the application reaches the Witness Stage the form will display **Witness Instructions**.

These instructions can be formatted in many different styles and may include hyperlinks to further information on the intra, or internet. The preamble can be viewed in Design, HTML or

## Declarations

Declarations are statements that users must agree to before they can progress the application to the next stage. A different Declaration can be configured for each of the different stages of workflow.

Declarations can be formatted in many different styles and may include hyperlinks to further information on the intra, or internet. Declarations can be viewed in Design, HTML or Preview modes. Click on the Save button to save any information entered.

## Lookup Lists

### Approval Thresholds

This setting only applies to gifts/benefits provided by an external party.

Gift/Benefit Settings							
Approval Thresholds							
	Approver Description	Value Up To	Value Unlimited	Can Self-Approve	Recommendation Required	Approver Selection Notice	Active
	Self	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gifts of this value can be self approved.	<input checked="" type="checkbox"/>
	Line Manager	50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gifts/benefits of this value require line manager approval.	<input checked="" type="checkbox"/>
	SES		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gifts/benefits of this value require SES approval.	<input checked="" type="checkbox"/>

Multiple approval thresholds can be configured. The Workflow process will look to the instructions of the lowest value for each disclosure application entered.

For example: in the screen shot above

- a Gift/Benefit Disclosure of less than \$20 will apply the workflow of "Self" Approver;
- A Gift/Benefit of \$20-\$50 will apply the workflow of "Line Manager";



- A Gift/Benefit disclosure of over \$50 will apply the workflow of “SES” and will also require a Recommender to recommend the action in line with the organisation’s policies.

### Edit or Add an Approval Threshold

– select the edit or add icon. The detail box will be displayed to enter information.

Approver Description:\*  Value Up To:

Value Unlimited:  Can Self-Approve:

Recommendation Required:

Approver Selection Notice:

Active:

1. Enter an Approver Description – this is a mandatory field.
2. Assign a maximum value to the threshold. Leaving this field blank will indicate an unlimited value and the Value Unlimited box must be selected.
3. Select the Can Self-Approve box if a lower limit for self-approval is to be set.
4. Select the Recommendation Required if a Recommender is necessary to confirm policy has been adhered to for this threshold.  
If the Recommender has been selected, the wording to be displayed to the recipient can be configured in the Wording settings – See section below.
5. Approver Selection Notice – the wording to be displayed to the recipient if the workflow for this threshold applies can be configured in this text box.
6. The Active flag indicates this option is to apply to workflows. If this flag is de-selected the threshold will not be applied to future disclosures but will continue to apply to all past applications keeping the integrity of the data intact.

