

TIPS TRICKS 2020

DADE COUNTY TECHNOLOGY

November 11, 2020

Etrieve Replaces eForms

Recently eForms (the system we use to see pay stubs, sign contracts, fill out purchase requisitions, etc.) was replaced by Etrieve. On the web sites the Briefcase icon that pointed to eForms has been replaced with the icon below (a lowercase “e” with a leaf above it) which point to the new Etrieve server.



Today’s installment of Tips & Tricks 2020 will share with you how to log in on the new Etrieve server, how to know if you are properly set up, and why this is important.

How to log in (Current Dade County Employees):

If you are already logged into your Dade County email account (ie. [johndoe@dadecs.org](mailto: johndoe@dadecs.org)) then simply click on the Etrieve icon on one of the school web sites or the county site. The page that opens will have a login screen but instead, click on the DC Logo below the login fields (see the image at the bottom of this document). Etrieve should open to your personal workspace.

If you are not already logged into your Dade County email account and you click on the Etrieve icon, you will be prompted to log in via your Google (@dadecs.org) account. Once you log in there you will be forwarded to your Etrieve personal workspace.

How to log in (Substitutes and Inactive Employees):

When you click on the Etrieve icon on one of the school web sites or the county site, the Etrieve login page will open (see the image at the bottom of this document). You will need to log in using the login/password fields on the page (NOTE: Contact Dade County Technology by submitting a [Technology Help Ticket](#) if you need help with your login or password).

How to know if you are properly set up:

When you enter the Etrieve workspace you should land on the Etrieve Central page where you should see items such as Inbox, Activity, Forms, Reports, etc... If you do not see these type things on your Central workspace or if you have no forms listed under Forms, then you need to submit a Technology Work Ticket and request that your account be checked. This is usually an easy fix but the technology staff would need to know you are having issues.

Why it is important to look into this now:

Right after Etrieve came online we had an employee who was planning to look into purchasing a new vehicle. One of the items she needed was a recent pay stub. Since she was not properly set up in Etrieve (I believe there was an old email address present using her maiden name and the personal identifiers (Employee ID number and Social Security number) were not listed. This kept her from accessing her account until the corrections could be made.

So... please take a moment to log into Etrieve and verify that your account is set up properly. If you have any troubles with the account, please submit a [Technology Work Ticket](#).



Please send any questions or comments about this installment of Tips & Tricks 2020 to technology@dadecs.org.