
COJ-Ethics Lobbyist Tracking System



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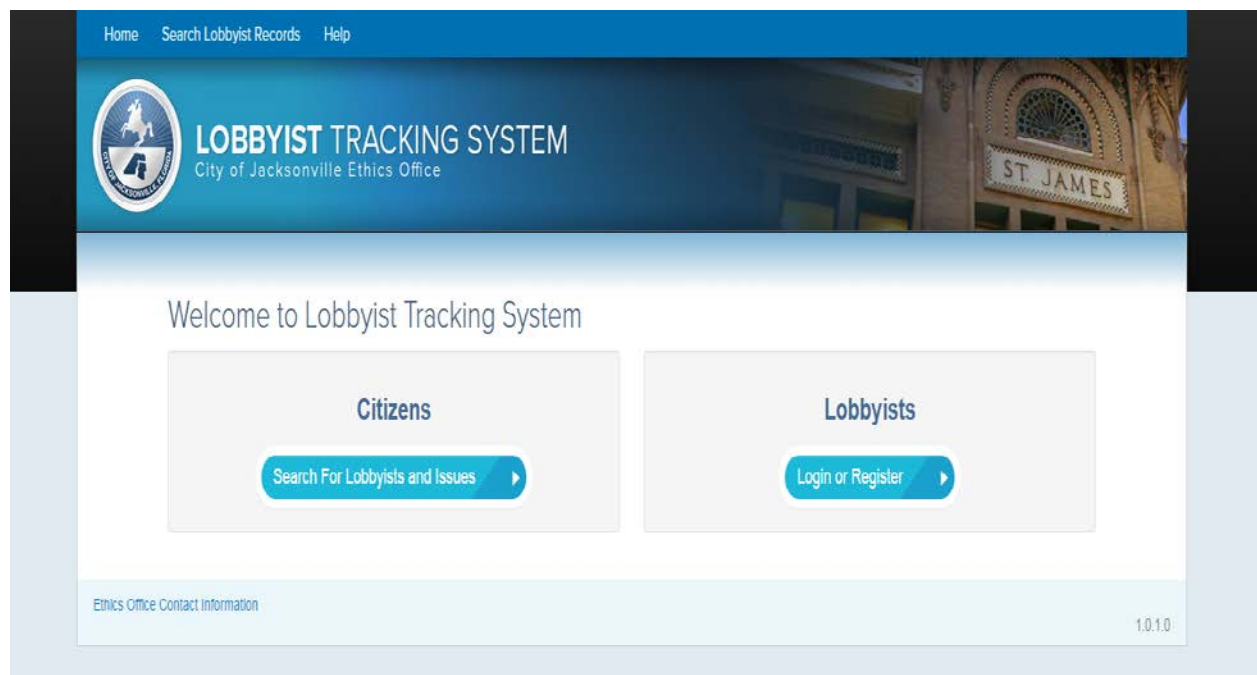
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LESSON

1

The Lobbyist

The Lobbyist Home Page



The Home Page contains with the following options:

- Home
- Search Lobbyist Records
- Lobbyist Home

Also, the home page displays two sections. The first section allows citizens to search for lobbyists, clients, and issues, and the second section allows lobbyists to register or login in their accounts.

