

OnBase Task Request Form
Request for Task to be Completed

OnBase Department/Group?	<input type="checkbox"/> HR	<input type="checkbox"/> Admissions	<input type="checkbox"/> Financial Aid	<input checked="" type="checkbox"/> Registrar	TR # 115	
OnBase Area to be changed or created	<input type="checkbox"/> Keywords	<input checked="" type="checkbox"/> Document	<input type="checkbox"/> Queries	<input type="checkbox"/> Users	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Security Group
Modification to and existing Process/Item? (required)	<input checked="" type="checkbox"/> Custom Query	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Document	<input type="checkbox"/> Other?		
What to do? (required)	<p>1) Need 1 new document type - RO Departmental Form called RO Blanket Petition</p> <p>2) Add Blanket and Advisor to Petition type on RO Petition (existing document)</p> <p>3) Route RO Petition to ROG Petition - currently RO Petition goes to ROP Correspondence.</p>					
Reason for the change? (required)	<p>Petitions are processed only by graduation office, registrar processing does not do any work with petitions. Need new document type to get a binder of departmental approved petitions to be in OnBase and available to everyone. Adding Petition types to make retrieval and tracking petitions easier and more efficient.</p>					
Business Impact? (required)	<p>Continue to use binder, which is not efficient and makes it difficult for everyone to know about departmental petitions when processing graduation applications. RO Petitions will continue to take longer getting to correct workflow for processing.</p>					
Priority? (required) 1 = Low, 2 = Medium, 3 = High	3	Suggested Completion Date?	02/14/2011 (right before graduation application deadline)			

Contact Information (Required)

Requested By:	Crystal Goula/Lillian Misel	Requested Date:	01/24/2011
Campus:	Fairbanks	Department:	Admissions and Registrar
Telephone Number:	2732 or 6214	Email Address:	cagoula@alaska.edu or

Please complete this form with your word processor. Attach this form and any additional information in an email to: sdemit@email.alaska.edu.

The subject line must say **"OnBase Task Request"**

			laandersonmisel@alaska.edu
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Common Autaname Strings Per Document Type Group in order they show up in the autoname string

<input type="checkbox"/>	AD Documents	Status – UAID – ReceivingCampus – DocumentType – NameLast, NameFirst – DOB – DocumentDate
<input type="checkbox"/>	FA Documents	Status – AidYear - UAID – ReceivingCampus – DocumentType – NameLast, NameFirst – DOB – DocumentDate
<input type="checkbox"/>	RO Documents	Status – UAID – ReceivingCampus – DocumentType – NameLast, NameFirst – DOB – DocumentDate
<input checked="" type="checkbox"/>	RO Departmental Documents	Term - ReceivingCampus – DocumentType - DocumentDate
<input type="checkbox"/>	HR Documents	UAID – ReceivingCampus – Document Type – NameLast, NameFirst NameMiddle – DocumentDate

Other keywords you would like in the autoname string? If so please write them in the correct order.	Add College to Autoname string, right after Receiving Campus. Make College and Receiving Campus required for indexing. All others can be optional.
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Common Keywords Per Document Type Group and in order they show up in the keywords box

Common AD Keywords: <input type="checkbox"/> UAID ReceivingCampus SSN NameLast NameFirst NameMiddle DOB ProcessingStatus Visa Type PIDM Term Status ADtoRO	Common FA Keywords: <input type="checkbox"/> UniqueID ReceivingCampus AidYear UAID SSN NameLast NameFirst NameMiddle DOB PIDM FafsaReceivedUAA FafsaReceivedUAF FafsaReceivedUAS ProcessingStatus DueDate	Common RO Keywords: <input type="checkbox"/> UAID ReceivingCampus SSN NameLast NameFirst NameMiddle DOB VisaType PIDM ProcessingStatus ROTeam Confidentiality Status	Common RO Departmental Keywords: <input checked="" type="checkbox"/> RecievingCampus PorcessingStatus ROTeam Status
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	Status		
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Other Keywords needing to be added to a specific Document Type

