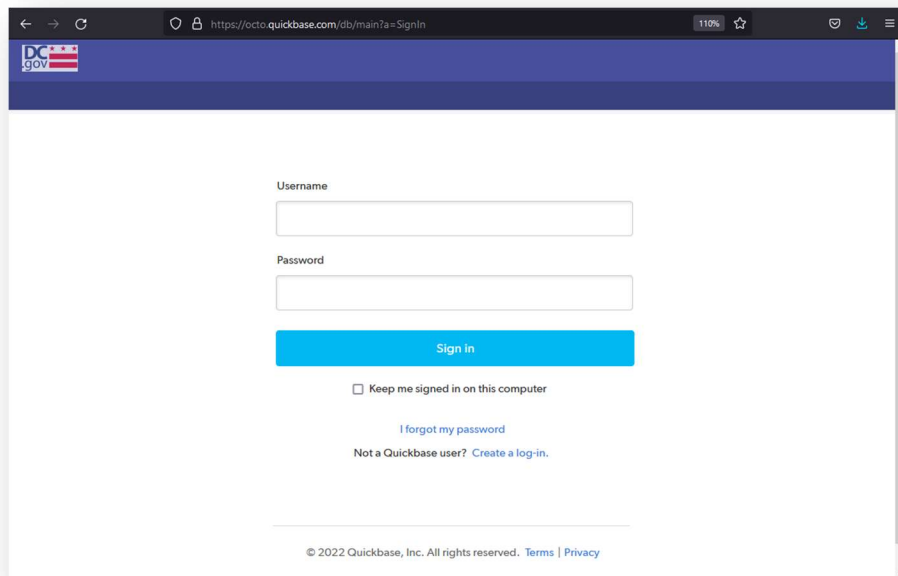


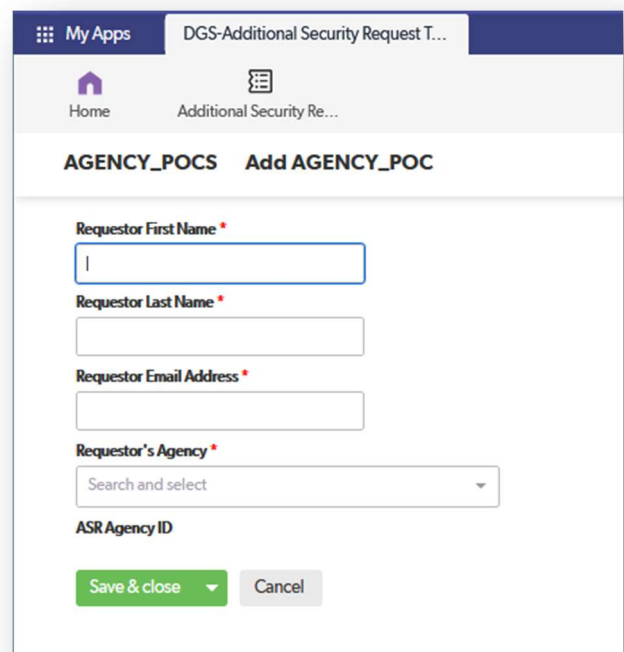
INSTRUCTIONS TO SUBMIT AN ADDITIONAL SECURITY REQUEST (ASR)

1. Click the following to open the [ONLINE ASR SYSTEM](#).
2. Log in to Quickbase using the DC GOV Email address and password.



A screenshot of a web browser showing the Quickbase login page. The address bar displays 'https://octo.quickbase.com/db/main?z=SignIn'. The page has a blue header with the 'DC gov' logo. The main content area contains a login form with fields for 'Username' and 'Password', a blue 'Sign in' button, a checkbox for 'Keep me signed in on this computer', and links for 'I forgot my password' and 'Not a Quickbase user? Create a log-in.'. The footer shows '© 2022 Quickbase, Inc. All rights reserved. Terms | Privacy'.

3. From the Dashboard, click on the **Create My ASR Profile** or if you already have a profile, click on **Add ASR**
4. Enter last name, first name, email, and agency
5. From the dashboard, click on **Add ASR**



A screenshot of the 'Add AGENCY_POC' form in the Quickbase dashboard. The form is titled 'AGENCY_POCS Add AGENCY_POC'. It contains several required fields marked with a red asterisk: 'Requestor First Name', 'Requestor Last Name', 'Requestor Email Address', and 'Requestor's Agency'. The 'Requestor's Agency' field is a dropdown menu with the placeholder text 'Search and select'. Below these fields is the 'ASR Agency ID' label. At the bottom, there are two buttons: a green 'Save & close' button and a grey 'Cancel' button.

My Apps
DGS-Additional Security Request T...

Home
Additional Security Re...

DGS-Additional Security Request Tra...
REQUESTOR

Welcome to the DGS Additional Security Request System

Please follow the instructions below.

