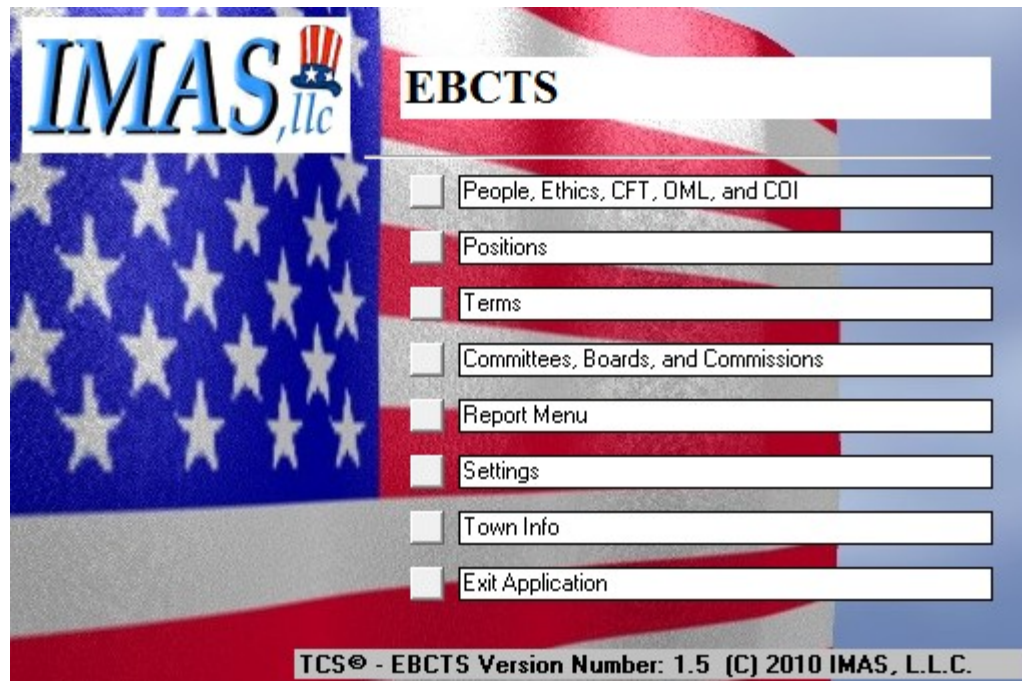


# **EBCTS®** Training / Introduction

## March 2012



# What is **EBCTS®**

*Ethics, Elections, Boards, Commissions and Committees Tracking System*

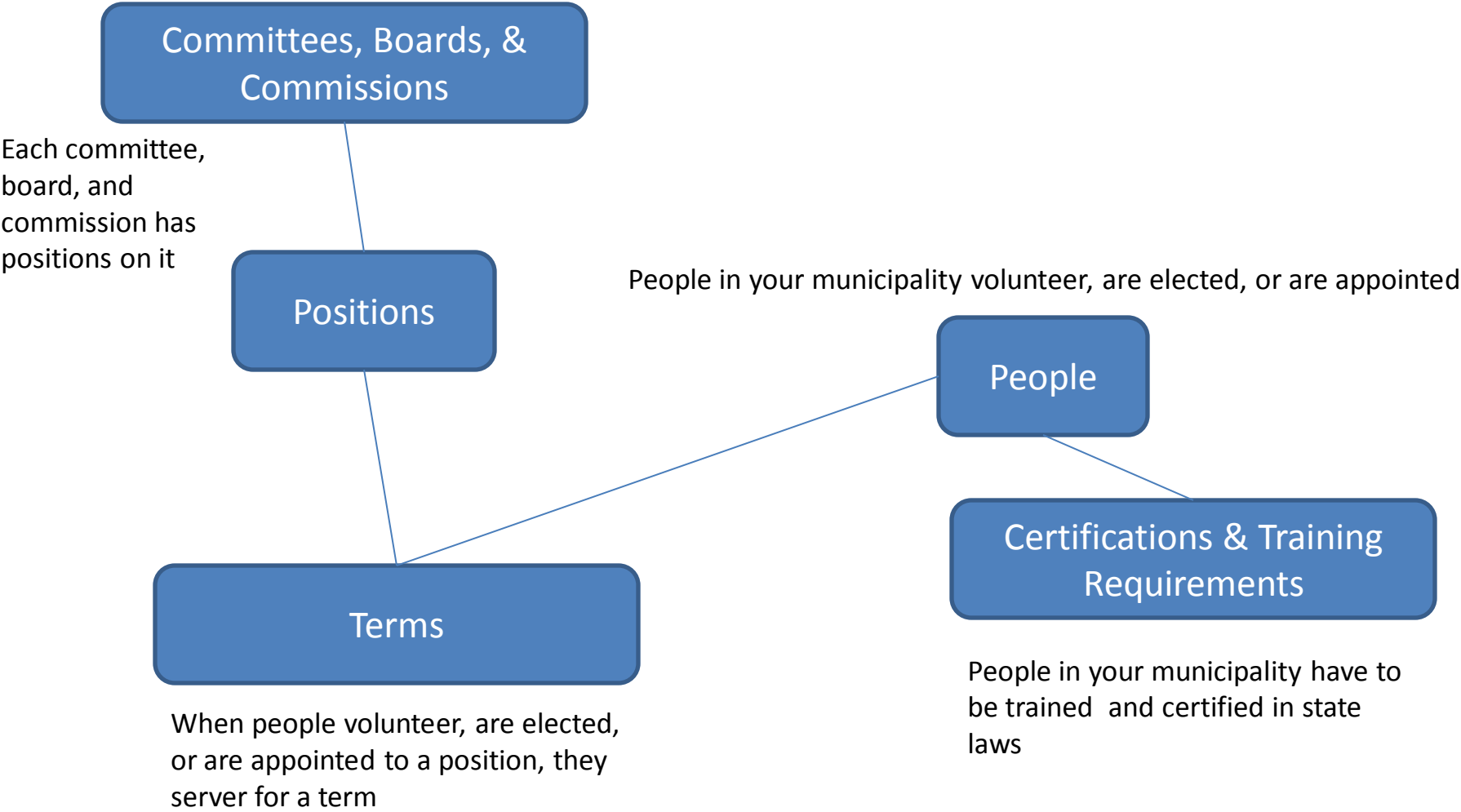
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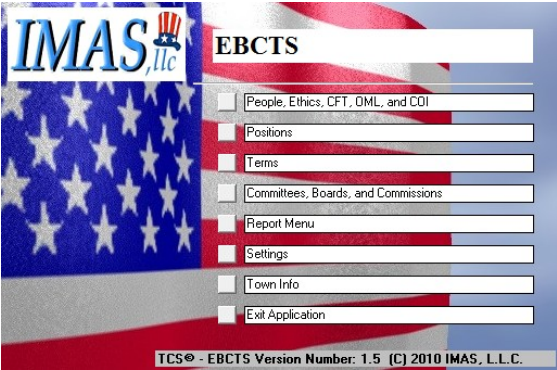
**EBCTS®** is a desktop based system used to record and track the following things within a municipality:

