EAS Task Request Form

Initial Request - Requestor

Initial Request Instructions:
Please complete this form with your word processor. Attach it and any drawings, forms, or supplemental materials to an email, which should be sent to the appropriate application area mailing list.

Requestor Contact Information:

*Name: Susan Culley   *Request Date: 8/9/10   *Department: Adm/Registrar

*E-mail: **sjculley@alaska.edu**   *Telephone: 6856   *Campus: F

*Application:	Faculty: ☐	FinAid: ☐	General: ☐	HR: ☐	Student: ☒	LCB: ☐	Other: ☐
	EDIR: ☐	fsaATLAS: ☐	Housing: ☐	MyUA: ☐	OnBase: ☒	QAdhoc / QMenu: ☐	TR# 103
Area change	Document: ☐	Keywords: ☐	Queries: ☐	Users: ☐	Workflow: ☐	AD, RO, FA, or Other: ☐	

*Suggested Priority:[1] 3   PREP Date Goal:[2]   PROD Date Goal:[2]   More Documentation: ☐

Process Name (if exists):

*What to do:

     Create document type called 'RO special permission form'

*Reason for doing it:

     To record special permission given by instructors/faculty members

*Business impact if this request is not performed:

     Time wasted searching through email or memos for a given student's permission. Paper printed and kept. Students experience delay in registering for courses

Related information (forms, tables, reports, fields, dependencies, OnBase workflow process)s
OnBase: Security, keywords, and scan queues are on the last page of this form:

     Processed documents would be placed in the student file. UNProcessed documents should enter the ROP Records Life Cycle Required Keywords required are indicated below

Requested Scheduling (For example: 'On demand' or 'Daily at 5:00 AM'):

Banner Specific Information:
Population Selection as input? Yes: ☐   No: ☒

Security - Tentative Banner Class(es):

     RO View, RO Specialist and RO Manager

Job Submission/Command Line Input Parameters
([#]Required if they are modified. Please include sorting options in the description. See Help Text (F1) for Description if more entries are needed.)

[#]Description	[#]Single or Multiple (S/M)	[#]Required or Optional (R/O)	[#]% (Wildcard) Allowed (Y/N)	Default Value	Validation Table or Valid Values

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[1] Priorities: 1=Low, 2=Medium, 3=High, 4=Now
[2] *At least one of the PREP Date or PROD Date values must be entered.

***** - Indicates a required field   1 of 4   EAS Time Entry Number: _____

EAS Task Request Form

Functional Authorization - Authorized Functional Chairperson/Workteam

Functional Authorization Instructions:
Please forward accepted requests and any supplemental materials to EAS .If an EAS Lead is present at the workteam meeting, you can verbally approve it while providing the other information.

*Approver Name: *Fast Track Request:[1] Yes: ☐ No: ☐

*Priority:[2]   Requested PREP Date:[2]   Requested PROD Date:[2]   *Submitted Date:

Technical Authorization - EAS

Technical Authorization Instructions:
If the request is not 'Fast Tracked', complete restatement and estimations. Include questions that require response to complete request. Return to the Functional Chairperson / Workteam for the final functional authorization.

Approver Contact Information:

+Reviewer Name: +Fast Track Request Accepted:[3]   Yes: ☐   No: ☐

+Review Date: +Request Status: Accept: ☐   Reject: ☐

+Estimated PREP Date: +Estimated Effort (hours):

 Internal Object Name(s):

+Rejection Reason (only required if Request Status is Rejected):

+Restated Purpose:

 Questions concerning request:

Final Functional Authorization - Authorized Functional Chairperson[4]

Final Functional Authorization Instructions:
Review the restatement, estimations, and questions concerning the request. If approved, reply to EAS with final request information.

+Approver Name: +Final User Priority: +Request Status: Accept: ☐ Reject: ☐

+Review Date: Requested PREP Date:[5]   Requested PROD Date:[5]

+I accept EAS's restated purpose as being a complete and accurate statement of our requirements: Yes: ☐   No: ☐

 Final Banner Class(es):

+Response(s) to EAS questions:

Technical Comments - EAS[6]

+Name: +Comment Date:

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[1] Fast Track Requirements: No restatement required (e.g. existing object with minor, isolated changes or a new object with simple requirements)

[2] Tentative priority unless Fast Track is selected

[3] Fast Track Request Accepted: The EAS Lead may determine based on the request specifics that Fast Track may not be appropriate.

[4] Only if request not fast tracked

[5] +At least one of the PREP Date or PROD Date values must be entered.