INSTRUCTIONS for Requestors

FIRST TIME USERS: For all users that have no records on reports below, please begin with clicking on the blue, " Create My ASR Profile " button. You will be prompted to enter your full name, email for future use of this Request System.

For all other users, please start a new ASR request by clicking on the purple " Add ASR " button. If you have already started an ASR request, you can resume or check on the status using the " MY ASRs " report below.

You also have the ability to track all SITES for Security Coverage per your Agency, using the last report at the bottom of the page.

[Requestor Instructions](#)

INSTRUCTIONS for Signatories

If you have received an email to provide consent for an ASR, follow the link provided in the email.

Please [click here](#) to navigate to the signatory dashboard.

This group includes Agency AFO and Agency Directors, who have been invited to provide their digital signatures for a submitted ASR.

Create My ASR Profile

Add New ASR

AGENCY_ID	AGENCY_ORGANIZATION	CONTACT_FIRST_NAME	CONTACT_LAST_NAME	CONTACT_EMAIL	Add ASR
15	DC PUBLIC SCHOOLS	Madhu	Hapu	Madhujith.Hapuarachchi@Codicetech.com	Add ASR

- Enter Signatory information
- Enter Request Details in **Step 1** through **Step 5**.

Home
Additional Security Re...

Additional Security Request
Add ASR

Reports & Charts

Request Type *
New

ASR#
Date Created

Step 1: Requestor Contact Information

Agency/Organization
DC PUBLIC SCHOOLS
ASR Agency ID
15

Requestor First Name
Madhu
Requestor Last Name
Hapu

Requestor Email Address
Madhujith.Hapuarachchi@Codicetech.com

Step 2: On Site Supervisor

ASR On-Site Supervisor *
ASR On-Site Supervisor's Phone Number *

Step 3: Authorizing Authority

*****Please ensure that the email address that you enter is a DC Government Email Address*****

Authorizing Authority First Name *
Authorizing Authority Last Name *
Authorizing Authority Email *

AA_USER
AA_NAME

Step 4: Agency Fiscal Officer

*****Please ensure that the email address that you enter is a DC Government Email Address*****

Agency Fiscal Officer's First Name *
Agency Fiscal Officer's Last Name *
Agency Fiscal Officer's Email Address *

AFO_USER
AFO_NAME

Step 5: Request Details

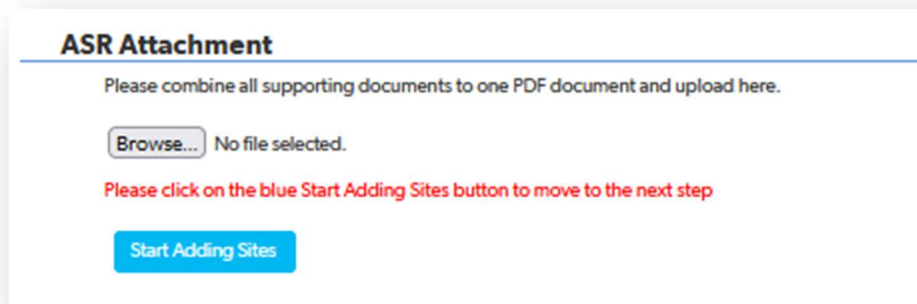
Purpose of Coverage *
Date on which your agency will have funds secured for this ASR *
Scope of duties expected *

Start date of commencement *
End date of commencement *

Concerns/Risks at site *
ASR Status
Pending

Sector

8. Add any supporting documents



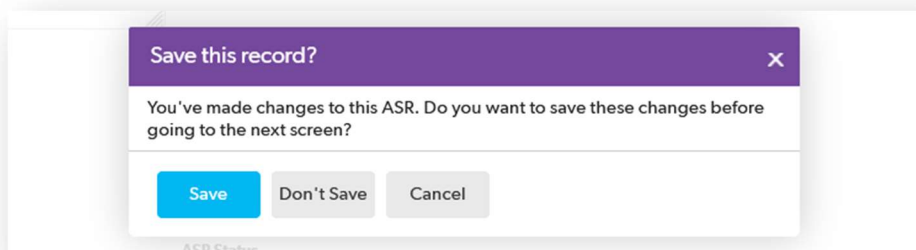
ASR Attachment

Please combine all supporting documents to one PDF document and upload here.

No file selected.

