

Electronic Office Management (EOM)

Electronic Office Management (EOM) is a Web-based application that mirrors Electronic Office Management (US1) in *DEFINE. Like US1, office managers and delegates can use the EOM to view and change information such as descriptions, routing, desk assignments, command authorizations, and electronic signers for the electronic offices they own. Where US1 relies on mainframe logon IDs for assignments, the EOM uses electronic identification numbers (EIDs) to assign individuals to desks and roles. The EOM and US1 are connected, so changes made to one system will appear in the other.

EOM makes it easier to view and update the information about your offices:

- **Office Details – Basics and Billing Codes/Purchasing Centers**
- **Authorizations – Authorization (Admin) Views , Desks, and Command Authorizations**
- **Routing – Routing (Master) Views, Routing Sequences, and Signature Authorizations**

URLs:

View-Only Version (Available now): <https://beta.dp.utexas.edu/ew>

Full Version in UT Direct (Available February 15th, 2010): <https://utdirect.utexas.edu/ew>

Training:

The following training classes will be offered in the next few weeks. Please use TXClass to register for course DE-530 [Electronic Office Management (EOM) Demo].

These classes are intended for current users of the *DEFINE US1 command and will assume some familiarity with Electronic Office Management at UT Austin.

There is a limit of 15 seats for each class. All classes will be held in NOA 5.332.

Friday, February 12th – 9:00-10:00
Monday, February 15th - 1:30-2:30
Friday, February 19th - 1:30-2:30
Monday, February 22nd - 1:30-2:30
Tuesday, February 23rd - 1:30-2:30
Friday, February 26th - 1:30-2:30

After February 26th, you can register for DE 525 via TXClass for training in EOM.