- Committees, Commissions, and Boards
- The open and filled positions on committees, commissions, and boards
- The people who fill those positions
- The terms they are in the positions
- Certifications and sign-off for tracking ethics training, campaign finance tracking, open meeting law, conflict of interest, and criminal offense background checks

**EBCTS®** has an SPV module which allows you to scan documents and link them to records.

# Entities & Relationships Recorded in *EBCTS®*





Main Menu

The image is a screenshot of the EBCTS software interface, specifically the "Committees, Boards, and Commissions" form. The form is divided into several sections: "Committees, Boards, and Commissions" (with fields for Name, Objective/Charge, Number of Members, Term Length, and Member Names), "Positions" (with fields for Position ID, Position Title, Committee, Board, or Commission, and Position Description), "Responsibilities" (with a field for Responsibilities), "Appointed, Elected, or Hired Employee" (with a field for Name), "Standard Term Years" (with a field for Years), "Paid or Volunteer" (with a dropdown for Member (M) or Alternate (A)), "Email Agenda" (with checkboxes for Email Agenda, Email Minutes, and Email Note), "Forced Vacancy Date" (with a field for Date), "Terms" (with fields for Term ID, Name, Position, Committee, Commission, Board, or Dept, Term Start, Term End, SubTerms, Date Appointment Letter Sent, Date Appointed, Date Term In, Date Qualified, Term Closed Early, Closed Early Reason, Reappointment Requested At End Of Term, Conflict of Interest Receipt Returned, Date Reappointed, and Reappointment Comments), and "Number of Meetings Attended Per Year" (with a table for Year and # Of Meetings Attended). The form also includes buttons for "New Record", "Save", "Previous", "View Position", "Print Appointment Letter", and "Print Appointment Slip".

Forms

The image is a screenshot of the EBCTS software interface, specifically the "Scanning" form. It features a "File Location" field, a "View" button, a "Browse" button, and four buttons labeled "Save", "Delete", "Scan Document", and "Scan Menu". At the bottom right, there is a "Close" button.

Scanning

Common Navigation & Buttons

The image is a screenshot of the EBCTS software interface showing common navigation buttons. The buttons are arranged in a row and are labeled: "New Record", "Save", "Previous", "Next", "Delete", "Search", and "Close".

