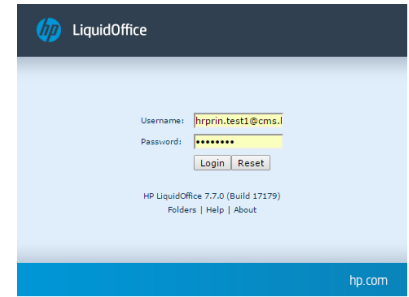




Does the system look different?

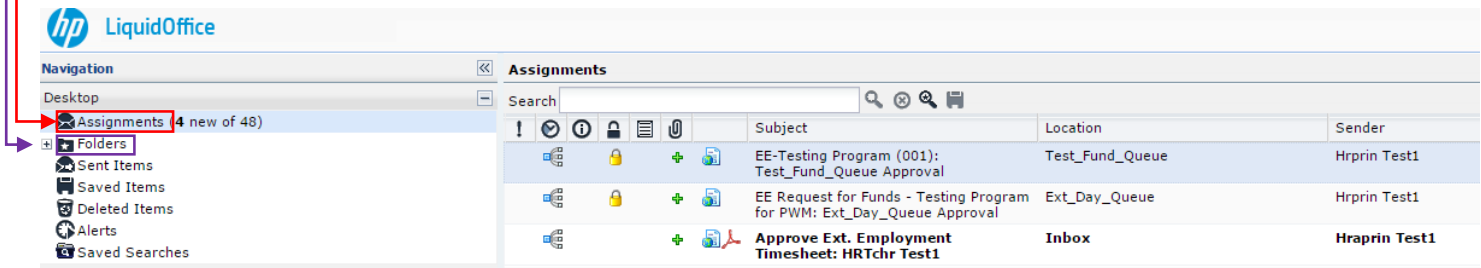
Slightly. We jumped several versions of software, and LiquidOffice (LO) is also now owned by Hewlett Packard (HP).



Old Look (Tabs):



New Look (Left Navigation Bar):



What does this mean for me?

- Access LiquidOffice (LO) from any browser without compatibility issues.
- Access LiquidOffice (LO) using the same link (<http://hrliquidoffice.cmsdomain.cms.k12.nc.us/jsp/login.jsp>) and username/password.
- You will still need to be within the CMS Firewall in order to access LiquidOffice (LO).

Have questions?

Please submit a [Cherwell](#) ticket to Human Resources.

Please see reverse side for general information regarding LiquidOffice.



What forms are completed using LiquidOffice?

- Extended Employment Forms
- Compensatory Time Agreement Forms

How do I log into LiquidOffice?

Username: Full email address including the @cms.k12.nc.us

Password: The same as your network password (what you use to log onto a CMS computer). If you cannot remember this please call the technology helpdesk at 980-343-5736

How do I navigate LiquidOffice?

TOOLBAR Administrator

NAVIGATION

ASSIGNMENTS

Search

Subject Location Sense Res/Avail Originator

CENTRAL PANE

ADDITIONAL INFORMATION

Notes Attachments History

User Value Subject Note

Page 1 of 1

No Items to Display

Sign Off

This is the Help icon which is a great resource when learning to navigate the system.

Hover over each icon and a screen tip will appear to describe it.

hp LiquidOffice

Navigation

Desktop

Assignments (4 new or 40)

Folders

HR

Public

Sent Items

Saved Items

Deleted Items

Alerts

Saved Searches

Minimize/Expand Navigation Pane

Inbox of work assigned to you

Click the + to access folders you have rights to

View your items you have sent

You cannot access or recover forms once they've been deleted

Please see reverse side for information regarding LiquidOffice Upgrade.