[6] Replicate fields as needed for set of comments

+ - Indicates a required field if not fast tracked

Comments:

OnBase Related document keywords for request -

Related information (required) Keywords

☐ ABA	☐ CorresType	☒ NameFirst	
☐ AcademicYear	☐ Create Profile	☒ NameLast	☐ Software Version
☐ Account #	☐ CRN	☒ NameMiddle	☐ SSN
☐ ADecision	☐ Crse#	☐ PetitionType	☐ Start Column
☐ ADecisionBy	☐ DB Version	☐ PIDM	☐ Statement Cycle Date
☐ ADecisionDate	☐ DegreeAuditStatus	☐ PreBanner	☐ Status
☐ ADtoRO	☐ Department	☐ ProcessbyExpGradTerm	☐ Stub Amount
☐ Advisor	☐ Description	☐ ProcessingStatus	☐ StudentType
☐ AidYear	☐ DOB	☐ Program	☐ Subject
☐ Amount	☐ Document Handle	☐ ReadyToVerify	☒ Term
☐ ApplicationSource	☐ DueDate	☒ ReceivingCampus	☐ Test01
☐ ApplicationStatus	☐ Enclosure Count	☐ Recommendation	☐ TitleIVType
☐ Articulation	☐ EPC	☐ RecommendationBy	☐ Transaction #
☐ ArticulationStatus	☐ Exception Code	☐ RecommendationDate	☐ Transaction Code
☐ Authentication	☐ Exception Reason	☐ RequestType	☐ TranscriptType
☐ Author	☐ ExpGradTerm	☐ Reservation Number	☒ UA ID
☐ Batch #	☐ FafsaReceivedUAA	☐ ReviewedBy	☐ UAScholar
☐ Batch Amount	☐ FafsaReceivedUAF	☐ ReviewedDate	☐ UniqueID
☐ Batch Number	☐ FafsaReceivedUAS	☐ ROTeam	☐ Vendor #
☐ Build Version	☐ Fax Unique ID	☐ ROToBeUsed1	☐ Vendor Name
☐ Check #	☐ File Name	☐ ROToBeUsed2	☐ VerificationBy
☐ Check Amount	☐ IDecision	☐ ROToBeUsed3	☐ VerificationComplete
☐ Check Sequence #	☐ IDecisionBy	☐ ROToBeUsed4	☐ VerificationDate
☐ Check Serial #	☐ IDecisionDate	☐ ROToBeUsed5	☐ VisaType
☐ College	☐ Level	☐ Section	☐ WithdrawlType
☐ Confidentiality	☐ LevelCode	☐ Site ID	☐ Work Mode Code

OnBase Related document scan queues for request -

Related information (required) scan queues

☐ AD (Processed) (UAA)	☐ FA (Processed) (UAA)	☐ RO (Processed) (UAA)
☐ AD (Processed) (UAF)	☐ FA (Processed) (UAF)	☒ RO (Processed) (UAF)
☐ AD (Processed) (UAS)	☐ FA (Processed) (UAS)	☐ RO (Processed) (UAS)
☐ AD (UAA)	☐ FA (UAA)	☐ RO (UAA)
☐ AD (UAF)	☐ FA (UAF)	☒ RO (UAF)
☐ AD (UAS)	☐ FA (UAS)	☐ RO (UAS)

OnBase Related user groups for request -

Related information (required) User Groups

☐ ad_manager	☐ dept_review_uaa_chsw	☐ dept_review_uas_hs	☐ international_review
☐ ad_specialist	☐ dept_review_uaa_coe	☐ dept_review_uas_voct	☐ mau_admin
☐ ad_view	☐ dept_review_uaa_cpbb	☐ em_global_view_admin	☐ mau_printing
☐ admin_document	☐ dept_review_uaa_ctc	☐ em_global_view_basic	☐ mau_redact
☐ admin_exception	☐ dept_review_uaa_engr	☐ em_scan_adro_uaa	☐ residency_processing
☐ admin_keyword	☐ dept_review_uaf_cem	☐ em_scan_adro_uaf	☒ ro_manager
☐ admin_printing	☐ dept_review_uaf_cla	☐ em_scan_adro_uas	☒ ro_specialist
☐ admin_process	☐ dept_review_uaf_cnsm	☐ em_scan_fa_uaa	☒ ro_view
☐ admin_query	☐ dept_review_uaf_crcd	☐ em_scan_fa_uaf	☐ tech_support
☐ admin_scanning	☐ dept_review_uaf_inds	☐ em_scan_fa_uas	☐ transfer_manager
☐ admin_security	☐ dept_review_uaf_sfos	☐ fa_appeal	☐ transfer_specialist

+ - Indicates a required field if not fast tracked   3 of 4

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☐ admin_sys	☐ dept_review_uaf_snras	☐ fa_manager	☐ uaa
☐ admin_workflow	☐ dept_review_uas_cas	☐ fa_specialist	☐ uaf
☐ dept_review_uaa_cas	☐ dept_review_uas_cte	☐ grad_school_review	☐ uas