Please click on the blue Start Adding Sites button to move to the next step

9. Click on **Start Adding Sites**

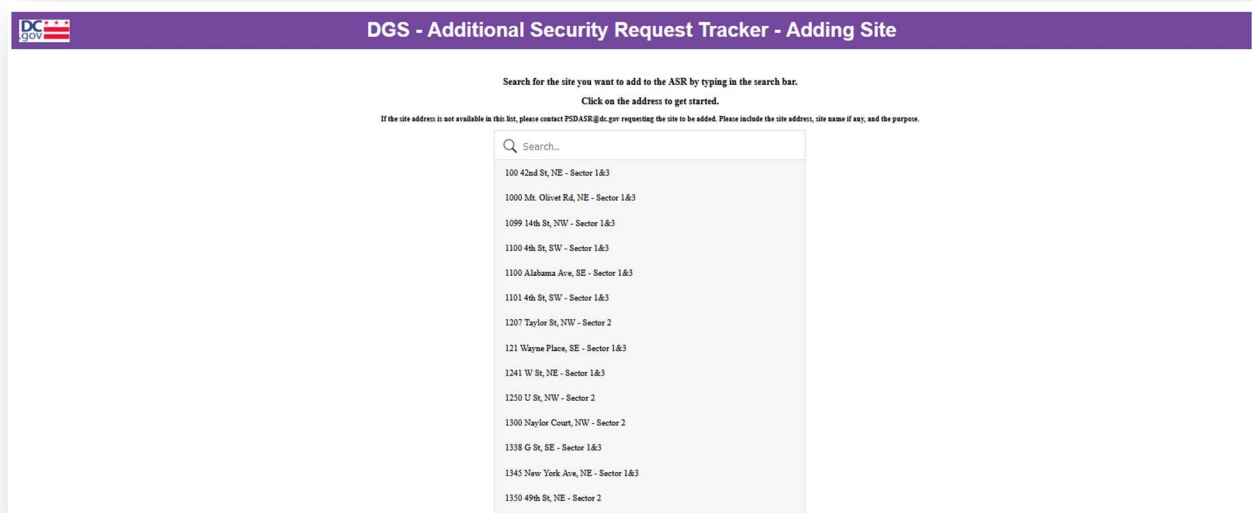


Save this record? ×

You've made changes to this ASR. Do you want to save these changes before going to the next screen?

10. "Save this record?" message will pop up, click **SAVE**

11. Search and click on the address



DGS - Additional Security Request Tracker - Adding Site

Search for the site you want to add to the ASR by typing in the search bar.
Click on the address to get started.

If the site address is not available in this list, please contact PSDASR@d4c.gov requesting the site to be added. Please include the site address, site name if any, and the purpose.

- 100 42nd St, NE - Sector 1&3
- 1000 Mt. Oliver Rd, NE - Sector 1&3
- 1099 14th St, NW - Sector 1&3
- 1100 4th St, SW - Sector 1&3
- 1100 Alabama Ave, SE - Sector 1&3
- 1101 4th St, SW - Sector 1&3
- 1207 Taylor St, NW - Sector 2
- 121 Wayne Place, SE - Sector 1&3
- 1241 W St, NE - Sector 1&3
- 1250 U St, NW - Sector 2
- 1300 Naylor Court, NW - Sector 2
- 1338 G St, SE - Sector 1&3
- 1343 New York Ave, NE - Sector 1&3
- 1350 49th St, NE - Sector 2

12. Add security details for site 1

Cost Summary

ASR Total Cost \$0.00 ASR Total hours of Coverage 0 ASR Total number of officers 0 **Calculate Cost**

*****Once all the security details are added for each of the sites, please click on the Calculate Cost button to update the Total Cost for the ASR*****

Site 1 Details Site 2 Details Site 3 Details Agency Approvals Generate LOI DGS Approvals Generate ASR Document EMAIL LOG APPROVAL LOG

ASR Site 1 Name DC Records Center ASR Site 1 Sector Sector 1&3 Site 1 Estimated Crowd

Site 1 Total Hours of Coverage Site 1 Number of Officers Site 1 Cost

Security details

New Security detail More 0 Security details

	Post	Number of Officers	Type of Security	Hours of Coverage (per day)	Date of Commencement	End Date	Shift Start Time	Shift End Time	Description of Site Concern	Total Cost	Status
	Entrance - Side	4	Armed Special Police Officer	5	09-30-2021	10-07-2021	10am	3pm	stray dogs		

Save & close **Cancel**

13.If more sites need to be added, continue to select sites

14.Continue to Add security details for each of the sites

Site 1 Details Site 2 Details Site 3 Details Agency Approvals Generate LOI DGS Approvals Generate ASR Document EMAIL LOG APPROVAL LOG

ASR Site 2 Name ASR Site 2 Sector ASR Site 2 Estimated Crowd

Site 2 Total Hours of Coverages

Security details

New Security detail More

Showing first 100 of 400 choices

SITE_NAME	SITE_ADDRESS	SECTOR
107 Wayne Place SE	107 WAYNE PLACE SE	Sector 1&3
117 Wayne Place SE	117 WAYNE PLACE SE	Sector 1&3
1324 Mississippi Avenue SE	1324 MISSISSIPPI AVENUE SE	Sector 1&3
1860 Kendall St NE	1860 KENDALL STREET NE	Sector 1&3
199 Chesapeake St SW	199 CHESAPEAKE STREET SW	Sector 1&3
1st District Substation	500 E STREET SE	Sector 1&3

Site 2 Cost

0 Security details

Shift End Time	Description of Site Concern	Total Cost	Status

15.Once all the sites have been added, click on the **Calculate Cost** button

16.If Errors were found in the submission, they will be highlighted in red.

