# HIRING MANAGER

## AccelerationVMS Reference Guide



*Prepared for:*
**UPENN**



*Prepared by:*
**Agile•1 Business Solutions**

*Revision Date:*
**December 9, 2016**

# Table of Contents

# Guide Overview

Welcome to the UPENN contingent labor program's Detailed Reference Guide for Hiring Managers. This document will serve as a tool to guide you through the most common tasks in the process of engaging and managing a Temporary Worker during their assignment at UPENN utilizing AccelerationVMS.

Upon reviewing this guide, you should have a better understanding of the AccelerationVMS technology, and how to utilize its many functions in support of the contingent labor program.

**Highlights at a Glance**

- Opening a new requisition

- Reviewing candidates

- Interviewing and selection process

- Purchase Orders

- Timecard and Expense approval

- Managing Assignments

**Program Support**

AppleOne is here to provide guidance and support to all UPENN Hiring Managers. For any questions, or to setup a time to walk you through the process and technology, please reach out directly to the AppleOne team at **upennrequisitions@appleone.com**. We look forward to hearing from you soon.

# Logging into AccelerationVMS

*Please note that if you have Requisitioner or PO Manager access, you can login via Oracle or through Penn Marketplace. If you do not, you will need to access via Penn Marketplace and assign the cart to a Requisitioner.
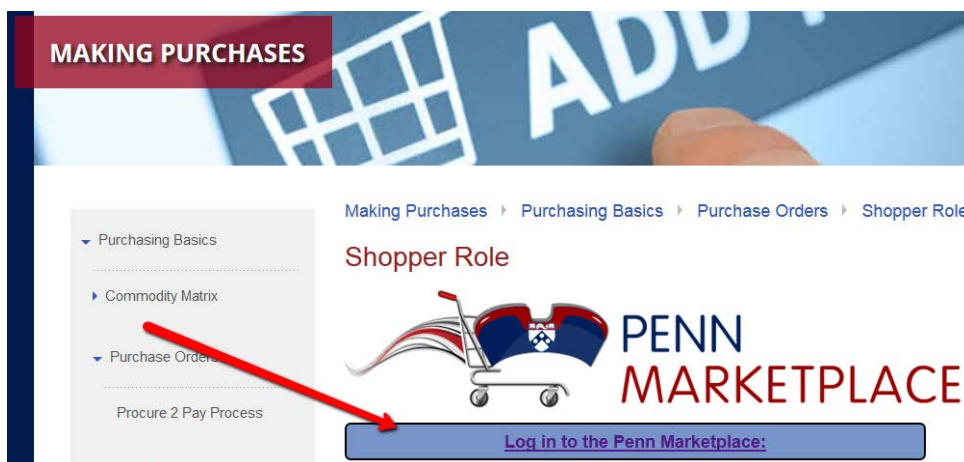
URL: **http://www.purchasing.upenn.edu**



**Accessing the VMS:**

Go to the URL:
**http://www.purchasing.upenn.edu**

Click on "Browse the Marketplace"



Click on **Log into the Penn Marketplace.**

## Penn WebLogin

Log in to gain access to many protected University web resources.

**PennKey**

**Username** bcaputo

**Password** ••••••••

Forgot PennKey username / password?

About Penn WebLogin       **Log in**

---

## Penn WebLogin

**Two-step verification**

✔ PennKey and password accepted.

Additional authentication is required.

⦿ Enter the code generated on your phone:

**Verification code**

○ Confirm approved push notice (Duo pilot)

☐ Trust this browser (what's this?)

Forgot PennKey username / password?

Test Your PennKey

About two-step verification       **Submit code**

---

Enter your username and password. Click **Log In**

Once prompted to complete the google authentication, please verify at this time.

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Once you are logged in, click on the AppleOne tile to open AccelerationVMS.

*Hiring Manager – AccelerationVMS Reference Guide*

# Creating a New Requisition
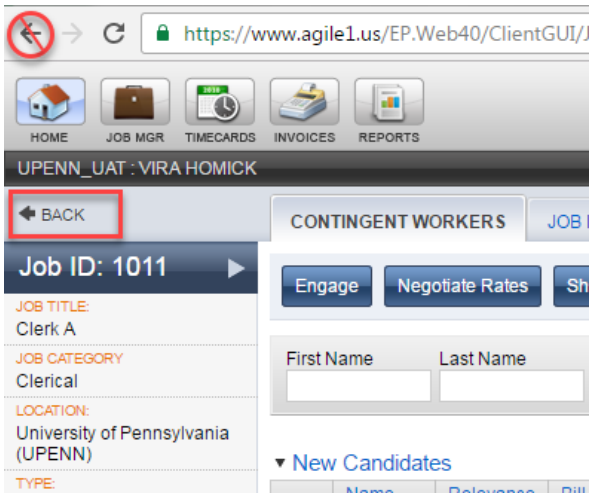


**IMPORTANT:** If you need to go back to the previous screen, use the back button **within** the application and NOT the back arrow on the web page.