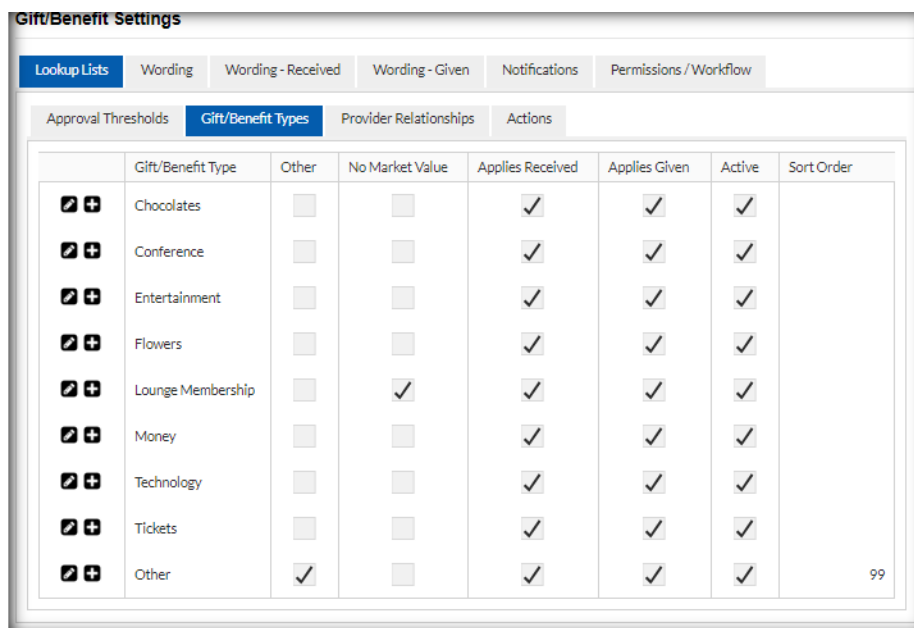
### Deleting a Threshold

If a Threshold has not been used in past applications the Delete Icon will be displayed and the Threshold can be deleted by selecting the icon and confirming the operation.

If the Threshold has been used for previous applications the Delete icon will not be displayed. In this case the Threshold will need to be made In-Active. This allows the threshold to no longer apply to any future applications while maintaining the integrity of historical data that has used this threshold workflow. See Step 6 above to render a threshold inactive.

## Gift/Benefit Type

The options for Gift/Benefit type can be customised by the Administration. Keeping these types specified allows for better reporting on common types of Gift/Benefits.



The screenshot shows the 'Gift/Benefit Settings' interface. The 'Gift/Benefit Types' tab is selected. The table below lists various gift/benefit types and their configuration options.

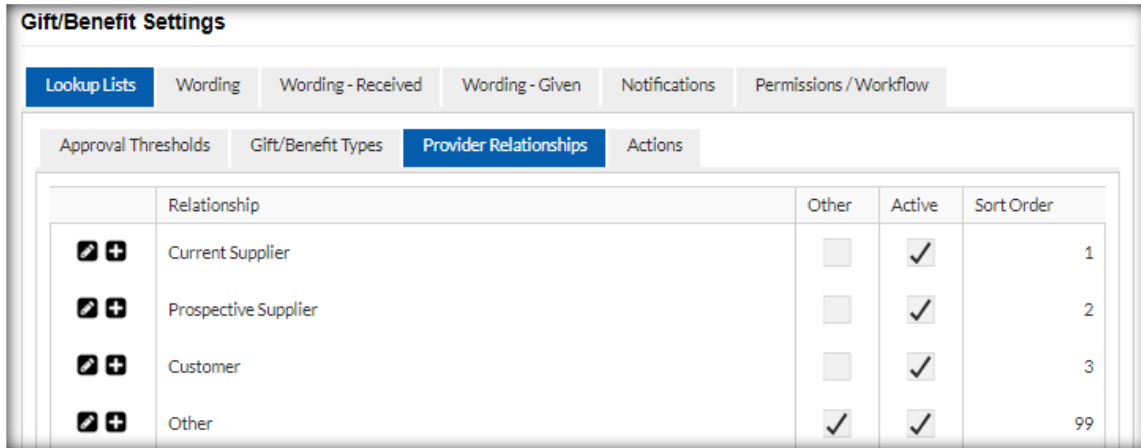
	Gift/Benefit Type	Other	No Market Value	Applies Received	Applies Given	Active	Sort Order
	Chocolates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Flowers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Lounge Membership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Money	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Tickets	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99

1. Add a new Gift/Benefit Type or Edit and existing one.
2. Give the type a name.
3. Ticking "Other" will require the applicant to enter further text information if this option is selected.
4. Ticking "No Market Value" will remove the questions regarding value and replace with "No Market Value Message" if the gift/benefit type is selected. Note: All gift/benefit types selected when completing a Gift & Benefits declaration must have the same value for "No Market Value", otherwise an error will be reported.
5. Ticking "Applies Received" will mean this type will only be available for gifts/benefits provided by external parties.
6. Ticking "Applies Given" will mean this type will only be available for gifts/benefits provided by your organisation.
7. Ticking "Active" will mean this option will be displayed on the Form. If this field is not selected – or deselected – this option will no longer be displayed on the form and be available for use.
8. Use the Sort Order to arrange which order this option will appear in the Application Form.
9. Click on the tick item to save.









