

# SAFETY PAPER

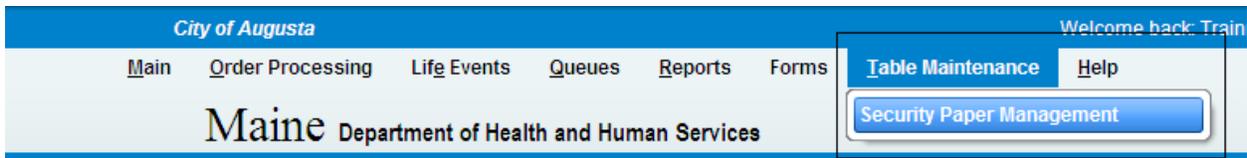
(ADD – VOID – VIEW)

When adding safety paper to DAVE it is faster and easier to add a range of safety paper that is in numeric order. For example, add safety paper numbers 100001 through 100050. Do not add more than 499 sheets of paper.

Please remember that the safety paper assigned to DAVE for your city/town should only be used for the EDRS/EBRS system.

## ADD SAFETY PAPER

1. Log into DAVE.
2. On the Main page select Table Maintenance (see below).
3. Select “Security Paper Management”.



4. The “Select the desired action” dialog box will open as shown below.
5. Select “Add Paper Numbers to Master Inventory” as shown below.

### Security Paper

Select the desired action

| Add   | Change  | View   |
|---|---|--|
| <input type="button" value="Add Paper Numbers to Master Inventory"/><br>Assign Security Paper | Void Security Paper<br>Delete from Master Inventory<br>Reassign to Master Inventory | View Security Paper Assignments<br>Search for Security Paper |

6. The “Add Paper Numbers to Master Inventory” dialog box will open as shown below.

### Security Paper

Add Paper Numbers to Master Inventory

Paper Type    
Beginning Number   
Ending Number  (To process a single piece of paper, leave 'Ending Number' blank)

- From the Paper Type dropdown box select “Safety Paper”.  
**Security Paper**

**Add Paper Numbers to Master Inventory**

|                  |   |   |   |
|------------------|---|---|---|
| Paper Type       | ▶ | <input type="text" value="Safety Paper"/> |   |
| Beginning Number | ▶ | <input type="text" value="100001"/>       |   |
| Ending Number    |   | <input type="text"/>                      | (To process a single piece of paper, leave 'Ending Number' blank) |

- In the Beginning Number text box key in the first safety paper number.

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**Security Paper**

**Add Paper Numbers to Master Inventory**

|                  |   |   |   |
|------------------|---|---|---|
| Paper Type       | ▶ | <input type="text" value="Safety Paper"/> |   |
| Beginning Number | ▶ | <input type="text" value="100001"/>       |   |
| Ending Number    |   | <input type="text"/>                      | (To process a single piece of paper, leave 'Ending Number' blank) |

**Save** **Return**

- In the Ending Number text box key in the last safety paper number as shown below.  
(Note: Do not add more than 499 sheets of paper.)

- Select SAVE.

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**Security Paper**

**Add Paper Numbers to Master Inventory**

|                  |   |   |   |
|------------------|---|---|---|
| Paper Type       | ▶ | <input type="text" value="Safety Paper"/> |   |
| Beginning Number | ▶ | <input type="text" value="100001"/>       |   |
| Ending Number    |   | <input type="text" value="100050"/>       | (To process a single piece of paper, leave 'Ending Number' blank) |

**Save** **Return**

- The “Add Paper Numbers to Master Inventory Results” dialog box will open.
- The message “Paper range was successfully added” will be shown as shown below.
- Click on the blue link “Assign part of this range”. (Note: If this step is skipped, go back to the Table Maintenance Menu and select “Assign Security Paper” to complete.)