1

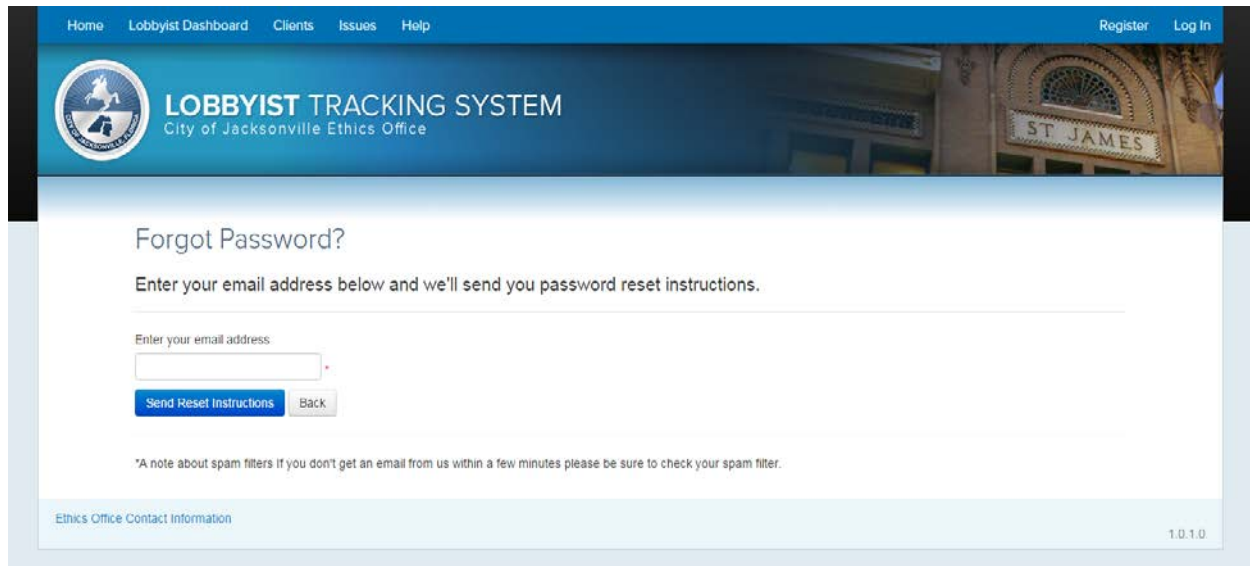
Login

When you click at Lobbyists Login or Register, the following web page displays, where you can either login to your account or you can register for a new account.

The screenshot shows the 'LOBBYIST TRACKING SYSTEM' login page for the City of Jacksonville Ethics Office. The page has a blue header with navigation links: Home, Lobbyist Dashboard, Clients, Issues, Help, Register, and Log In. The main content area is white with a light blue background. It features a 'Login' section with two input fields: 'User name' and 'Password'. Below these fields is a blue 'Log in' button with a right-pointing arrow. To the right of the button are two links: 'Forgot Password?' and 'Need an Account?'. A callout box points to the 'Log in' button with the text 'Login an existing account'. Another callout box points to the 'Need an Account?' link with the text 'Create a new account'. The footer contains 'Ethics Office Contact Information' on the left and the version number '1.0.1.0' on the right.

To login in your account you must provide a valid user name and password combination to the **Login** pane. If you do not have an account you can create a new account by clicking the **Register** button. Upon providing a valid username and password, you will have a view of the Lobbyist information page.

Forgot the password



The screenshot shows the 'Forgot Password' page of the Lobbyist Tracking System. The page has a blue header with navigation links: Home, Lobbyist Dashboard, Clients, Issues, Help, Register, and Log In. Below the header is a banner image of the St. James building. The main content area is white and contains the following elements:

- Forgot Password?** (Section header)
- Enter your email address below and we'll send you password reset instructions.** (Instructional text)
- Enter your email address:** (Label for the input field)
- (Email input field with a red asterisk indicating a required field)
- Send Reset Instructions** (Blue button)
- Back** (Grey button)
- *A note about spam filters If you don't get an email from us within a few minutes please be sure to check your spam filter. (Footnote)
- Ethics Office Contact Information (Footer link)
- 1.0.1.0 (Version number)

If the user forgot his/her password the system will facilitate him to reset his password.

2

Register

The user will be able to register a new account

Create a new lobbyist account.

Registration Form

First Name

Last Name

Florida ID Number (Drivers License)

Email Address

Address

City

State

Zip

Primary Phone

Cell Phone

Bar Number

User name

Password

Confirm password

[ics Office Contact Information](#)

This Lobbyist web page displays the lobbyist information. Also, it will display how many days until the registration expires or if the registration has expired. If the registration has expired, you can click on the button **Renew Registration** which will allow you to reactivate your account.

On this page you can:

- Click on the **New** button to create a new client. For existing Lobbyists it displays **Active Clients** and **Active Issues** details if they have any.

The screenshot shows the 'Lobbyist Dashboard' with a 'My Information' section containing a table of personal details. Callouts highlight the 'Edit' button, the 'Registration expiration' date, and the 'New' button for creating a new client.

