



## **FACT SHEET**

### **BP Logix**

#### **DESCRIPTION**

BP Logix (formerly iMarkup) is an on-line system that allows NIMH employees to submit various administrative requests and obtain electronic approvals. NIMH converted paper request forms into "eforms" and uploaded them into the system. The system routes each eform to the appropriate reviewer for further action, including the requestor's supervisor if supervisory approval is needed. It also notifies Administrative Officers, when necessary. The system contains a workflow function that advises relevant parties of the request status throughout the review process. The system contains a report function that allows requestors to generate a report detailing requests that requestor has submitted and the final outcome. Some of the eform requests include new equipment, business card application, remote access request, overtime request and travel request. The system is easy to use, and NIMH employees have been very responsive to the conversion from paper documents to eforms.

#### **PURPOSE**

NIMH created the system to increase efficiency, reduce paper usage and promote timely review of requests, as well as to educate users and enhance compliance. Besides streamlining the submission, review and tracking of these official duty requests, the systems integrate the ethics requirements so that in completing the form, the rules are automatically applied to the request. Consequently, the filer learns the rules and is unable to request approval for prohibited activities.

#### **PRODUCT ADAPTABILITY**

The system is easily transferable to any user. NIMH purchased a license to a commercial, off-the-shelf system, and the NIMH Information Technology Department customized the system for NIMH's specific needs.

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