<input type="checkbox"/> ABA	<input checked="" type="checkbox"/> College	<input type="checkbox"/> File Name	<input type="checkbox"/> Mail Subject	<input type="checkbox"/> ROTeam
<input type="checkbox"/> AcademicYear	<input type="checkbox"/> Comm Type	<input type="checkbox"/> Functional Area	<input type="checkbox"/> Mail To	<input type="checkbox"/> Section
<input type="checkbox"/> Account #	<input type="checkbox"/> Confidentiality	<input type="checkbox"/> I9 Date	<input type="checkbox"/> Mail To Address	<input type="checkbox"/> Security Type
<input type="checkbox"/> ADecision	<input type="checkbox"/> Consultant assigned	<input type="checkbox"/> IDecision	<input type="checkbox"/> NameFirst Alt1	<input type="checkbox"/> Site ID
<input type="checkbox"/> ADecisionBy	<input type="checkbox"/> CorresType	<input type="checkbox"/> IDecisionBy	<input type="checkbox"/> NameFirst Alt 2	<input type="checkbox"/> Start Column
<input type="checkbox"/> ADecisionDate	<input type="checkbox"/> Create Profile	<input type="checkbox"/> IDecisionDate	<input type="checkbox"/> NameLast Alt 1	<input type="checkbox"/> Statement Cycle Date
<input type="checkbox"/> Advisor	<input type="checkbox"/> Created By	<input type="checkbox"/> Identification #	<input type="checkbox"/> NameLast Alt 2	<input type="checkbox"/> Stub Amount
<input type="checkbox"/> Amount	<input type="checkbox"/> Created Date	<input type="checkbox"/> Institution #	<input type="checkbox"/> NameMiddle Alt 1	<input type="checkbox"/> Student Type
<input type="checkbox"/> ApplicationSource	<input type="checkbox"/> CRN	<input type="checkbox"/> Internal Chart #	<input type="checkbox"/> NameMiddle Alt 2	<input type="checkbox"/> Subject
<input type="checkbox"/> ApplicationStatus	<input type="checkbox"/> Crse#	<input type="checkbox"/> Invoice #	<input type="checkbox"/> Null Keytype	<input type="checkbox"/> Termination Year
<input type="checkbox"/> Articulation	<input type="checkbox"/> Date	<input type="checkbox"/> IS Batch #	<input type="checkbox"/> Pay Period	<input type="checkbox"/> TimeStamp
<input type="checkbox"/> ArticulationStatus	<input type="checkbox"/> Date Updated	<input type="checkbox"/> Legal Type	<input type="checkbox"/> Petition Type	<input type="checkbox"/> Title

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<input type="checkbox"/> Authentication	<input type="checkbox"/> DB Version	<input type="checkbox"/> Level	<input type="checkbox"/> PO #	<input type="checkbox"/> TitleVType
<input type="checkbox"/> Author	<input type="checkbox"/> DegreeAuditStatus	<input type="checkbox"/> LevelCode	<input type="checkbox"/> Policy #	<input type="checkbox"/> TR #
<input type="checkbox"/> Batch #	<input type="checkbox"/> Department	<input type="checkbox"/> Mail Attachment Count	<input type="checkbox"/> PreBanner	<input type="checkbox"/> Transaction #
<input type="checkbox"/> Batch Amount	<input type="checkbox"/> Description	<input type="checkbox"/> Mail Attachment Name	<input type="checkbox"/> ProcessbyExpGradTerm	<input type="checkbox"/> Transaction Code
<input type="checkbox"/> Batch Number	<input type="checkbox"/> Destination Directory	<input type="checkbox"/> Mail Bcc	<input type="checkbox"/> Program	<input type="checkbox"/> TranscriptType
<input type="checkbox"/> Build Version	<input type="checkbox"/> Document Handle	<input type="checkbox"/> Mail Cc	<input type="checkbox"/> ReadyToVerify	<input type="checkbox"/> Type
<input type="checkbox"/> Calendar Year	<input type="checkbox"/> DueDate	<input type="checkbox"/> Mail Cc Address	<input type="checkbox"/> Recommendation	<input type="checkbox"/> UAScholar
<input type="checkbox"/> CARStatus	<input type="checkbox"/> Effective Date	<input type="checkbox"/> Mail Certified	<input type="checkbox"/> RecommendationBy	<input type="checkbox"/> Union Code
<input type="checkbox"/> CARType	<input type="checkbox"/> Enclosure Count	<input type="checkbox"/> Mail Date	<input type="checkbox"/> RecommendationDate	<input type="checkbox"/> Vender #
<input type="checkbox"/> Chapter	<input type="checkbox"/> End Column	<input type="checkbox"/> Mail From	<input type="checkbox"/> Regulation #	<input type="checkbox"/> Vendor Name
<input type="checkbox"/> Check #	<input type="checkbox"/> EPC	<input type="checkbox"/> Mail From Address	<input type="checkbox"/> RequestType	<input type="checkbox"/> VerificationBy
<input type="checkbox"/> Check Amount	<input type="checkbox"/> Exception Code	<input type="checkbox"/> Mail MessageID	<input type="checkbox"/> Reservation Number	<input type="checkbox"/> VerificationComplete
<input type="checkbox"/> Check Consecutive#	<input type="checkbox"/> Exception Reason	<input type="checkbox"/> Mail Return Path	<input type="checkbox"/> ReviewedBy	<input type="checkbox"/> VerificationDate
<input type="checkbox"/> CheckSequence#	<input type="checkbox"/> ExpGradTerm	<input type="checkbox"/> Mail State	<input type="checkbox"/> ReviewedDate	<input type="checkbox"/> WithdrawlType
<input type="checkbox"/> CheckSerial #	<input type="checkbox"/> Fax Unique ID			