Security Paper

Add Paper Numbers to Master Inventory Results

Paper Type Safety Paper  
Result(s) 000000100001 - 000000100050 Paper range was successfully added.  
Assign Range Assign part of this range  
Delete Range Delete part of this range

Return

14. The “Assign Security Paper” dialog box will open as shown below.

Security Paper

Assign Security Paper

Paper Type ▾ Safety Paper ▾  
Assign to Office ▾  
Beginning Number ▾ 100001  
Ending Number 100050 (To process a single piece of paper, leave 'Ending Number' blank)

Save Return

15. Select the “Assign to Office” drop down box as shown below.

Security Paper

Assign Security Paper

Paper Type ▾ Safety Paper ▾  
Assign to Office ▾  
Beginning Number ▾  
Ending Number ▾

- City of Auburn
- City of Augusta
- City of Augusta-do not use
- City of Bangor Maine
- City of Bangor(DO NOT USE)
- City of Bath
- City of Belfast
- City of Biddeford
- City of Brewer
- City of Calais
- City of Caribou
- City of Eastport
- City of Ellsworth
- City of Gardiner

16. Select your city/town.

17. The “Assign Security Paper Results” dialog box will open.

## Security Paper

### Assign Security Paper Results

|                 |   |
|-----------------|---|
| Paper Type      | Safety Paper  |
| Assigned Office | City of Augusta   |
|                 | <a href="#">View all ranges assigned to this office</a>   |
| Result(s)       | 000000100001 -<br>000000100050  |
|                 | Paper range was successfully assigned.  |
| Update Range    | <a href="#">Void part of this range</a>   <a href="#">Reassign part of this range to Master Inventory</a> |

[Return](#)

In the illustration above, the Results shows “Paper range was successfully assigned” to the City of Augusta.

## **VOID SAFETY PAPER**

Start at the Main page

1. Select Table Maintenance.
2. Select “Security Paper Management”.
3. Click “Void Security Paper” as shown below in the Change box.

### Security Paper

Select the desired action

| Add  | Change   | View   |
|--|--|--|
| Add Paper Numbers to Master Inventory<br>Assign Security Paper | <b>Void Security Paper</b><br>Delete from Master Inventory<br>Reassign to Master Inventory | View Security Paper Assignments<br>Search for Security Paper |

4. The “Void Security Paper” dialog box will open as shown below.
5. Complete all the required fields as indicated by red arrows.
6. Select SAVE.

### Security Paper

Void Security Paper

Paper Type

Assigned to Office

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Multiple Ranges

To void a single piece of paper, leave the Ending Number of the range blank.

Beginning Number  Ending Number  More Ranges

Reason

Save Return

## **VIEW SAFETY PAPER**

Start on the Main page.

1. Select Table Maintenance.
2. Select “Security Paper Management”.
3. Select “View Security Paper Assignments” from the View box shown below.

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### Security Paper

Select the desired action

| Add  | Change  | View  |
|--|---|---|
| Add Paper Numbers to Master Inventory<br>Assign Security Paper | Void Security Paper<br>Delete from Master Inventory<br>Reassign to Master Inventory | <b>View Security Paper Assignments</b><br>Search for Security Paper |

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4. The “View Security Paper Assignments” dialog box will open as shown below.
  5. Select the Paper Type from the dropdown box.
  6. Select the Assigned to Office dropdown to select your city/town.
  7. Select SEARCH.

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### Security Paper

View Security Paper Assignments

Paper Type

Assigned to Office

The “View Security Paper Assignments” dialog box will open for your city/town as shown below.

Security Paper

View Security Paper Assignments

Paper Type ▾ Safety Paper ▾

Assigned to Office City of Augusta ▾

| Range Assigned              | Sheets Voided | Sheets Used | Sheets Available  |
|-----------------------------|---------------|-------------|-------------------|
| 000000100001 - 000000100050 | 0             | 0           | 50                |
| 000000332312 - 000000333000 | 29            | 631         | 29                |
| 000000574001 - 000000574495 | 1             | 255         | 239               |
| 000000574501 - 000000575000 | 0             | 0           | 500               |
| 000000900700 - 000000900750 | 6             | 6           | 39                |
|                             |               |             | Total records : 5 |

Search Return

The “Range Assigned” column shown above displays all the safety paper range(s) keyed in.

The “Sheets Voided” column shows a count of all the safety paper that has been voided for that range.

The “Sheets Used” column shows a count of all the safety paper that has been used in that range.