Security Detail Validation

ERROR: Unable to calculate cost for the ASR due invalid dates on one or more security details [Highlighted in Red], Please correct and calculate cost if this was submitted in error. Please refer to message below for emergency requirements.

Additional Security Requests (ASRs) must be submitted with at least five-hour notice. If this security need is requested for services happening less than five hours from now, please do not complete this form. Rather, please email the PSD Associate Director with your request. Note: only emergency requests will be reviewed.

Christopher Prince, Interim Associate Director for Protective Services
Contact Email: christopher.prince@dc.gov

*****Once all the security details are added for each of the sites, please click on the Calculate Cost button to update the Total Cost for the ASR*****

Site 1 Details | Site 2 Details | Site 3 Details | Agency Approvals | Generate LOI | DGS Approvals | Generate ASR Document | EMAIL LOG | APPROVAL LOG

ASR Site 1 Name: DC Records Center | ASR Site 1 Sector: Sector 1&3 | Site 1 Estimated Crowd: 20 - 40

Site 1 Total Hours of Coverage: 112 | Site 1 Number of Officers: 19 | Site 1 Cost: \$0.00

Security details

Full Report | More ▾ | 3 Security details

	Post	Number of Officers	Type of Security	Hours of Coverage (per day)	Date of Commencement	End Date	Shift Start Time	Shift End Time	Description of Site Concern	Total Cost	Status
✎	Loading Dock	11	Unarmed Special Police Officer	2	09-27-2021	09-27-2021	5:00 am	7:00 am	rats	\$0.00	- Less than 5 hours before start time
✎	Office Suite	4	Armed Special Police Officer	5	09-07-2021	10-20-2021	3:00 pm	8:00 pm	stray catss	\$0.00	- Start date is in the Past
✎	Entrance - Side	4	Armed Special Police Officer	5	10-30-2021	10-07-2021	10:00 am	3:00 pm	stray dogs	\$0.00	- End date must not be before the Start date
TOT		19		12						\$0.00	

- If there are errors found in the security detail, the calculation will be set to \$0.00
- Security details with the error will highlight in red and the error will be displayed on the status field.
- Correct or delete and click on **Calculate Cost** to proceed.

17. Click on the **Agency Approvals** tab and enter the **Funding Attributes**

18.Review ASR request and click **Save & Close**.

19. Application will send out notifications to the requestor and DGS Reviewers.



notify@quickbase.com

Mon 9/27/2021 1:49 AM

To: Madhujith Hapuarachchi

An ASR for DC Public Schools for Need more security on

- DC Records Center - 1300 NAYLOR COURT NW;
- 1324 Mississippi Avenue SE - 1324 MISSISSIPPI AVENUE SE;
- Benning Park Recreation Center - 5100 SOUTHERN AVENUE SE;

has been created.

Please click here to begin the consent process: [Click here to add your electronic signature](#)

[Reply](#)

[Forward](#)

20.DGS will review the request and contact requestor if any changes were made.

21.Once DGS Reviewers approve the ASR request, the AFO will be notified via email to approve with their signature.

22. The requestor will be notified when the AFO signature is received.

23.The requestor returns to the **ASR** via dashboard or email link.

24.Navigate to the **Generate LOI** tab and click on **Generate LOI**

Cost Summary

ASR Total Cost	ASR Total hours of Coverage	ASR Total number of officers	Calculate Cost
\$32557.42	177	25	

*****Once all the security details are added for each of the sites, please click on the Calculate Cost button to update the Total Cost for the ASR*****

Site 1 Details

Site 2 Details

Site 3 Details

Agency Approvals

Generate LOI

DGS Approvals

Generate ASR Document

EMAIL LOG

APPROVAL LOG

LETTER OF INTENT

EFP Date

Generate LOI

25.Application will send out the PDF of the generated and digitally signed LOI to the requestor and Agency AFO, as well as notify COTR.

26. Once requestor received the notification that PSD Associate Director has approved and provided their signature, requestor could log back to the ASR Application.
27. From the Dashboard, click on a row from **ALL Pending ASR** report
28. Scroll down and go to **Generate ASR Document** tab
29. To generate the ASR Document, click on **Generate ASR** button
30. A PDF version of the document will be saved on the record and emailed to the requestor.