Custom Queries available for document types to be added to for retrieval

<input type="checkbox"/>	AD Filter By Appl Source & Receiving Campus = Enter the Application Source, Receiving Campus, Date Range or Term to view AD Application UG and AD Application GR documents
<input type="checkbox"/>	Alt Search for Student File = Enter the appropriate information to locate the student's file: After locating the student file you will be able to sort by keywords
<input type="checkbox"/>	HR Timesheets filter = search for HR Time Sheets
<input type="checkbox"/>	RO CUR Filter = Search for RO Curriculum Action Request
<input type="checkbox"/>	Search for Student File = Searches for the student file includes only AD and RO documents
<input type="checkbox"/>	Search for Student File AD FA RO = Searches for the student file includes AD RO and FA documents

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To create a new custom query please explain what you want to happen and the keywords you would like to be able to search on along with the document types you would like to have included in the new custom query.

Scan Queues

<input type="checkbox"/>	AD (Processed) (UAA)	<input type="checkbox"/>	FA (Processed) (UAA)	<input type="checkbox"/>	RIM (Processed)(SW)
<input type="checkbox"/>	AD (Processed) (UAF)	<input type="checkbox"/>	FA (Processed) (UAF)	<input type="checkbox"/>	RO (Processed) (UAA)
<input type="checkbox"/>	AD (Processed) (UAS)	<input type="checkbox"/>	FA (Processed) (UAS)	<input checked="" type="checkbox"/>	RO (Processed) (UAF)
<input type="checkbox"/>	AD (UAA)	<input type="checkbox"/>	FA (UAA)	<input type="checkbox"/>	RO (Processed) (UAS)
<input type="checkbox"/>	AD (UAF)	<input type="checkbox"/>	FA (UAF)	<input type="checkbox"/>	RO (UAA)
<input type="checkbox"/>	AD (UAS)	<input type="checkbox"/>	FA (UAS)	<input checked="" type="checkbox"/>	RO (UAF)
<input type="checkbox"/>	EM (Processed)(UAA)	<input type="checkbox"/>	HR (Processed)(SW)	<input type="checkbox"/>	RO (UAS)
<input type="checkbox"/>	EM (Processed)(UAF)	<input type="checkbox"/>	HR (Processed)(UAA)		

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<input type="checkbox"/>	EM (Processed)(UAS)	<input type="checkbox"/>	HR (Processed)(UAF)		
		<input type="checkbox"/>	HR (Processed)(UAF_GI)		

Common User Groups Per Document Type Group

<input type="checkbox"/> Common AD User Groups: ad_manager ad_specialist ad_view admin_administrator admin_develop em_global_view_admin em_global_view_basic em_scan_adro_uaa em_scan_adro_uaf em_scan_adro_uas ro_manager ro_specialist ro_view transfer_manager transfer_specialist	<input type="checkbox"/> Common FA User Groups: admin_administrator admin_develop em_global_view_admin em_global_view_basic em_scan_fa_uaa em_scan_fa_uaf em_scan_fa_uas fa_manager fa_specialist	<input type="checkbox"/> Common RO User Groups: ad_manager ad_specialist ad_view admin_administrator admin_develop em_global_view_admin em_global_view_basic em_scan_adro_uaa em_scan_adro_uaf em_scan_adro_uas ro_manager ro_specialist ro_view transfer_manager transfer_specialist	<input checked="" type="checkbox"/> Common RO Departmental User Groups: ad_manager ad_specialist ad_view admin_administrator admin_develop em_global_view_admin em_global_view_basic em_scan_adro_uaa em_scan_adro_uaf em_scan_adro_uas ro_manager ro_specialist ro_view transfer_manager transfer_specialist
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OnBase User Groups available for request