Lobbyist Dashboard

My Information

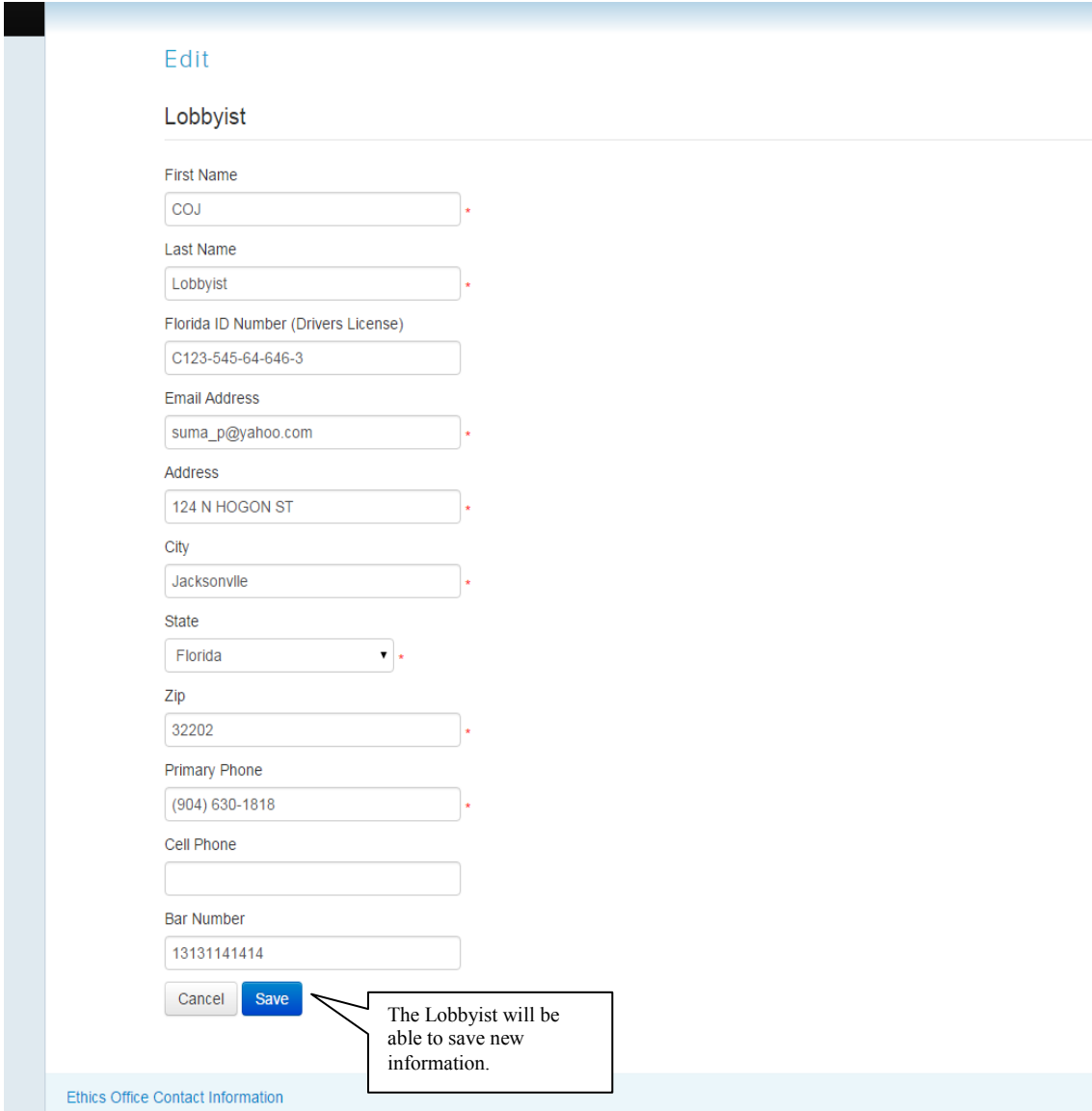
FullName	Lobbyist COJ
Status	Active
Username	COJLobbyist
Florida ID Number (Drivers License)	C123-545-64-646-3
Address	124 N HOGON ST
City	Jacksonville
State	FL
Zip	32202
Email Address	suma_p@yahoo.com
Primary Phone	(904) 630-1010
Cell Phone	
Bar Number	13131141414
Initial Registration Date	9/14/2015 10:32:51 AM
Latest Renewal Date	9/14/2016 10:32:51 AM
Registration expiration	108 days

Active Clients

Callouts:

- The Lobbyist will be able to edit their personal information (points to Edit button)
- The system will notify the Lobbyist with the expiration date (points to Latest Renewal Date)
- Click here to create a new client. (points to New button)

The Lobbyists will be able to update their information by editing.



[Edit](#)

Lobbyist

First Name

Last Name

Florida ID Number (Drivers License)

Email Address

Address

City

State

Zip

Primary Phone

Cell Phone

Bar Number

The Lobbyist will be able to save new information.

Ethics Office Contact Information

3

Creating a new client

When you click on the **New** button, the following form is displayed where you can enter a client's information. When you click the **Create** button if the information was entered correctly, it will be submitted. Otherwise, a message will display indicating to reenter the correct information. The Lobbyist will be able to check a box if the client's information is private.

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Create Client

Client

Client Name
John Smith *

Business Type
Fastfood *

ClientType
Business *

Address
123 Nowhere street *

City
jacksonville *

State
Florida *

Zip
32246 *

Phone
(904) 352-5252 *

Protected
☐ Check this box if your Client's information is protected according to Law Florida Statutes Section 288.075

Cancel Save

Ethics Office Contact Information

The Lobbyist will be able to create a new client

The Lobbyists will be able to update their client information by editing.

Lobbyist Dashboard

My Information

Edit

FullName	Lobbyist COJ
Status	Active
Username	COJLobbyist
Florida ID Number (Drivers License)	C123-545-64-646-3
Address	124 N HOGON ST
City	Jacksonville
State	FL
Zip	32202
Email Address	suma_p@yahoo.com
Primary Phone	(904) 630-1818
Cell Phone	
Bar Number	13131141414
Initial Registration Date	9/14/2015 10:32:51 AM
Latest Renewal Date	9/14/2015 10:32:51 AM
Registration expiration	108 days

Active Clients

New

Client	Individual or Business	Business Type	Number of Issues
John Smith	Business	Fastfood	0

Active Issues

New

No Issues

Ethics Office Contact Information

Click here to
view client
details.