From your Home Page, click on **New Job Request**
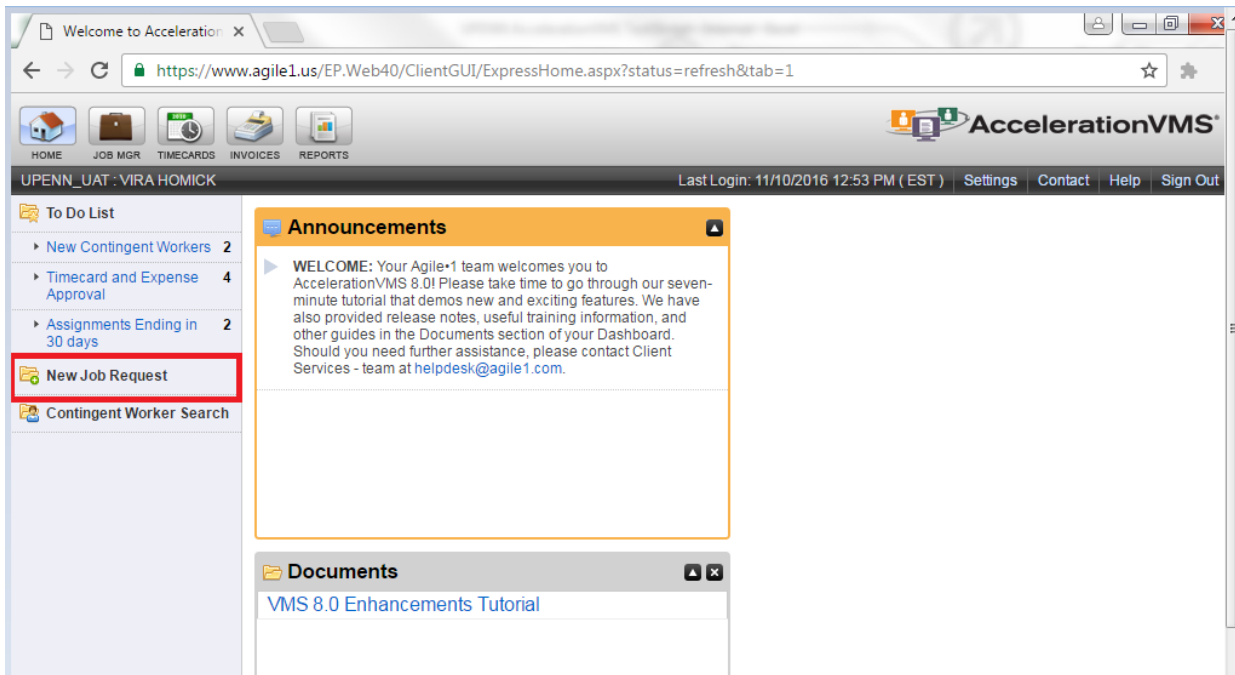
**Step 1**



Reason: Select a Reason type from the drop-down

**Job Type**
**Recruited Resource:** You will actively review candidates and interview prior to making a decision.

**Pre-Identified Candidate:** If you have already selected a candidate, where no resume/candidate review or interview is needed in order to choose a new worker.

**Temp-to-Hire:** Bringing on a contractor with the intent to transition them to a fulltime employee in the future.

Click on the blue link: "**Job Title lookup by Job Category**" (bordered in red above) to select an UPENN Job Title. Once you have selected a Job Title, the screen will expand to include: Qualifications, Responsibilities, Skills and Education. **Note:** Once you select a Job Title, the "Number of Positions" section will default to "1"

**Qualifications & Responsibilities:**
Although there are defaulted descriptions, please be as descriptive as you can by adding details where necessary.
**NOTE:** You will also be given the option to attach documents later in the process (which could include additional detailed information, such as a job description).

