

# ONBASE 17 WEB CLIENT QUICK REFERENCE GUIDE

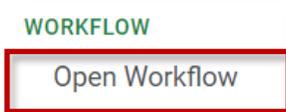
## ACADEMIC UNIT REVIEW QUEUE

### ACCESS THE WORKFLOW QUEUE

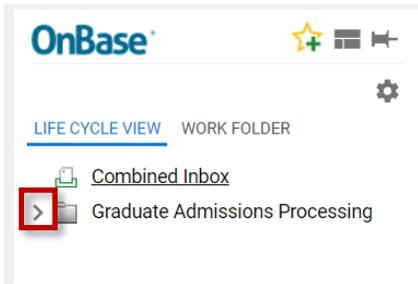
1. Open the **OnBase Web Client** from the link provided. Click on the Hamburger Menu.



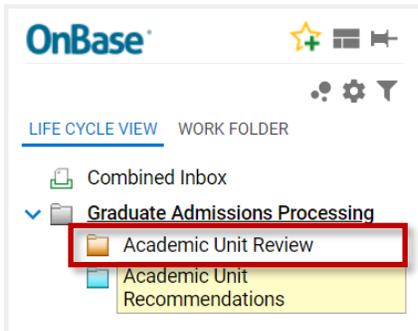
2. Select **Open Workflow**



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



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

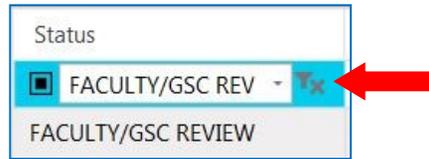


### ACADEMIC UNIT REVIEW QUEUE

After the application and related items are reviewed, the user in the Grad Admin Staff role can select the **Mark as Ready for Faculty/GSC Review Ad-Hoc Task**.



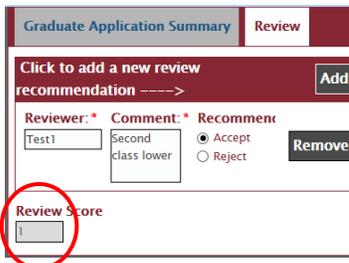
This will update the **status** of the application to **FACULTY/GSC REVIEW** and will make the application available in the **Faculty Review Custom Query** (accessible under OnBase **Custom Queries Tab** or by direct link sent by email).



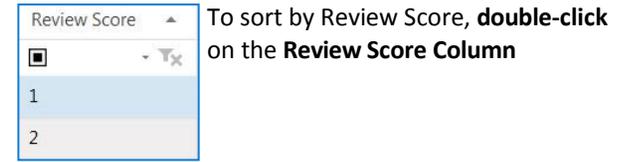
At this point, **faculty members on Grad Studies Committees can access OnBase to submit reviews**.

**Note:** Faculty members interested in supervising students in research-based programs can review files with Grad Admin Staff.

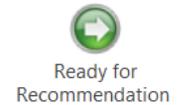
The **ADG-Application Summary/Review Unity Form** will provide users with the ability to vote and make comments for each applicant.



The total will be stored as a keyword which can be **sorted** within the **Queue Inbox**.



To transition the application to the **Academic Unit Recommendations Queue** and complete and submit forms, **click on the Ready for Recommendation Ad-Hoc Task**.



This will remove the application from the Academic Unit Review Queue and send it to the **Academic Unit Recommendations Queue**.

**Note:** Application related documents can also be found under the **SGS—Student Documents Search Custom Query**. To use this Query, select **Custom Queries** from the **Hamburger Menu**.

### OTHER AD-HOC TASKS

**Send Notification to Self (user currently logged in)** - Send an email with a direct link to the **Faculty Review Custom Query**. This email can be forwarded to a member of a grad studies committee.



**Add Note** - This will add a sticky note to the application that only you can view. The note can then be viewed by clicking on the **Notes Button**

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

# ONBASE 17 UNITY CLIENT QUICK REFERENCE GUIDE

## ACADEMIC UNIT REVIEW QUEUE

### ACCESS THE WORKFLOW QUEUE

The **Academic Unit Review Queue** is where a member of the corresponding academic unit will review and assess grad applications and related documents.

#### Access OnBase Workflow:

1. **Open OnBase.** Workflow is accessible from the Web Client and the Unity Client
2. From the **Home Tab** select, **Workflow**



The **Academic Unit Review Queue** will be accessible under the **Graduate Admissions Processing Lifecycle**.

The Workflow Queue is restricted by **Faculty/School and Major**. In some cases users may need to filter by a keyword such as **Major**.

Faculty/School	Department	Degree	Major
BU	BUSI	DIPBU	BUSI
EG	ENGI	MAPS	SFRE

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/action.



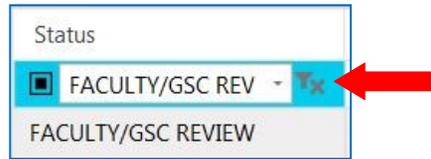
The **Related Items Tab** will show all documents related to the applicant file. To open a related item, click on the **Related Items Tab** and **double-click on the document**. Documents will be added to the applicant live as they are reviewed in real time.

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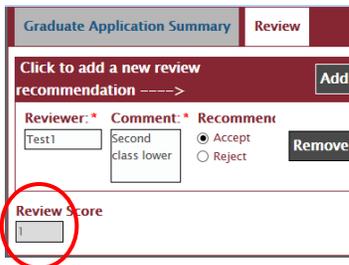
This will update the **status** of the application to **FACULTY/GSC REVIEW** and will make the application available in the **Faculty Review Custom Query** (accessible under OnBase **Custom Queries Tab** or by direct link sent by email).



At this point, **faculty members on Grad Studies Committees can access OnBase to submit reviews**.

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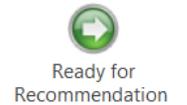


The total will be stored as a keyword which can be **sorted** within the **Queue Inbox**.



To sort by Review Score, **double-click** on the **Review Score Column**

To transition the application to the **Academic Unit Recommendations Queue** and complete and submit forms, **click on the Ready for Recommendation Ad-Hoc Task**.



This will remove the application from the Academic Unit Review Queue and send it to the **Academic Unit Recommendations Queue**.

**Note:** Application related documents can also be found under the **SGS—Student Documents Search Custom Query**. To use this Query, select **Custom Queries** on the **Home Tab**.

### OTHER AD-HOC TASKS

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