<input type="checkbox"/>	ad_confidential	<input type="checkbox"/>	dept_review_uaa_engr	<input type="checkbox"/>	hr_administrator	<input type="checkbox"/>	international_review
<input type="checkbox"/>	ad_manager	<input type="checkbox"/>	dept_review_uaf_cem	<input type="checkbox"/>	hr_concurrent_license	<input type="checkbox"/>	mau_printing
<input type="checkbox"/>	ad_specialist	<input type="checkbox"/>	dept_review_uaf_cla	<input type="checkbox"/>	hr_pay_index_sw	<input type="checkbox"/>	mau_redact
<input type="checkbox"/>	ad_view	<input type="checkbox"/>	dept_review_uaf_cnsm	<input type="checkbox"/>	hr_pay_index_uaa	<input type="checkbox"/>	residency_processing
<input type="checkbox"/>	admin_administrator	<input type="checkbox"/>	dept_review_uaf_crcd	<input type="checkbox"/>	hr_pay_index_uaf	<input type="checkbox"/>	rim_staff
<input type="checkbox"/>	admin_develop	<input type="checkbox"/>	dept_review_uaf_inds	<input type="checkbox"/>	hr_pay_index_uaf_gi	<input type="checkbox"/>	rim_view

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<input type="checkbox"/> admin_document	<input type="checkbox"/> dept_review_uaf_sfos	<input type="checkbox"/> hr_pay_index_uas	<input type="checkbox"/> ro_confidential
<input type="checkbox"/> admin_exception	<input type="checkbox"/> dept_review_uaf_snras	<input type="checkbox"/> hr_pay_manager	<input type="checkbox"/> ro_manager
<input type="checkbox"/> admin_keyword	<input type="checkbox"/> dept_review_uaf_soe	<input type="checkbox"/> hr_pay_review_sw	<input type="checkbox"/> ro_specialist
<input type="checkbox"/> admin_printing	<input type="checkbox"/> dept_review_uaf_som	<input type="checkbox"/> hr_pay_review_uaa	<input type="checkbox"/> ro_view
<input type="checkbox"/> admin_process	<input type="checkbox"/> dept_review_uas_bpa	<input type="checkbox"/> hr_pay_review_uaf	<input type="checkbox"/> sw_helpdesk
<input type="checkbox"/> admin_query	<input type="checkbox"/> dept_review_uas_cas	<input type="checkbox"/> hr_pay_review_uaf_gi	<input type="checkbox"/> tech_support
<input type="checkbox"/> admin_scanning	<input type="checkbox"/> dept_review_uas_cte	<input type="checkbox"/> hr_pay_review_uas	<input type="checkbox"/> transfer_manager
<input type="checkbox"/> admin_security	<input type="checkbox"/> dept_review_uas_hs	<input type="checkbox"/> hr_pay_scan_sw	<input type="checkbox"/> transfer_specialist
<input type="checkbox"/> admin_sys	<input type="checkbox"/> dept_review_uas_voctr	<input type="checkbox"/> hr_pay_scan_uaa	<input type="checkbox"/> uaa
<input type="checkbox"/> admin_workflow	<input type="checkbox"/> em_concurrent_license	<input type="checkbox"/> hr_pay_scan_uaf	<input type="checkbox"/> uaf
<input type="checkbox"/> dept_em_uaa_admin	<input type="checkbox"/> em_global_view_admin	<input type="checkbox"/> hr_pay_scan_uaf_gi	<input type="checkbox"/> uas
<input type="checkbox"/> dept_em_uaa_director	<input type="checkbox"/> em_global_view_basic	<input type="checkbox"/> hr_pay_scan_uas	
<input type="checkbox"/> dept_em_uaa_security_admin	<input type="checkbox"/> em_scan_adro_uaa	<input type="checkbox"/> hr_pers_index_sw	
<input type="checkbox"/> dept_em_uaf_admin	<input type="checkbox"/> em_scan_adro_uaf	<input type="checkbox"/> hr_pers_index_uaa	
<input type="checkbox"/> dept_em_uaf_director	<input type="checkbox"/> em_scan_adro_uas	<input type="checkbox"/> hr_pers_index_uaf	
<input type="checkbox"/> dept_em_uaf_security_admin	<input type="checkbox"/> em_scan_fa_uaa	<input type="checkbox"/> hr_pers_index_uaf_gi	
<input type="checkbox"/> dept_em_uas_admin	<input type="checkbox"/> em_scan_fa_uaf	<input type="checkbox"/> hr_pers_index_uas	
<input type="checkbox"/> dept_em_uas_director	<input type="checkbox"/> em_scan_fa_uas	<input type="checkbox"/> hr_pers_manager	
<input type="checkbox"/> dept_em_uas_security_admin	<input type="checkbox"/> fa_appeal	<input type="checkbox"/> hr_pers_review_sw	
<input type="checkbox"/> dept_review_uaa_cas	<input type="checkbox"/> fa_manager	<input type="checkbox"/> hr_pers_review_uaa	
<input type="checkbox"/> dept_review_uaa_chsw	<input type="checkbox"/> fa_specialist	<input type="checkbox"/> hr_pers_review_uaf	
<input type="checkbox"/> dept_review_uaa_coe	<input type="checkbox"/> Fa_view_bo	<input type="checkbox"/> hr_pers_review_uaf_gi	
<input type="checkbox"/> dept_review_uaa_cpbb	<input type="checkbox"/> grad_school_review	<input type="checkbox"/> hr_pers_review_uas	
<input type="checkbox"/> dept_review_uaa_ctc			