Click on "**Edit Skills**" to add specific Skill sets. If skills added, click "**Done.**"

Click on "**Add Education**" to select preferred/required education. If education is added, click "**Done.**"

Click on "**Step 2**" once you have added the necessary Skills/Education.

**Step 2**

| STEP1 | STEP2 | STEP3 | REVIEW |
|---|---|---|---|

**Assignment Details**

| Requested by: | ▶ | VIRA HOMICK | 🔍 | Alternate: [?] | ▶ | VIRA HOMICK |
|---|---|---|---|---|---|---|
| Report To: | ▶ | VIRA HOMICK | 🔍 | Travel Required: | ▶ | No ▼ |
| Report To Phone: | | | Ext: | Frequency: | ▶ | -- Select -- ▼ |

> **Requested By & Alternate**: Individuals who manage the order, review resumes and schedule interviews.
> **Report To**: Individual who approves the timecard. To change either, click on the icon to the right of that field.

**Work Location**

| Location: | ANN-APPC 123 | 🔍 | | | |
|---|---|---|---|---|---|
| Address: | 202 SOUTH 36TH ST | | State/Province: | ▶ | PA |
| | ROOM 123 | | Zip/Postal Code: | ▶ | 19104 |
| City: | PHILADELPHIA | | Country: | ▶ | United States ▼ |

> **Work Location**: Where the worker will be reporting to work. To select the location, click on the icon to the right of that field. Once selected, the information will auto populate.

**Special Bill**

| Description | | Value | |
|---|---|---|---|
| School Name | ▶ | Business Services | 🔍 |
| Department Name | ▶ | Penn Purchasing Services | |
| Purchase Order No [?] | ▶ | Selected on Assignment | 🔍 |
| Temporary's Zip Code [?] | ▶ | Selected on Assignment | 🔍 |
| UNSPSC | ▶ | 8011 | |

> **SPECIAL BILL:**
>
> Click on the icon to the right of the field to open the lookup table and select the appropriate value.
>
> If you change the "**School Name**," you will be required to update the "**Department Name**" as well.
>
> **Do not change the Purchase Order** - the Purchase Order number will be added after it has been approved.**
>
> ***Do not change the "Temporary's Zip Code."** This will be updated by AppleOne.**

**Schedule**

| Start Date: | ▶ | |
|---|---|---|
| End Date: | ▶ | |

> **PURCHASE ORDER:**
>
> **IMPORTANT REMINDERS:**
> **Do not change the Purchase Order, the Purchase Order number will be added after it has been approved.**
>
> **You no longer need to reach out to the Purchasing Department to create the PO. (See PO Punch Out Process on pg. 18 for further details)

**Step 2 Continued**



Screenshot of the Acceleration VMS Schedule and Rates form with annotation boxes.

UNSPSC ▶ 8011

**Schedule**

| | | | Work Days: [?] ▶ | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|---|---|---|
| Start Date: ▶ | 11/7/2016 | | | ☐ | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ |
| End Date: ▶ | 11/3/2017 | | | | | | | | | |

| | | | | |
|---|---|---|---|---|
| Start Time: ▶ | 8:00 AM ▼ | | Total Weekly Hours: | 40.00 |
| End Time: ▶ | 5:00 PM ▼ | | Estimate Job Order Hours for *1* Contingent Worker(s): | 2080.00 |
| Lunch Period: ▶ | 1 Hour ▼ | | | |
| Overtime Required: | ☐ | | | |
| Weekly Overtime Hours: ▶ | 0.00 | | Weekly Double Time Hours: ▶ | 0.00 |

**Rates**

| | | | | |
|---|---|---|---|---|
| Pay Type: ▶ | Hourly ▼ | | Mark Up: | 0.00 % |
| Pay Rate (Min-Max): | N/A | | Other Expenses: | 250.00 USD |
| Bill Rate (Min-Max): | 47.95 USD to 54.80 USD | | Additional Spend: | 0.00 USD |
| | | | Estimated Job Order Cost for *1* Contingent Worker(s): | 113984.00 USD |
| | | | Total Estimated Cost: | 114234.00 USD |

Cancel | Save as Draft | « Step 1 | Step 3 »

---

**START/END:** Include a start date and an end date; also include a start time and end time.

**OT/DT:** If there are any OT or DT hours (or required OT), please make sure and outline that as well.

*You can check and un-check the **"Work Days"** as needed, but the system will default to a Monday – Friday work week.