Client Details

Click here to edit client details.

Client Details

John Smith

Edit

Client List

Lobbyist	Lobbyist COJ
Client Status	Active
Business Type	Fastfood
Address	123 Nowhere street
City	jacksonville
State	FL
Zip	32246
Phone	(904) 352-5252

Ethics Office Contact Information

Edit Client

Client

Client Name

John Smith *

Business Type

Fastfood *

Client Type

Business ▼

Address

123 Nowhere street *

City

jacksonville *

State

Florida ▼ *

Zip

32246 *

Phone

(904) 352-5252 *

Protected

☐ Check this box if your Client's information is protected according to Law [Florida Statutes Section 288.075](#)

Cancel

Save

The Lobbyist will be able to save updated Client's details.

When you click on the link **Client List**, it displays the below screen. The Lobbyist will be able to deactivate this client and also he can create a new issue.

The screenshot shows the 'Lobbyist Tracking System' interface for the City of Jacksonville Ethics Office. The page title is 'List of All Clients'. There are tabs for 'Active Clients' and 'Inactive Clients'. A 'Create New Client' button is visible. Below is a table of clients with columns: Client Name, Business Type, Address, City, State, and Zip. The table contains one entry for John Smith, a Fastfood business located at 123 Nowhere street, Jacksonville, FL 32246. Action buttons for 'Edit', 'Details', 'Deactivate', and 'Create Issue' are present for each client. A footer section contains 'Ethics Office Contact Information' and the version number '1.0.1.0'.

Client Name	Business Type	Address	City	State	Zip
John Smith	Fastfood	123 Nowhere street	Jacksonville	FL	32246

4

Creating a new issue

After Lobbyist logs into his/her account, he will be able to create a new issue to his client.

The screenshot displays the 'Lobbyist Dashboard' with the following sections:

- My Information:** A form containing personal and professional details. An 'Edit' button is located at the top right.
- Active Clients:** A table listing clients with columns for Client, Individual or Business, Business Type, and Number of Issues. A 'New' button is at the top right.
- Active Issues:** A section showing 'No Issues' with a 'New' button at the top right.

A callout box points to the 'New' button in the 'Active Issues' section with the text: 'Click here to create a new issue for their clients'.

Client	Individual or Business	Business Type	Number of Issues
John Smith	Business	Fastfood	0

Field	Value
FullName	Lobbyist COJ
Status	Active
Username	COJLobbyist
Florida ID Number (Drivers License)	C123-545-64-646-3
Address	124 N HOGON ST
City	Jacksonville
State	FL
Zip	32202
Email Address	suma_p@yahoo.com
Primary Phone	(904) 630-1818
Cell Phone	
Bar Number	13131141414
Initial Registration Date	9/14/2015 10:32:51 AM
Latest Renewal Date	9/14/2015 10:32:51 AM
Registration expiration	108 days

Ethics Office Contact Information

1.0.1.0

After clicking on **New** link, the following form will be displayed for Lobbyist to enter the issue's information. Lobbyist can choose the active client related to that issue using the drop-down list. After entering the issue's information, click on the **Create** button.

Create Issue

Issue

Client
Select a Client * Please select

Issue Name *

Issue Description

Application Number

Legislation Number

Bid Number

Issue Type
Please select *

Financial Interest - See [602.803 Jacksonville Code](#) for more information
No

Financial Interest Description

Cancel Save

Ethics Office Contact Information

The drop down list to choose form the client list

The Lobbyist will be able to create a new issue

The Lobbyists will be able to view their issue details.

Lobbyist Dashboard

My Information Edit

FullName	Lobbyist COJ
Status	Active
Username	COJLobbyist
Florida ID Number (Drivers License)	C123-545-64-646-3
Address	124 N HOGON ST
City	Jacksonville
State	FL
Zip	32202
Email Address	suma_p@yahoo.com
Primary Phone	(904) 630-1818
Cell Phone	
Bar Number	13131141414
Initial Registration Date	9/14/2015 10:32:51 AM
Latest Renewal Date	9/14/2015 10:32:51 AM
Registration expiration	108 days

Active Clients New

Client	Individual or Business	Business Type	Number of Issues
John Smith	Business	Fastfood	2

Active Issues New

Issue	Client	Issue Status
Business development	John Smith	Pending

Click to show the
details for issue.

The Lobbyists will be able to update their issue information by editing.

The screenshot displays the 'LOBBYIST TRACKING SYSTEM' interface for the City of Jacksonville Ethics Office. The top navigation bar includes links for Home, Lobbyist Dashboard, Clients, Issues, Help, Lobbyist COJ, and Log Off. The main content area is titled 'Issue Details' and shows a 'Business development' issue. Below the title are 'Edit' and 'Back to List' buttons. The issue details are presented in a table-like format with the following information:

Lobbyist	Lobbyist COJ
Client	John Smith
IssueStatus	Active
IssueType	Other
Issue Description	New Business
ApprovalStatus	Pending
Application Number	254w5252
Legislation Number	5235355
Bid Number	535353
Financial Interest	No
Financial Interest Description	

At the bottom of the page, there is a link for 'Ethics Office Contact Information' and a version number '1.0.1.0'.