OnBase Workflows and Queues

<input type="checkbox"/>	Workflow	Queue	<input type="checkbox"/>	Workflow	Queue	<input type="checkbox"/>	Workflow	Queue
<input type="checkbox"/>	AD Change of Major		<input type="checkbox"/>	AD Transfer to RO		<input type="checkbox"/>	RO Processing	
<input type="checkbox"/>		ADCM Processing				<input type="checkbox"/>		ROP Registration
			<input type="checkbox"/>	FA Processing		<input type="checkbox"/>		ROP Records
<input type="checkbox"/>	AD Dept/Grad		<input type="checkbox"/>		FAP Verification	<input type="checkbox"/>		ROP Transcript Request

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Review			
<input type="checkbox"/>	ADDG UG Dept Review	<input type="checkbox"/>	FAP Business Office
<input type="checkbox"/>	ADDG GRAD DEPT Review	<input type="checkbox"/>	FAP C-Flag
<input type="checkbox"/>	ADDG Dean Review	<input type="checkbox"/>	FAP Loan
		<input type="checkbox"/>	FAP Forecast
<input type="checkbox"/>	AD Intl Advisor	<input type="checkbox"/>	FAP Other
<input type="checkbox"/>	ADIA Review	<input type="checkbox"/>	FAP Professional Judgment
		<input type="checkbox"/>	FAP Scholarship
<input type="checkbox"/>	AD Processing	<input type="checkbox"/>	FAP Veterans
<input type="checkbox"/>	ADP Processing	<input type="checkbox"/>	FAP Summer
<input type="checkbox"/>	ADP Application Processing	<input type="checkbox"/>	FAP Hold
<input type="checkbox"/>	ADP Mail Out		
<input type="checkbox"/>	ADP NOB	<input checked="" type="checkbox"/>	RO Graduation
<input type="checkbox"/>	ADP Residency Approval	<input type="checkbox"/>	ROG Processing
<input type="checkbox"/>	ADP Manager	<input type="checkbox"/>	ROG Awaiting Graduation
		<input type="checkbox"/>	RPG Review
<input type="checkbox"/>	AD Review	<input type="checkbox"/>	ROG Audit Complete
<input type="checkbox"/>	ADR Review	<input type="checkbox"/>	ROG Audit Incomplete
<input type="checkbox"/>	ADR Correction	<input type="checkbox"/>	ROG Incoming Mail
<input type="checkbox"/>	ADR Data Entry	<input checked="" type="checkbox"/>	ROG Petition
		<input type="checkbox"/>	ROP Correspondence
		<input type="checkbox"/>	ROP Publications/Scheduling
		<input type="checkbox"/>	ROP Registrar
		<input type="checkbox"/>	Transfer Credit Evaluation
		<input type="checkbox"/>	ROT Evaluation (New)
		<input type="checkbox"/>	ROT Evaluation (Continuing)

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