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**RATES:**
**Bill Rate Range**: The bill rate range will default based on the job title selected.
**\*\*If you would like to change the default rate, please reach out to the AppleOne team for guidance.**

**OTHER EXPENSES/ADDITIONAL SPEND:** If you anticipate expenses or additional spend added to the purchase order amount, please add them in the section highlighted in red under "Other Expenses" and/or "Additional Spend."

\*\*Other expenses may include **San Francisco Healthcare Ordinance (SFHCO)**, **ACA**, etc. Please take into account these additional expenses when creating the requisition as they will be tied to the budget allocated on your PO.

**Step 3**

| STEP1 | STEP2 | STEP3 | REVIEW | CON |
|-------|-------|-------|--------|-----|

**Job Fulfillment Options**

☐ Direct Send [?]        ☑ Résumé Required        ☐ Interview Required   by: [          ]

No. of Résumé per Vendor: [    ]   Submittal Deadline   by: [          ]

**Screening Preference**

| Select | Screening Type | Required |
|--------|----------------|----------|
| ☐ | 7-Year Criminal Check - all names/counties | ✔ |
| ☐ | SSN Trace | ✔ |

[ ADD SCREENING ]   [ DELETE ]

**Attach Job Documents**

Description: [                              ]        ☐ Hide From Vendor

Select the File to Upload:  [ Choose File ] No file chosen      Document Type:   [ -- Select -- ▼ ]
ⓘ

[ Upload ]

**Screening Preference:** The system will default all of the screenings that are required prior to the worker starting their assignment.

**Attaching Job Documents:** You may attach additional files to the requisition; such as: A detailed job description, or any additional client-specific documents. NOTE: This is also the location which you could attach the details or resume of a Pre-Identified Worker.

**DIRECT SEND:** If you check this box, the first candidate submitted will be the one who fills the requisition. **Do not** use this if you plan on reviewing multiple candidates.

**RESUME REQUIRED:** Check if you require the supplier to include a resume within the candidate submittal.

**INTERVIEW REQUIRED:** Check if you will require the candidate interview prior to starting the assignment.

➔ By: if date is included, the system will cause a hard stop on submittals based on the date selected

## Vendor Selection

| Vendor Name | Location | Contact | Phone |
|---|---|---|---|
| AppleOne | Glendale | Caroline Nunez | 800-872-2677 |

Based upon your user profile, complete vendor list is not displayed.
Your requisition will be automatically submitted to the predefined vendor(s) at the time of submission.

## Approver List for this Job

| Approver Name | Order |
|---|---|
| VIRA HOMICK | 1 |

## Comments
**Notes to Approver:**

System Generated: Approved by Requestor.

Available: 960 (Max.1000 characters)

**Comments/Special Instructions to Vendor:**

Available: 1000 (Max.1000 characters)

[Cancel]  [Save as Draft]                                    [« Step 2]  [Review »]

---
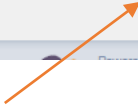
**Comments/Special Instructions to Agency:** You may utilize this section to notify the Vendor/Staffing Supplier of any additional information about the position/candidate/project that has not been previously captured.

**NOTE:** If you have a Pre-Identified Worker, the following information must be included in this section: full name of candidate, contact information, and pay rate.

**Click "Review" when finished.** This will give you one last chance to review all information entered.

---

**Comments/Special Instructions to Vendor:**

[Cancel]  [Save as Draft]                                    [« Step 3]  [Finished]

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Once you have reviewed all information, please click "Finished" to bring you to your confirmation page.  **NOTE:** You may **Save as Draft** at any time in the requisition creation process if you need to verify any information from another source to complete the order.  If you do not save as draft and the system times out, your job will not be saved.

You will receive a 4 digit Job Req ID number (as shown to the left): Click on the Req ID (blue text) to go directly to your new requisition. This will bring you to the Job Details page (as shown bottom left below), which allows you to navigate within your job requisition.
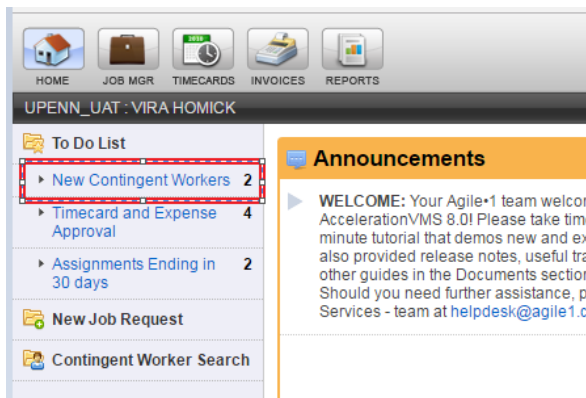
# Candidate and Resume Review

## General Information

UPENN Managers complete the new requisition. Once submitted, the Suppliers attached to the job title will receive an *AccelerationVMS* Alert that prompts them to visit the website for requisition review and candidate submittal.