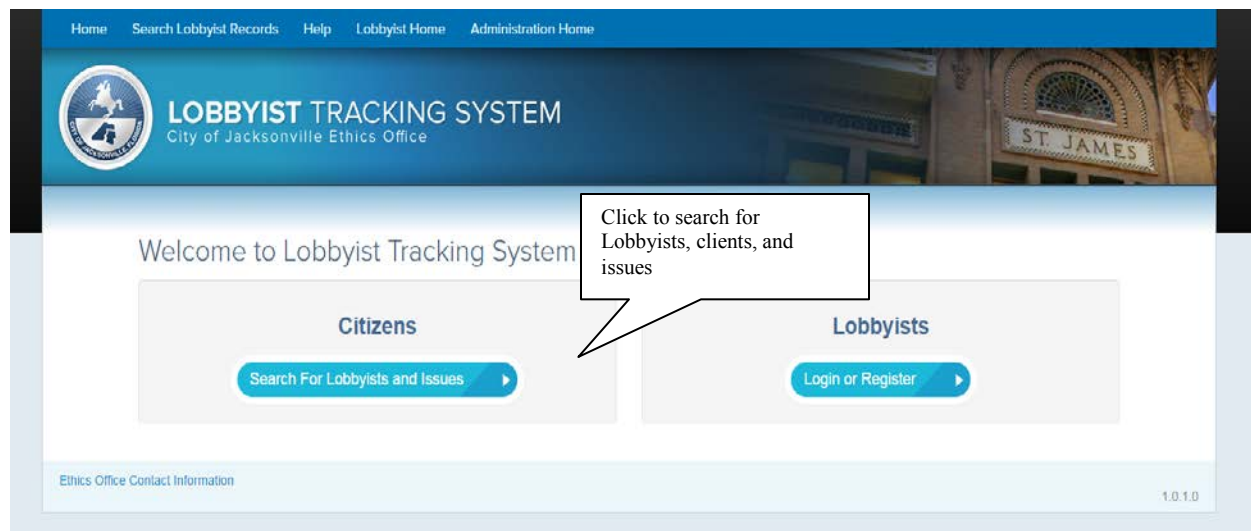
LESSON

2

The Citizen

The Citizen Homepage

The citizen will be able to search for Lobbyist, client, and issue through the following screen:



The citizen will be able to search through the following page:

The screenshot displays the 'LOBBYIST TRACKING SYSTEM' web application. At the top, a blue navigation bar contains links: Home, Search Lobbyist Records, Help, Lobbyist Home, and Administration Home. Below this is a header section with the City of Jacksonville Ethics Office logo and the title 'LOBBYIST TRACKING SYSTEM'. The main content area features a search bar with the placeholder text 'Search for lobbyists, clients, or issues'. To the right of the search bar is a dropdown menu set to 'Lobbyist' and a blue 'Search' button. On the right side of the page, there is a 'Full List' section with two categories: 'Active Lobbyists' and 'Inactive Lobbyists'. Each category has three links: 'View All Active Lobbyists', 'View All Active Clients', and 'View All Active Issues' for the active section; and 'View All Inactive Lobbyists', 'View All Inactive Clients', and 'View All Inactive Issues' for the inactive section. At the bottom left, there is a link for 'Ethics Office Contact Information', and at the bottom right, the version number '1.0.1.0' is displayed.

1

Search Lobbyist

The citizen types the Lobbyist's name to make the search for Lobbyist

Search for lobbyists, clients, or issues

admin Lobbyist Search

Need to type the Lobbyist's name

And the result will be the following page:

Home Search Lobbyist Records Help Lobbyist Home Administration Home

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search Lobbyists

1 Result(s) for admin
Page 1 of 1

Lobbyist Name ↑	Active	Address ↑	City ↑	State ↑	Zip ↑	Phone ↑	Email ↑
Admin COJ	Active	214 N. Hogan St	Jacksonville	FL	32202	(904) 630-1818	sparisapogu@coj.net

1 Result(s) for admin
Page 1 of 1

Ethics Office Contact Information

1.0.1.0

2

Search Client

The citizen will be able to search for Client by his/her name.