The “Sheets Available” shows a count of all the safety paper that is still available for use in that range.

Click on any one of the numbers shown under the Sheets Voided, Sheets Used and Sheets Available columns to see the safety paper numbers that were voided, used, or still available for issuance.

For example, to see which safety paper numbers were voided in the range 332312 – 333000, click on the number 29 as shown below.

Security Paper

View Security Paper Assignments

Paper Type ▾ Safety Paper ▾

Assigned to Office City of Augusta ▾

| Range Assigned              | Sheets Voided | Sheets Used | Sheets Available  |
|-----------------------------|---------------|-------------|-------------------|
| 000000100001 - 000000100050 | 0             | 0           | 50                |
| 000000332312 - 000000333000 | 29            | 631         | 29                |
| 000000574001 - 000000574495 | 1             | 255         | 239               |
| 000000574501 - 000000575000 | 0             | 0           | 500               |
| 000000900700 - 000000900750 | 6             | 6           | 39                |
|                             |               |             | Total records : 5 |

The page will expand and a Selected Range Detail box will appear showing all 29 safety papers that have been voided.

Security Paper

View Security Paper Assignments

Paper Type ▾ Safety Paper ▾

Assigned to Office City of Augusta ▾

| Range Assigned              | Sheets Voided | Sheets Used | Sheets Available  |
|-----------------------------|---------------|-------------|-------------------|
| 000000100001 - 000000100050 | 0             | 0           | 50                |
| 000000332312 - 000000333000 | 29            | 631         | 29                |
| 000000574001 - 000000574495 | 1             | 255         | 239               |
| 000000574501 - 000000575000 | 0             | 0           | 500               |
| 000000900700 - 000000900750 | 6             | 6           | 39                |
|                             |               |             | Total records : 5 |

| Selected Range Detail       |
|-----------------------------|
| 000000332387 - 000000332395 |
| 000000332434 - 000000332440 |
| 000000332627 - 000000332632 |
| 000000332682 - 000000332687 |
| 000000332905                |

Search Return

There may be occasions when a safety paper used doing an issuance will trigger a popup message stating the safety paper has already been used. The following is a great tool when trying to check the status of a safety paper.

1. Go to the Main page.
2. Select Table Maintenance.
3. Select “Security Paper Management”.
4. Select Search for a Security Paper as shown below.

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#### Security Paper

Select the desired action

| Add  | Change  | View  |
|--|---|---|
| Add Paper Numbers to Master Inventory<br>Assign Security Paper | Void Security Paper<br>Delete from Master Inventory<br>Reassign to Master Inventory | View Security Paper Assignments<br><b>Search for Security Paper</b> |

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5. Complete the Paper Type and Paper Number dropdown boxes as shown below.
6. Select SEARCH.

#### Security Paper

Search for Security Paper

Paper Type ▾  
Paper Number ▾ Safety Paper

Search Return

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7. The Search for Security Paper dialog box opens as shown below.

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## Security Paper

Search for Security Paper

Paper Type ▾ Safety Paper ▾

Paper Number ▾ 332387

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### Search Results

|                    |                                |
|--------------------|--------------------------------|
| Assigned To        | City of Augusta                |
| Status             | Void                           |
| Order Number       | 20121200866                    |
| Order Subject Name | Talan Kirk                     |
| Applicant Name     | Plummer Funeral Home (Augusta) |
| Clerks Name        | pcjd Marie wdotbn              |

[Search](#) [Return](#)

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The page above contains lots of data regarding the safety paper. It will indicate what city/town it was assigned to, the order number, applicant number and the clerk's name as shown above.

In the example below, the City of Augusta clerk is able to see the status of safety paper that was assigned to the City of Portland.

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## Security Paper

Search for Security Paper

Paper Type ▾ Safety Paper ▾

Paper Number ▾ 397767

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### Search Results

|                    |                  |
|--------------------|------------------|
| Assigned To        | City of Portland |
| Status             | Void             |
| Order Number       |                  |
| Order Subject Name |                  |
| Applicant Name     |                  |
| Clerks Name        |                  |

[Search](#) [Return](#)

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Select the Return button at any time to go back to the Main page.