The Manager, when creating the requisition, has the ability to limit the number of resumes submitted for review. If this option is selected, the Supplier will only be able to submit the allotted number of candidates.

It is the responsibility of the hiring manager to review resumes and provide feedback. If a candidate is rejected without feedback, it is appropriate for the AppleOne team to follow-up with the hiring manager in a timely manner to gather feedback for the Supplier. This will assist all Suppliers in finding candidates who most closely fit the position.



From your Home Page, click on "New Contingent Workers."  This link will take you to new candidate submittals and resumes for you to review on your open job requisition.

To view the resume of a new candidate submittal, please click on the blue icon resembling a piece of paper to the right of your screen under the "Action" column.

After reviewing the candidates resume, if you are not interested in moving forward with interviewing them, please be sure to "Reject" them.

# Interview and Selection Process

## General Information

1. All Managers receive an AccelerationVMS Alert whenever a candidate is submitted for review.

2. The manager should review the candidate's resume via AccelerationVMS.

3. At any moment, the manager may receive or submit messages, questions, comments, and schedule interviews with the supplier. Manager/Supplier will receive an e-mail notification anytime correspondence is created. All messages created will be stored in the system as part of Job or Assignment Details.

## The Interview Process

1. Manager selects the candidate they would like to interview. Interviews are scheduled via AccelerationVMS.

2. Supplier is notified that an interview is requested via AccelerationVMS. Supplier will relay interview information to the candidate. Supplier will send comment to Manger either confirming the interview or request alternate date and/or time.

3. Managers will provide Suppliers feedback on the candidate through AccelerationVMS. If Candidate is not selected, AccelerationVMS is to be immediately updated to reflect reason for declination.

4. After the interview process takes place, Managers may send comments, or continue reviewing candidates. It is possible to communicate through the system so that the suppliers are aware of how they should proceed.



Click on the radio button to the left of the candidate's name, and then select **Interview**.

**The Interview Process Continued**



Designate a **Preferred** and **Alternate Date and Time**.

Indicate if the interview will be **In Person** or **By Phone**, and list additional instructions for the interview in the **Comments** section.

Click on **Schedule Interview** to send out your request.

UPENN_UAT : VIRA HOMICK                     Last Login: 11/10/2016 3:48 PM ( EST )  |  Settings  |  Co...

← BACK        CONTINGENT WORKERS   JOB DETAILS   ACTIVITIES   TRENDS   ELIZABETH LESTER

**Job ID: 1009** ▶

JOB TITLE:
Receptionist

JOB CATEGORY
Clerical

LOCATION:
University of Pennsylvania
(UPENN)

TYPE:
Recruited Resource

NUMBER OF POSITIONS:
1

ENGAGED:
0

START - END:
10/3/2016 - 10/2/2017

STATUS:
**Approved**

CURRENCY:
USD

PAY RATE:
N/A

BILL RATE:
17.81 - 24.66

REQUESTOR:
VIRA HOMICK

REPORT TO:
VIRA HOMICK

**Interview Request Sent.**

You will receive an e-mail when the vendor has confirmed contingent work availability.

| | |
|---|---|
| Job (REQ) ID #: | 1009 |
| Contingent Workers: | Elizabeth Lester |
| Start Date Time: | 10/3/2016 8:00:00 AM |
| Location: | University of Pennsylvania (UPENN) |
| Work Address: | 3537 LOCUST WALK ROOM 200, PHILADELPHIA, PA 19104-6225 United States |
| Report To: | VIRA HOMICK |
| Phone: | |
| Extension: | |

**Interview**

| | |
|---|---|
| Manager: | VIRA HOMICK |
| Prim. Date & Time: | 11/15/2016 9:00:00 AM (Eastern Standard Time) |
| Alt. Date & Time: | N/A |
| Type: | In-Person |
| Address: | 3537 LOCUST WALK ROOM 200, PHILADELPHIA, PA 19104-6225 United States |
| Phone: | |
| Extension: | N/A |
| Comments: | Please make sure candidate checks in with HR Receptionist upon arrival. |