# EBCTS® Committees, Boards, and Commissions

Committees, Boards, and Commissions

Committee, Board, or Commission Name:

Test Committee

Objective/Charge:

What is the purpose of this committee

Members

Alternates

Number Of

4

0

Term Length (years):

4

0

Vacancies:

4

0

Member Memo:

Liason:

Chairperson:

Status:

Active

Usual Number of Meetings Held Per Year:

4

Actual Meetings Held Per Year

☐ List Returned For This Year

Yearly Review Scheduled:

Last Date Reviewed:

Current Positions and Terms:

Full Name	Position	M/A	Start	End
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New Record

Save

Previous

Next

Delete

Search

Close

It all starts with the Committee, Board, or Commission

# EBCTS® Positions

Positions

PositionID: 4003 ☒ Active

Position Title: Chairmen

Committee, Board, or Commission: Test Committee

OR

Department or Elected Position or Special Municipal Employee:

Position Description: Head of Committee

Responsibilities: Leader

Appointed, Elected, or Hired Employee: Appointed By Selectmen

Standard Term Years: 4 Paid or Volunteer: Volunteer Member (M) or Alternate (A): M

☐ Email Agenda ☐ Email Minutes ☐ Email Note Forced Vacancy Date:

View Position History

New Record

Save

Previous

Next

Delete

Search

Close

We add open positions to committees, boards, & commissions

People

General InfoEthics TrackingCampaign FinanceOpen Meeting LawConflict of InterestCORI

Person ID:4004Active

Title:Mr.

First Name:Your

Middle Name:

Last Name:User

Suffix:

Business Name:

Address 1:12Pine Street

Address 2:

City:Brookline

State:MAZip Code:

Status:

Department:

Background:

Interests:

Home Phone Number:

Office Phone Number:

Cell Phone Number:

Fax Number:

Telephone 1:Ext.

Telephone 2:Ext.

Email Address:

Birthdate:

Political Party:

Info Card On File

Info Card Date:

Justice of the Peace

StartEnd

Notary

Account Number:

Date Cert Issued:

Date Term Expires:

Date Oath Administered:

Oath Administered By:

View Current Positions

View All Positions (Historical and Current)

New Record

Save

Previous

Next

Delete

Search

Close

We record the people who can be on the committees

People

General Info Ethics Tracking Campaign Finance Open Meeting Law Conflict of Interest CORI

Person ID: 1884 ☒ Active

Title: Mr.

First Name: Your

Middle Name:

Last Name: User

Suffix:

Business Name:

Address 1: 12 Pine Street

Address 2:

City: Brookline

State: MA Zip Code:

Status:

Department:

Background:

Interests:

Home Phone Number:

Office Phone Number:

Cell Phone Number:

Fax Number:

Telephone 1: Ext.

Telephone 2: Ext.

Email Address:

Birthdate:

Political Party:

☐ Info Card On File

Info Card Date:

☐ Justice of the Peace

Start End

☐ Notary

Account Number:

Date Cert Issued:

Date Term Expires:

Date Oath Administered:

Oath Administered By:

View Current Positions

View All Positions (Historical and Current)

New Record

Save

Previous

Next

Delete

Search

Close

We record their certifications and training



Terms

TermID: 4008

Person: 4004 Name: Your User

Position: 4003 Position Name: Chairmen

Committee, Commission, Board, or Dept: Test Committee

Term Start: 1/1/2012 Term End: 12/31/2016

Date Appointment Letter Sent:

Date Appointed:

Date Sworn In:

Date Qualified:

☐ Term Closed Early

Closed Early Reason:

Reappointment Requested At End Of Term ☐

Conflict of Interest Receipt Returned: ☐

Date Reappointed:

Reappointment Comments

Print Appointment Letter

Print Appointment Slips

New Record

Save

Previous

Next

Delete

Search

Close

SubTerms:

Position Name	Term Start	Term End

Record: 1 of 1 No Filter Search

Number of Meetings Attended Per Year:

Year	# Of Meetings Attended
	0

Record: 1 of 1

We record the term a person holds for a position on a committee, board, or commission

Current Committee/Board Positions By People

Current Committee/Board Positions By People As Of...

Test Committee

Current Positions By Committee, Board, or Commission (1)

Current Positions By Committee, Board, or Commission (All)

Current Positions By Committee, Board, or Commission (2)

Info Cards By Committee, Board, or Commission

Ethics Training Report

Date Trained FromTo

Campaign Finance By Year

Year:

Conflict Of Interest Report

Date Trained FromTo

Open Meeting Law Report

Certification Received FromTo

People By Qualified Date

Date Qualified FromTo

Reappointment Letters Mail Merge To Chairmen

Appointment Expiration Date:

Reappointment Report All Commissions

Meeting Year:

Reappointment Report By Commission

Reappointment Letters Mail Merge Direct Letter

Report Menu

Report Formats

Current Positions by Person

	Position Title	Committee, Board, or Commission	Department	Start	End
User, Your	Chairmen	Test Committee		1/1/2012	12/31/2016

Test Committee

Charge: What is the purpose of

# of Members: 4 # of Alternates: 0

Term Members: 4 Years

Term Alternates: 0 Years

Openings (members): 3 Openings (alternates): 0

Liason:

User, Your	Chairmen	
12 Pine Street		Home Phone:
Brookline, MA		Office Phone:
Date Originally Appt:	1/1/2012	Fax Phone:
Appt. Expiration Date:	12/31/2016	E-Mail:
Appointment Status:	Current	

Reappointments - Monday, January 16, 2012

Test Committee

Term Years	Member Name	Position	Expiration	# of Meetings	Comments
4	User, Your	Chairmen	12/31/2016		