

ONBASE 17 WEB CLIENT QUICK REFERENCE GUIDE

ACADEMIC UNIT RECOMMENDATIONS QUEUE

WEB CLIENT — ACCESS WORKFLOW

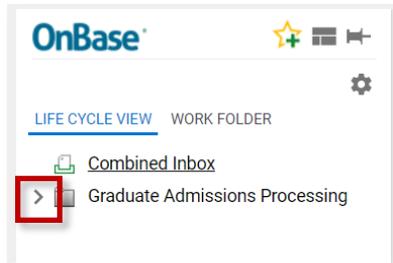
1. Open the **OnBase Web Client** from the link provided. Click on the Hamburger Menu.



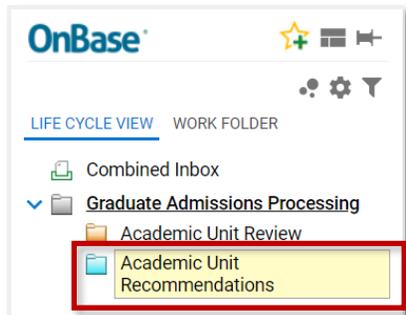
2. Select **Open Workflow**



2. Workflow panel will open. Expand the **Graduate Admissions Processing Lifecycle**.



3. Select the **Academic Unit Recommendations** queue.



ACADEMIC UNIT RECOMMENDATIONS QUEUE

The **Academic Unit Recommendations Queue** is where the recommendations for admission or rejection are made.

1. GRAD ADMIN RECOMMENDATIONS

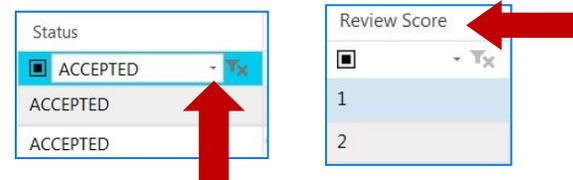
To Accept Applicant, select POS Form — Program of Study (POS) Unity Form will be displayed. The user can enter all pertinent information. To generate a POS Form, select the **POS Form Ad-Hoc Task**.

To Reject Applicant, select Reject Form — Graduate Application Not Accepted Unity Form will be displayed for the user to complete. To generate a Graduate Application Not Accepted Form, select the **Reject Form Ad-Hoc Task**.

2. APPROVAL OF RECOMMENDATIONS BY GO

Once the recommendation has been made (Accept or Reject) the Grad Officer has the ability to **Approve the Recommendation** by clicking **GO Approval** or to **Cancel the Form**, by clicking **GO Cancel Form**.

It is recommended that the GO sort or filter applications by the **Status Column** and/or **Review Score** in the **Workflow Inbox**.



Note: For applications who have applied for the wrong semester, please email sgs@mun.ca with the student # and the correct semester the file should be considered for.

SUMMARY OF TASKS



POS form

POS Form—Program of Study Unity Form will be displayed. Status will be updated to **Accepted**.



Reject form

Reject Form— Graduate Application Not Accepted Unity Form will be displayed. Status will be updated to **Rejected**.

GRAD ADMIN ROLE
AD-HOC TASKS

Note: **Task Buttons** are located under the Workflow Tab in OnBase. A document must be **highlighted** for the tasks to be active.



GO approval

GO Approval— GO approves the recommendation. This button acts as the GO signature. Moves the form to Grad Studies for processing.



GO cancel form

GO Cancel Form— GO does not approve the recommendation and cancels the form. The status will now be GO Reject and a new form will be completed.



POS form

POS Form— Program of Study Unity Form will be displayed (also available to Grad Admin).



Reject form

Reject Form—Graduate Application Not Accepted Unity Form will be displayed (also available to Grad Admin).

GRAD OFFICER ROLE
AD-HOC TASKS

ONBASE 17 UNITY CLIENT QUICK REFERENCE GUIDE

ACADEMIC UNIT RECOMMENDATIONS QUEUE

UNITY CLIENT — ACCESS WORKFLOW

To access the **Academic Unit Recommendations Queue**:

1. Open OnBase and from the Home Menu  select, **Workflow**
2. Under the **Graduate Admissions Processing Lifecycle**, select the **Academic Unit Recommendations Queue**

The **Workflow Inbox** acts as a file folder for application files and will list all **ADG-Application Summary/Review Unity Forms** that are ready for review/recommendation.

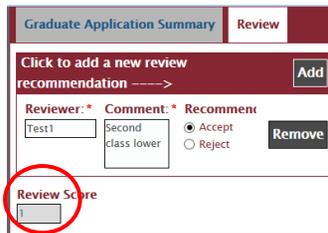
The **Related Items Tab** will show all documents related to the application file. To open a related item, click on the **Related Items Tab** and **double click** on the document.



ADG-APPLICATION SUMMARY/ REVIEW UNITY FORM

Graduate Application Summary Tab - Displays application information including: checklist items, application decision and comments

Review Tab - Allows reviewers to make recommendations and comment as well as provide a Review Score



ACADEMIC UNIT RECOMMENDATIONS QUEUE

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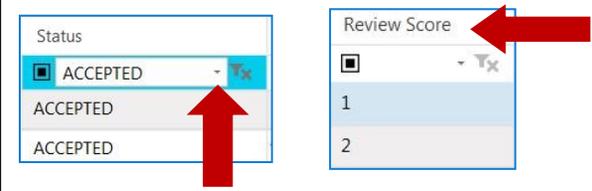
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	Reject Form — Graduate Application Not Accepted Unity Form will be displayed. Status will be updated to Rejected .	

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