[ Finish ]

**The Candidate Selection Process**



← BACK        CONTINGENT WORKERS   JOB DETAILS   ACTIVITIES   TRENDS

**Job ID: 1009** ▶

JOB TITLE:
Receptionist

JOB CATEGORY
Clerical

LOCATION:
University of Pennsylvania
(UPENN)

TYPE:
Recruited Resource

NUMBER OF POSITIONS:
1

ENGAGED:
0

START - END:
10/3/2016 - 10/2/2017

[ Engage ] [ Negotiate Rates ] [ Shortlist ] [ Compare ]   **General Actions:** Displays all workers who qualify for the action selected.

**Engage Contingent Worker**

| | Name | Relevance | Bill Rate | Total Cost | Submitted | Vendor | Status | Action |
|---|---|---|---|---|---|---|---|---|
| ◉ | Elizabeth Lester | 3% | USD 23.00 | USD 48,474.00 | 11/10/2016 9:29 AM ( EST ) | AppleOne | Interview Requested - Screening Pending | 📄⏳ |

1 RECORD(S) FOUND.                                                          1

[ Engage ] [ Cancel ]

> Once you have made your selection after reviewing a resume and/or interviewing, click on the radio button to the left of the candidate's name and click the Engage button.

JOB TITLE:
Receptionist

JOB CATEGORY
Clerical

LOCATION:
University of Pennsylvania
(UPENN)

TYPE:
Recruited Resource

NUMBER OF POSITIONS:
1

ENGAGED:
0

START - END:
10/3/2016 - 10/2/2017

STATUS:

⚠ All required screening(s) must be completed prior to engagement. Please click 'Request for Completion' to notify the supplier of the pending screening(s).

**Assignment Screening**

| Screening Type | Completed | Completed Date | Expire Date | Status | Completion Requested | Audit Required | Audit Verified | Audit Completed | Required |
|---|---|---|---|---|---|---|---|---|---|
| 7-Year Criminal Check - all names/counties | ☐ | | | Screening Pending | ☐ | ✓ | | ☐ | ✓ |
| SSN Trace | ☐ | | | Screening Pending | ☐ | ✓ | | ☐ | ✓ |

[ Request for Completion ] [ Cancel ]

Once you have selected your candidate for engagement, the above dialog box will appear, asking you to request for screening completion. Please click on the **Request for Completion** button, which will notify the supplier to begin the required background screenings.



You will notice that the candidates' status now displays "Screening Completion Requested."

Once the required background screenings are complete and verified, the AppleOne team will audit the results within Acceleration VMS. Once AppleOne has engaged the worker, you will then need to initiate the Punch Out for the PO. Once the PO is created and approved, AppleOne will activate the assignment and provide start details. Further details are outlined below.

# Purchase Order Process

## General Information

Once your candidate has been selected, a purchase order must be requested through the Punch Out process.

1.  Once the audit is confirmed, AppleOne will notify the UPENN Manager to submit the Punch Out via the Utilities section in AccelerationVMS once the audit has been completed on the background check.
    o   Utilities>Punch Out

o   Find the requisition #> Click Search

**Catalog Interface**

**SEARCH JOBS WITH PENDING PO**

| Status: | Job ID: | CW First Name: | CW Last Name: | |
|---|---|---|---|---|
| ALL ▾ | | | | Search |

o   Review the information
o   Click Submit

CONTIGENT WORKER DETAILS

## Job ID # 1076

| CW Name : | Maggie Geary | Assignment No : | 1084 |
|---|---|---|---|
| Job Title / Project Type : | Admin Asst A | Start Date : | 10/3/2016 |
| Status : | Pending PO Approval | End Date : | 1/27/2017 |

**Transaction Details**

| Charge Type | Units | Rates | Amount | Status |
|---|---|---|---|---|
| Regular Hours | 722.50 | 28.77 USD | 20786.33 USD | Not Submitted |
| Expense | 1000.00 | 1.00 USD | 1000.00 USD | Not Submitted |
| | | | Total:  21786.33 USD | |

⊙ Submit

ⓘ Job Orders that have been submitted may not be submitted again. Prior submissions are indicated by status, *Submitted*. If this is in error, please contact your System Administrator.

2.   Once the data has been transmitted from AccelerationVMS, it will then route the order information to UPENN and the PO will be created and approved within UPENN's internal systems.