## Provider Relationships

This option is only relevant to Gifts/Benefits provided by an external party.

One of the options available to a recipient is to define their relationship to the provider of the gift/benefit offer.



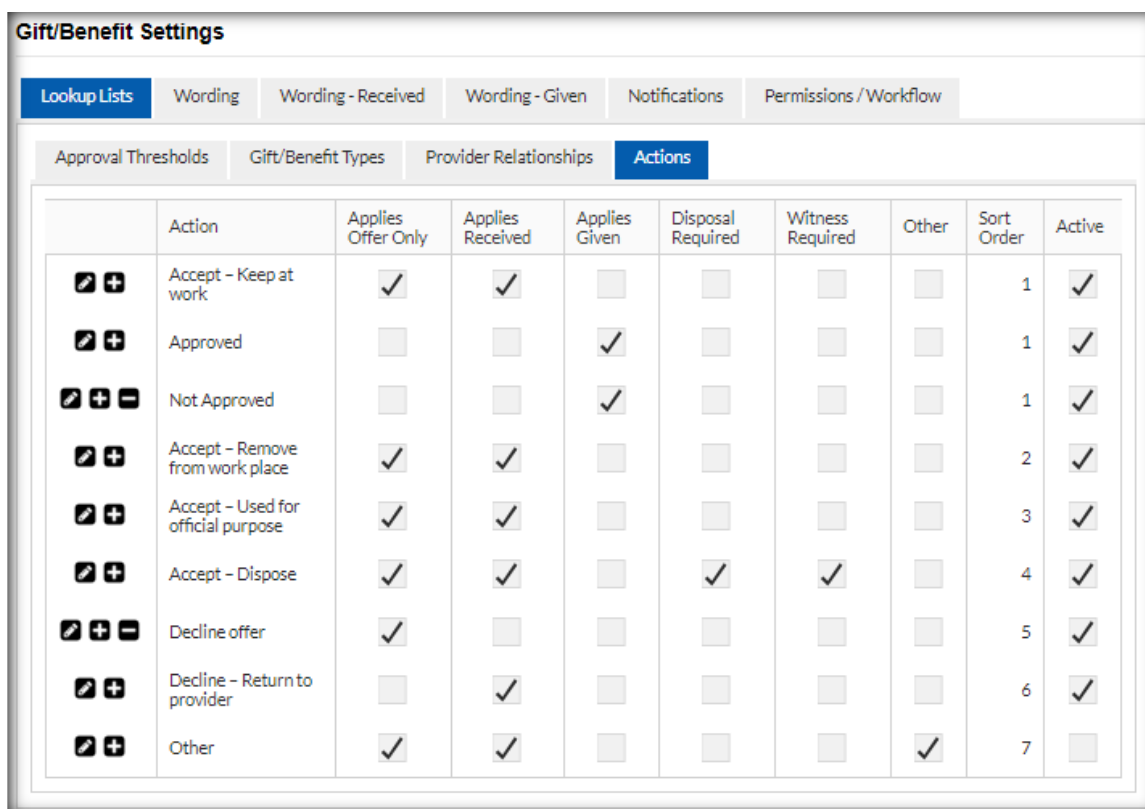
The screenshot shows the 'Gift/Benefit Settings' interface with the 'Provider Relationships' tab selected. The table below lists the relationship options, their 'Other' and 'Active' status, and their 'Sort Order'.





















	Relationship	Other	Active	Sort Order
 	Current Supplier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
 	Prospective Supplier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
 	Customer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
 	Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99

1. Add a new Relationship or Edit and existing one.
2. Give the relationship a name.
3. Ticking "Other" will require the applicant to enter further text information if this option is selected.
4. Ticking "Active" will mean this option will be displayed on the Form. If this field is not selected – or deselected – this option will no longer be displayed on the form and be available for use.
5. Use the Sort Order to arrange which order this option will appear in the Application Form.
6. Click on the tick item to save.