Home Search Lobbyist Records Help Lobbyist Home

 **LOBBYIST TRACKING SYSTEM**
City of Jacksonville Ethics Office


Search for lobbyists, clients, or issues

Randy Client Search

Type the client name and click search

The result will be as following:

Home Search Lobbyist Records Help Lobbyist Home

 **LOBBYIST TRACKING SYSTEM**
City of Jacksonville Ethics Office

Search Clients

1 Result(s) for Randy
Page 1 of 1

Client Name ↑	Lobbyist Name ↑	Business Type ↑	Address ↑	City ↑	State ↑	Zip ↑	Phone ↑	Status
Randy Clayton	Taylor Cory	Wholesale	326 NOWHERE ST E	Jacksonville	FL	32221	(904) 255-6898	Active

1 Result(s) for Randy
Page 1 of 1

3

Search Issue

The citizen will be able to search for the issues by issue's name



Home Search Lobbyist Records Help Lobbyist Home

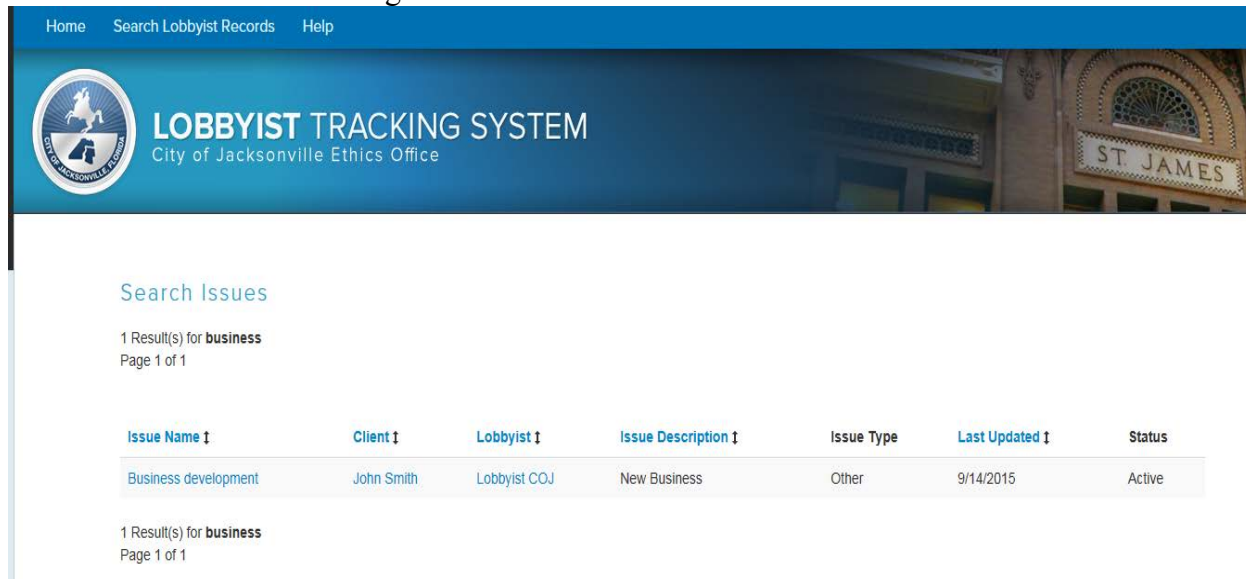
 **LOBBYIST TRACKING SYSTEM**
City of Jacksonville Ethics Office

Search for lobbyists, clients, or issues


Type the issue name and click search

business Issue Search

The result will be as following:



Home Search Lobbyist Records Help

 **LOBBYIST TRACKING SYSTEM**
City of Jacksonville Ethics Office

Search Issues

1 Result(s) for **business**
Page 1 of 1

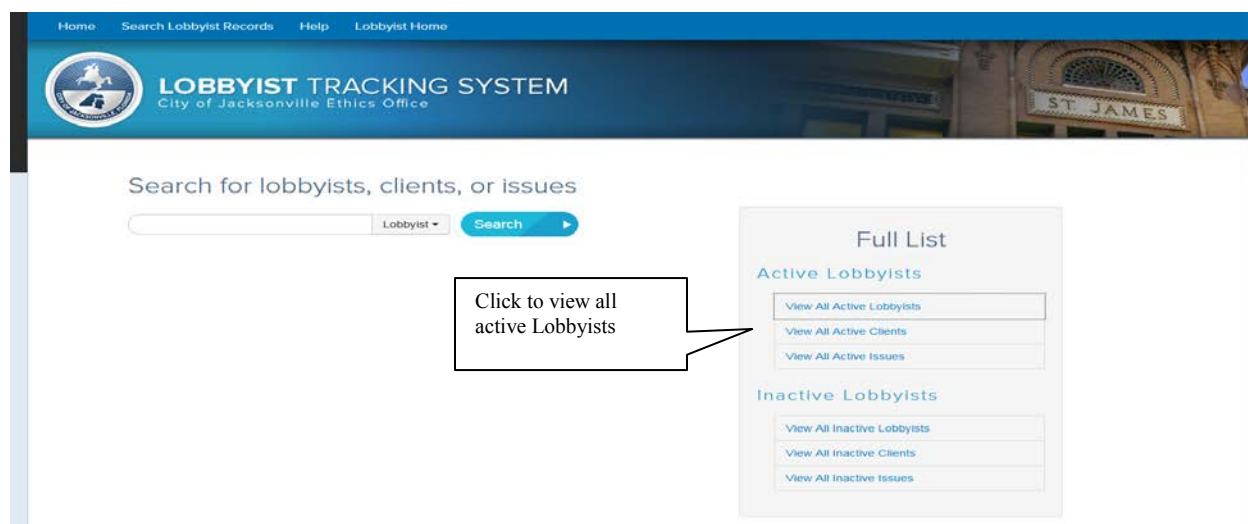
Issue Name ↑	Client ↑	Lobbyist ↑	Issue Description ↑	Issue Type	Last Updated ↑	Status
Business development	John Smith	Lobbyist COJ	New Business	Other	9/14/2015	Active