3.   **Note:** After submitting your request and if you are not a BEN Buys user and you will need to assign the cart to a BEN Buys user in your department in order to complete the PO process.  If you are not familiar with the Penn Marketplace and assigning carts as a shopper go to http://cms.business-services.upenn.edu/purchasing/making-purchases/purchasing-basics/purchase-orders/shopper-role.html for more information.

4.  Once the PO is approved, UPENN will transmit the approved PO information to the AppleOne team to have the system updated and process the order.

# Time & Expense Approval

## General Information

Once your contractor has submitted their timesheet (and/or expenses), you will receive an email notification stating you have a timesheet pending your approval.

You will need to log into AccelerationVMS, review the timesheet and either approve or reject it.  Details on how to complete this task are outlined below.

**Timecards**

From your homepage, click on **Timecard and Expense Approval** in your **To Do List**.
**Or**
You can click on the Timecards button at the top of your screen to search for individual timecards.

Click on the Weekend Date under the **To Do List** and then click on the blue icon under "View" to go inside the timecard for more detailed info.

Please review each line item of your workers timecard to ensure the correct hours are reflected and proper Rate Types used.  Select the boxes to the left of each line, then choose from the functions: **Approve Selected, Remove, Reject Selected**.  Please ensure that the required breaks have been taken before approval.

**Not**e:  If all lines will be approved or rejected, you can select the box in the column header, which will auto select all line items.

**San Francisco Healthcare Ordinance:**
- Any contractors who work in San Francisco will be billed an additional (separate) line item of $2.53/hr for SFHCO.  Please note that this amount may change in the future.
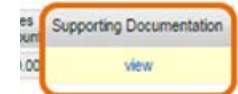
**Expenses**

| ☑ | Status | Vendor Approval | Date | Type | Hours | Total Expense | Expenses Bill Amount | Expense Country | Expense Prov/State |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | ✅ | 👍 | Fri 11/11/2016 ▾ | Air Fare ▾ | | 452.17 | 452.17 | United States ▾ | PENNSYLVANIA |
| | | | | | **Total:** 0 hrs | USD 452.17 | USD 452.17 | | |

EXPENSE History

[Add] [Remove] [Approve Selected] [Reject Selected] [Update Expense Report]

Supporting Documentation
view

If Expenses are included within a timecard, they will be itemized at the bottom, listing the **Type** of Expense with its appropriate **Amount**.  Receipts will be uploaded in our system and can be accessed by clicking on the "**view**" hyperlink under supporting documentation (picture to the right; use the scroll bar to access the information).

Expense approvals are due weekly to avoid payment delays to the workers.

# Managing Assignments

**Timecard Proxy Approvers:**

> If you will be out of the office or unavailable to approve time and/or expenses for your worker, you can set up a backup/proxy timecard approver.



> Click on the "**Settings**" link on the top right of your screen
>
> From your Settings page, scroll down to the **Timecard Proxy Approver(s)** section, and click on **ADD**
>
> Click on the magnifying glass to open the search box. Select the manager name by clicking on it. Make sure the "**Active**" box is checked. Click "**Save**" at the bottom of your screen.

**Extending an Assignment**

**General Information**

As a hiring manager, you will receive system generated e-mail notifications at 60 day, 30 days, 15 days, 7 days, and 1 day prior to an assignment ending. You will also see a link on your **To Do List** titled **Assignments ending in 30 days**. By clicking on this link, the system will give you a summary of all assignments scheduled to end within 30 days. If the scheduled end date is correct, please let the AppleOne team know that you will not be extending. If however, you would like to extend their assignment end date, you will need to create a new requisition and PO Punch Out for the extended assignment.

1. Follow the instructions as you did before when creating a new requisition and PO (pages 5 – 11)

> From your homepage, Click on **Assignment Ending in 30 days**.
>
> The system will display a summary of all assignments scheduled to end within 30 days. Review the details, and determine if an assignment extension is needed.



**Rate Changes**

**General Information**

All rate changes require a new requisition and a new PO Punch Out. You will submit as you did previously under the **"Create New Requisition"** section of this user guide.

# Reporting

## General Information

There are a variety of reporting options and capabilities available within AccelerationVMS. Within the reporting module, you will notice many Standard reports listed on the left side of your screen. There are five main sections, with detailed reports listed under each heading: Quick, Invoice Data, Requisition, Timecards, and Custom Reports.