## Actions

The options for Proposed Actions can be customised by the Administration. Keeping these Actions specified allows for better reporting on common Actions taken.



	Action	Applies Offer Only	Applies Received	Applies Given	Disposal Required	Witness Required	Other	Sort Order	Active
 	Accept - Keep at work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>
 	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>
  	Not Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>
 	Accept - Remove from work place	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>
 	Accept - Used for official purpose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>
 	Accept - Dispose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>
  	Decline offer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
 	Decline - Return to provider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>
 	Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>

1. Add a new Action or Edit and existing one.
2. Give the Action a name.
3. Applies Offer Only – this action will only apply if the gift/benefit has been offered by an external party only and not yet received
4. Applies Received – this action will only apply if the gift/benefit has already been received from an external party.
5. Applies Given – this action will only apply if the gift/benefit is to be provided by the Department.
6. Disposal Required – This action will result in the gift/benefit requiring disposal workflow being applied.
7. Witness Required - This action will result in the gift/benefit requiring witness workflow being applied.
8. Ticking "Other" will require the applicant to enter further text information if this option is selected.
9. Use the Sort Order to arrange which order this option will appear in the Application Form.

10. Ticking "Active" will mean this option will be displayed on the Form. If this field is not selected – or deselected – this option will no longer be displayed on the form and will not be available for use.
11. Click on the tick item to save.

## Workflow Notifications and Emails

Lighthouse can generate several automatic emails notifying various interested parties of the progress of the disclosure application. These emails can be individually turned on, or off, and can also be editing to suit your organisation's policies.

Notifications with Event names prefixed by "Received" apply to gifts/benefits provided by an external party.

Notifications with Event names prefixed by "Given" apply to gifts/benefits provided by your organisation.

There are several pre-configured emails available for each possible stage of the workflow process. A tick in the "Send Email" box indicates an email will be sent for that stage. If the box is not ticked, no email will be sent for that stage.

### Turn off/on a Notification Email

1. Select the Edit icon for the individual Notification Email.
2. Select the Send Email box to turn emails on, deselect the Send Email box to turn emails off.
3. Click on the Save tick.

## Edit the content of a Notification Email

1. Select the Edit icon for the Notification Email. The editing screen will be displayed as shown below.

Subject	{NOTICETYPE}{ItemType}{Identifier}:{ItemName}	Edit
To Line	{EmailToFirstName}	Edit
Description	The item below has been submitted to {SubjectFirstName} {SubjectLastName} by {UserFirstName} {UserLastName} for {StageWaitingLabel}; {ItemSummary}	Edit
Button Text	Go to Item	Edit
Prefooter		Edit
Footer	If you have any questions, please contact us immediately. Kind regards, Financial Policy <input checked="" type="checkbox"/> Send Email	Edit

2. An example of the email as it appears to the recipient is displayed below.

**From:** Financial Management Compliance System [<mailto:noreply@fmcs.com.au>]  
**Sent:** Tuesday, 27 February 2018 3:41 PM  
**To:** Steve Three <[steve3@torquesoftware.com.au](mailto:steve3@torquesoftware.com.au)>  
**Subject:** [ADVICE] Gift/Benefit from External Party 6: Gina O'Brien - Conference, Other - Total \$3,000.00 (estimated)

**Financial Management Compliance System**

Steve

The item below has been submitted to Maurice Cruz by Gina O'Brien for Witness Confirmation:

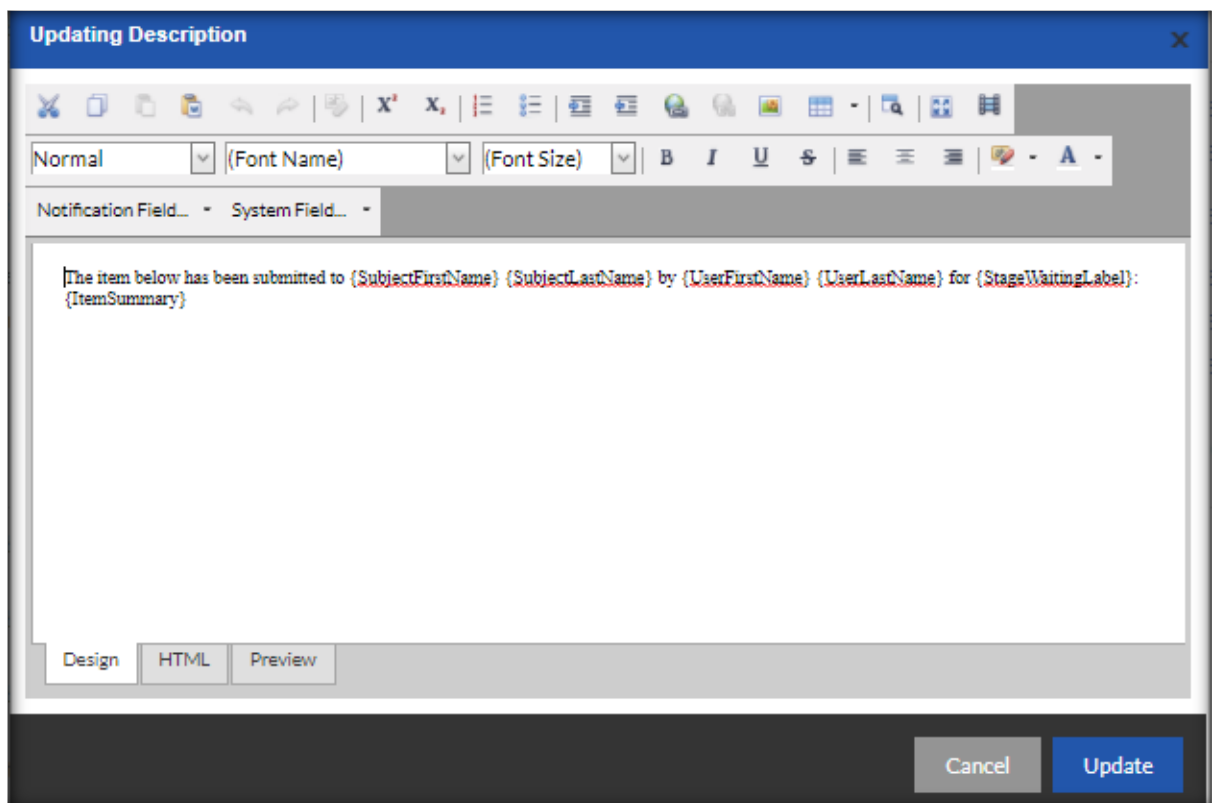
Identifier: **6**  
Offer Type: **Conference, Other**  
Value: **\$3,000.00**  
Recipient **Gina O'Brien**

This message is for your advice only. No action is required by you.

[Go to Item →](#)

If you have any questions, please contact us immediately. Kind regards, Financial Policy

- To Edit each field, click on the Edit text to the right of the dialog box.



- The standard email will for the notification will be displayed. The content can now be editing. Text can be formatted in standard word styles. Hyperlinks can also be added.
  - Merge fields for adding information from Lighthouse can also be inserted into the email. There are two types of Merge fields:  
System Fields – are merge fields from the Lighthouse global system of your organisation  
Notification Fields – are merge fields from the Gifts/Benefits module.
- To add or change a merge field, select it from the dropdown menus.
- The email can be viewed in Design, HTML and Preview formats.
  - Select the Update button to save changes.

## Country Maintenance

The list of countries, selectable for an external giver or receiver, are maintained in the countries tab within System Settings.

**TORQUE**  
SOFTWARE

Phone: 1300 795 581  
[www.torquesoftware.com.au](http://www.torquesoftware.com.au)

© 2017 Torque Software, All Rights Reserved.

---

**TORQUE**  
SOFTWARE

32 / 32