1 Result(s) for **business**
Page 1 of 1

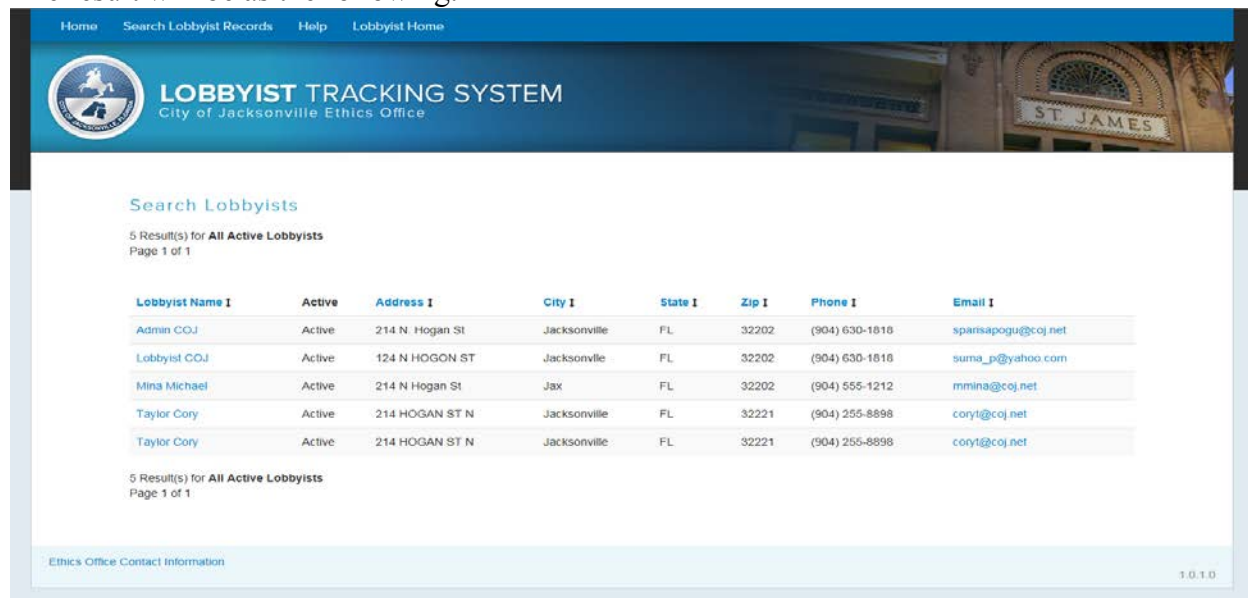
4

View All Active Lobbyist

The Citizen will be able to view a list of all active Lobbyists by clicking in “view all active Lobbyists”



The result will be as the following:



5

View All Active Clients

The Citizen will be able to view a list of all active Clients by clicking in “view all active Clients”

Home Search Lobbyist Records Help Lobbyist Home

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search for lobbyists, clients, or issues

Lobbyist Search

Click to search for all active clients

Full List

Active Lobbyists

- View All Active Lobbyists
- View All Active Clients
- View All Active Issues

Inactive Lobbyists

- View All Inactive Lobbyists
- View All Inactive Clients
- View All Inactive Issues

The result will be as the following:

Home Search Lobbyist Records Help

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search Clients

3 Result(s) for All Active Clients
Page 1 of 1

Client Name ↑	Lobbyist Name ↑	Business Type ↑	Address ↑	City ↑	State ↑	Zip ↑	Phone ↑	Status
Anderson Test	Taylor Cory	Test	214 BLACK HOLE DR	Jacksonville	FL	32221	(904) 255-8898	Active
John Smith	Lobbyist COJ	Fastfood	123 Nowhere street	jacksonville	FL	32246	(904) 352-5252	Active
Randy Clayton	Taylor Cory	Wholesale	326 NOWHERE ST E	Jacksonville	FL	32221	(904) 255-8898	Active

3 Result(s) for All Active Clients
Page 1 of 1

6

View All Active Issues

The Citizen will be able to view a list of all active Issues by clicking in “view all active issues”

