

GRADUATE ADMISSIONS PROCESSING LIFECYCLE

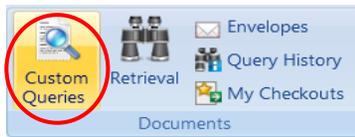
CUSTOM QUERIES OnBase QUICK REFERENCE GUIDE

ACCESS CUSTOM QUERIES

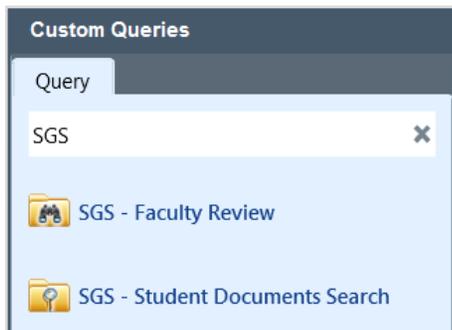
OnBase Custom Queries are pre-defined searches that have been configured for you so that you can quickly and easily retrieve, sort and group the documents you work with most often.

To Use a Custom Query

1. On the Home Tab select **Custom Queries** from the Documents Group



2. The **Custom Queries Panel** will display all the custom queries available to you. The **Find** field allows you to narrow the list of custom queries displayed or find a specific custom query.



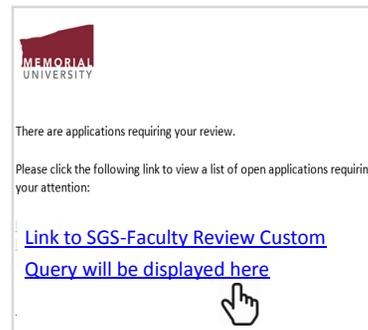
3. Once you select a Custom Query a **Custom Query Form** is displayed. Enter the information required to retrieve the document(s). Search results will be listed in the **Search Results Pane**.

SGS-FACULTY REVIEW

The **SGS-Faculty Review Custom Query** will retrieve applications that have the status of **Faculty/GSC Review**. This custom query is restricted by Faculty/School and Department and is available to faculty as long as the status of the application is **Faculty/GSC Review**.

To Receive/Send a link to SGS-Faculty Review Custom Query:

1. In Workflow, select the **Send Notification to Self Ad-Hoc Task**. This will send you (logged in user) an email with a link to the SGS-Faculty Review Custom Query.
2. Once you receive the email you can then **share the link** with Faculty or others who may need to review applications and/or make recommendations.



Note: When users click on the link they will be required to **authenticate with their MUN username and password**

3. Once logged in the **SGS-Faculty Review Custom Query Screen** will appear with a list of applications for review.

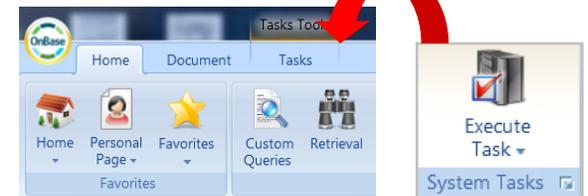
SGS-STUDENT DOCUMENTS SEARCH

The **SGS-Student Documents Search Custom Query** is available to Grad Admins and Grad Officers. The query will retrieve **applications and all related student documents** including those that have left workflow.

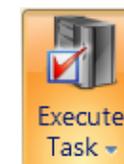
CUSTOM QUERY SYSTEM TASKS

Once you have completed a search and select a document type from the search results, there are corresponding **System Tasks** available to select from the **Custom Query Search Results** screen.

If a **System Task** is available to you for the document type you have selected, a **Task Tab** will appear in the menu.



Document Type: ADG-Application Summary Review Unity Form



Generate POS Form

For deferral of admission, change in funding, or transfer of program.