> **Tip:** If there is specific information that you would like to report on, please reach out to AppleOne at upennrequisitions@appleone.com.. The AppleOne team can help you determine the best report for your needs, and walk you through running it for the first time and saving it as a favorite report for the future.
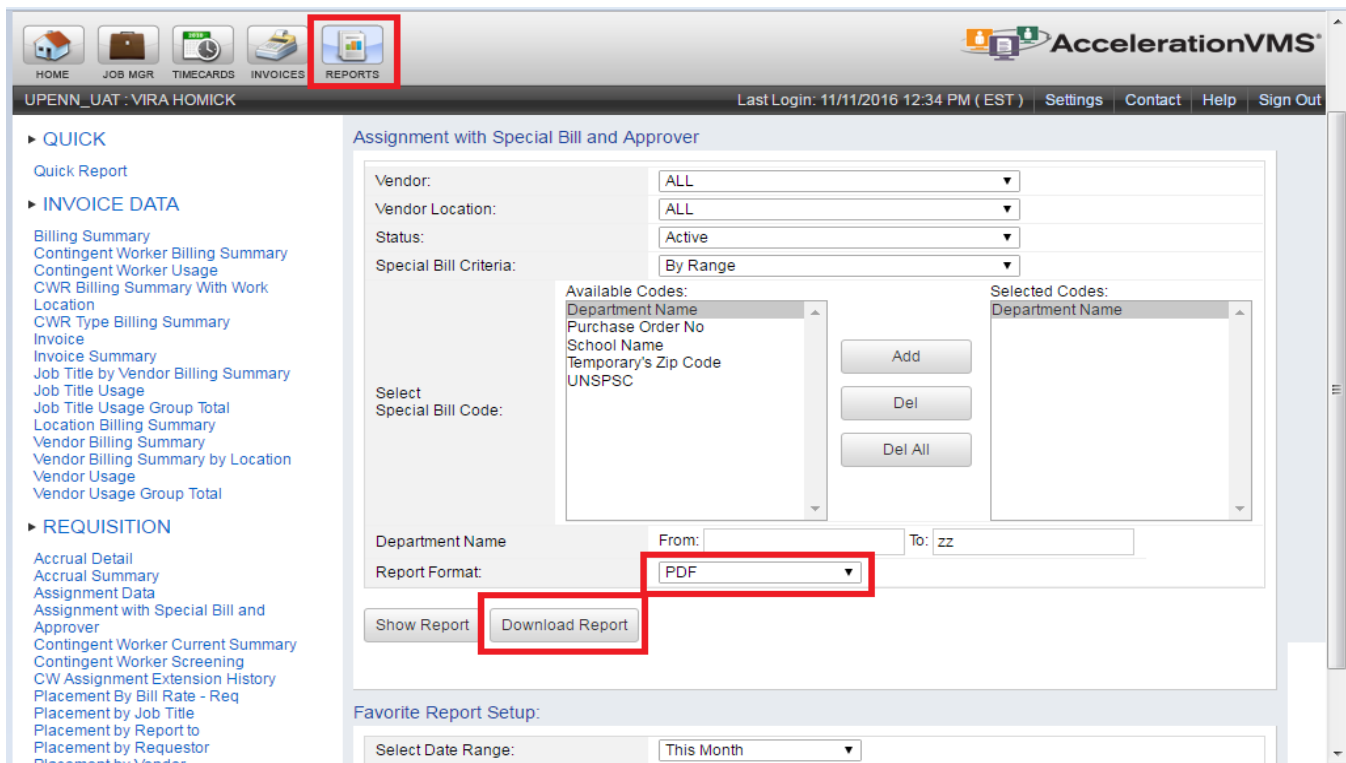


Once you have selected your report from the left side of your screen, a variety of options will be displayed. You can run each report with various criteria; including Vendor, location, Date, etc.

**Note:** If your selected report contains the "**Special Bill Code**" section, you must choose at least 1 Special Bill Code, such as Department Name, to run the report.

You have the ability to report against specific values, or against all. To see all "Cost Centers" for example, leave the "zz" in the **To**: Field. Select **PLAIN EXCEL** as Report Format – this allows you to edit the results most easily to suit your needs. Click on **Download Report.**

To report against a specific value, such as Department Number, Project Code, or Purchase Order, you can accomplish this by entering your requested value in the "**From** and **To**" field. For example, if I wanted my report to only show information related to Department **12345**, in the **From** field, I would enter **12345,** and in the **To** field I would enter **12345.**