Home Search Lobbyist Records Help Lobbyist Home

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search for lobbyists, clients, or issues

Lobbyist Search

Click to search for all active issues

Full List

Active Lobbyists

- View All Active Lobbyists
- View All Active Clients
- View All Active Issues

Inactive Lobbyists

- View All Inactive Lobbyists
- View All Inactive Clients
- View All Inactive Issues

The result will be as the following:

Home Search Lobbyist Records Help

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search Issues

5 Result(s) for All Active Issues
Page 1 of 1

Issue Name ↑	Client ↑	Lobbyist ↑	Issue Description ↑	Issue Type	Last Updated ↑	Status
Business development	John Smith	Lobbyist COJ	New Business	Other	9/14/2015	Active
Test	Randy Clayton	Taylor Cory	Test	Contract	9/10/2015	Active
Test Issue	John Smith	Lobbyist COJ	Test	Other	9/14/2015	Active
Test Issue 3	Anderson Test	Taylor Cory		Procurement	9/14/2015	Active

5 Result(s) for All Active Issues
Page 1 of 1

7

View All Inactive Lobbyists

The Citizen will be able to view a list of all inactive lobbyists by clicking in “view all active lobbyists”

Home Search Lobbyist Records Help Lobbyist Home

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search for lobbyists, clients, or issues

Lobbyist Search

Full List

Active Lobbyists

- View All Active Lobbyists
- View All Active Clients
- View All Active Issues

Inactive Lobbyists

- View All Inactive Lobbyists
- View All Inactive Clients
- View All Inactive Issues

Click to search for all inactive lobbyists

The result will as the following.

Home Search Lobbyist Records Help

LOBBYIST TRACKING SYSTEM
City of Jacksonville Ethics Office

Search Lobbyists

1 Result(s) for All Inactive Lobbyists
Page 1 of 1

Lobbyist Name	Active	Address	City	State	Zip	Phone	Email
Neal Chantel	Inactive	214 N. Hogan St	Jacksonville	FL	32202	9042558800	chantelneal@rocketmail.com

1 Result(s) for All Inactive Lobbyists
Page 1 of 1

8

View All Inactive Clients

The Citizen will be able to view a list of all inactive clients by clicking in “view all inactive clients”

The screenshot shows the 'LOBBYIST TRACKING SYSTEM' homepage. At the top is a navigation bar with links: Home, Search Lobbyist Records, Help, and Lobbyist Home. Below the navigation bar is a search area with the text 'Search for lobbyists, clients, or issues' and a search button. To the right of the search area is a 'Full List' sidebar with two sections: 'Active Lobbyists' and 'Inactive Lobbyists'. Each section contains three links: 'View All Active Lobbyists', 'View All Active Clients', and 'View All Active Issues' for the active section; and 'View All Inactive Lobbyists', 'View All Inactive Clients', and 'View All Inactive Issues' for the inactive section. A callout box with the text 'Click to search for all inactive lobbyists' points to the 'View All Inactive Clients' link in the 'Inactive Lobbyists' section.

The result will as the following.

The screenshot shows the search results page for 'All Inactive Clients'. The page title is 'Search Clients' and it shows '4 Result(s) for All Inactive Clients' and 'Page 1 of 1'. Below the title is a table with the following columns: Client Name, Lobbyist Name, Business Type, Address, City, State, Zip, Phone, and Status. The table contains four rows of data, all with 'Protected' values for the first four columns and 'Inactive' for the Status column. The fifth column (City) shows 'Jacksonville' for the second row. Below the table, it again shows '4 Result(s) for All Inactive Clients' and 'Page 1 of 1'.

Client Name	Lobbyist Name	Business Type	Address	City	State	Zip	Phone	Status
Protected	Protected	Protected	Protected	Protected	Protected	00000	(904) 630-1015	Inactive
Randy Clayton	Taylor Cory	Wholesale	326 NOWHERE ST E	Jacksonville	FL	32221	(904) 255-8898	Inactive
Protected	Protected	Protected	Protected	Protected	Protected	00000	(904) 630-1015	Inactive
Protected	Protected	Protected	Protected	Protected	Protected	00000	(904) 630-1015	Inactive

9

View All Inactive Issues

The Citizen will be able to view a list of all inactive Issues by clicking in “view all inactive issues”

Search for lobbyists, clients, or issues

Lobbyist Search

Full List

Active Lobbyists

- View All Active Lobbyists
- View All Active Clients
- View All Active Issues

Inactive Lobbyists

- View All Inactive Lobbyists
- View All Inactive Clients
- View All Inactive Issues

Click to search for all inactive issues

The result will be as the following:

Search Issues

1 Result(s) for All Inactive Issues
Page 1 of 1

Issue Name	Client	Lobbyist	Issue Description	Issue Type	Last Updated	Status
Test Issue	John Smith	Lobbyist COJ	Test	Other	9/14/2015	Inactive

1 Result(s) for All Inactive Issues
Page 1 of 1