

OnBase Task Request Form

Request for Task to be Completed

OnBase Department?	Finance <input type="checkbox"/>	HR <input type="checkbox"/>	Student <input checked="" type="checkbox"/>	TR # 42		
OnBase Application?	Keywords: <input type="checkbox"/>	Document: <input type="checkbox"/>	Queries: <input type="checkbox"/>	Users <input type="checkbox"/>	Workflow <input checked="" type="checkbox"/>	Other <input type="checkbox"/> Specify
Group affecting?	AD: <input checked="" type="checkbox"/>	FA: <input type="checkbox"/>	RO: <input checked="" type="checkbox"/>			
Modification of an existing process? (Required):	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	If yes, please provide the name: AD transfer to RO /AD Conversion to RO Docs Workflow			
What to do (Required):	<p>These document types were added after we went live in OnBase. They now need to be added to the workflow that transfers ad document types to ro document types (AD Conversion to RO Docs Workflow lifecycle ADC Conversion Documents queue)</p> <ul style="list-style-type: none"> - AD Transfer Equiv WS -- transfer to RO Transfer Equiv WS - AD SOC Agreement -- transfer to RO SOC Agreement - AD Non-Trad Credit Request -- transfer to RO Non-Trad Credit Request - AD Test Score Misc -- transfer to RO Test Scores - AD Letter of Denial -- transfer to RO Admission Doc - AD Transfer Credit Support -- transfer to RO Admissions Doc This one also needs to be added to the AD Processing WKFL in the ADP Processing queue under the Complete adhoc. What they expect to see are the next 2 questions which is not happening: Does this transcript need to be marked for a transfer credit evaluation? If we answer YES, it should then prompt us with this next question 'Is this for a new or a continuing student?'. So anyway, the last two question prompts are not there and should be in order for us to route them if necessary to the Transfer Evaluation queue. 					
Related information (required) What would you like the auto name string to be?	N/A					
Please give workflow details (if applicable)						
What scan queues, document types, and workflow need to be addressed						
Required - Keywords, User Groups, and Scan queues (see next page for check list)	(see next page for check list)					
Reason for doing it (Required):	The questions should be there so these documents can be routed to the transfer evaluation queue if necessary.					
Business impact if this request is not performed (Required):						
Suggested priority (1=LOW,				Suggested Completion Date		

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2=MEDIUM, 3=HIGH, 4=NOW) (Required):		(Optional):	
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Contact Information (Required):			
Requested By:	Patty Itchoak	Request Date:	12/27/07
Campus:	UAA	Department:	Student
Telephone:		E-mail:	

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

OnBase Student user committee: sdemit@email.alaska.edu, Subject line must be "TR - OnBase (Document Name)"

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Related information (required) Keywords	<input type="checkbox"/> ABA <input type="checkbox"/> AcademicYear <input type="checkbox"/> Account # <input type="checkbox"/> ADecision <input type="checkbox"/> ADecisionBy <input type="checkbox"/> ADecisionDate <input type="checkbox"/> ADtoRO <input type="checkbox"/> Advisor <input type="checkbox"/> AidYear <input type="checkbox"/> Amount <input type="checkbox"/> ApplicationSource <input type="checkbox"/> ApplicationStatus <input type="checkbox"/> Articulation <input type="checkbox"/> ArticulationStatus <input type="checkbox"/> Authentication <input type="checkbox"/> Author <input type="checkbox"/> Batch # <input type="checkbox"/> Batch Amount <input type="checkbox"/> Batch Number <input type="checkbox"/> Build Version <input type="checkbox"/> Check # <input type="checkbox"/> Check Amount <input type="checkbox"/> Check Consecutive # <input type="checkbox"/> Check Sequence # <input type="checkbox"/> Check Serial # <input type="checkbox"/> College <input type="checkbox"/> Confidentiality <input type="checkbox"/> CorresType	<input type="checkbox"/> Create Profile <input type="checkbox"/> CRN <input type="checkbox"/> Crse# <input type="checkbox"/> DB Version <input type="checkbox"/> DegreeAuditStatus <input type="checkbox"/> Department <input type="checkbox"/> Description <input type="checkbox"/> DOB <input type="checkbox"/> Document Handle <input type="checkbox"/> DueDate <input type="checkbox"/> Enclosure Count <input type="checkbox"/> EPC <input type="checkbox"/> Exception Code <input type="checkbox"/> Exception Reason <input type="checkbox"/> ExpGradTerm <input type="checkbox"/> FafsaReceivedUAA <input type="checkbox"/> FafsaReceivedUAF <input type="checkbox"/> FafsaReceivedUAS <input type="checkbox"/> Fax Unique ID <input type="checkbox"/> File Name <input type="checkbox"/> IDecision <input type="checkbox"/> IDecisionBy <input type="checkbox"/> IDecisionDate <input type="checkbox"/> Level <input type="checkbox"/> LevelCode <input type="checkbox"/> NameFirst <input type="checkbox"/> NameLast <input type="checkbox"/> NameMiddle	<input type="checkbox"/> PetitionType <input type="checkbox"/> PIDM <input type="checkbox"/> PreBanner <input type="checkbox"/> ProcessbyExpGradTerm <input type="checkbox"/> ProcessingStatus <input type="checkbox"/> Program <input type="checkbox"/> ReadyToVerify <input type="checkbox"/> ReceivingCampus <input type="checkbox"/> Recommendation <input type="checkbox"/> RecommendationBy <input type="checkbox"/> RecommendationDate <input type="checkbox"/> RequestType <input type="checkbox"/> Reservation Number <input type="checkbox"/> ReviewedBy <input type="checkbox"/> ReviewedDate <input type="checkbox"/> ROTeam <input type="checkbox"/> ROToBeUsed1 <input type="checkbox"/> ROToBeUsed2 <input type="checkbox"/> ROToBeUsed3 <input type="checkbox"/> ROToBeUsed4 <input type="checkbox"/> ROToBeUsed5 <input type="checkbox"/> Section <input type="checkbox"/> Site ID <input type="checkbox"/> Software Version <input type="checkbox"/> SSN <input type="checkbox"/> Start Column <input type="checkbox"/> Statement Cycle Date <input type="checkbox"/> Status	<input type="checkbox"/> Stub Amount <input type="checkbox"/> StudentType <input type="checkbox"/> Subject <input type="checkbox"/> Term <input type="checkbox"/> Test01 <input type="checkbox"/> TitleIVType <input type="checkbox"/> Transaction # <input type="checkbox"/> Transaction Code <input type="checkbox"/> TranscriptType <input type="checkbox"/> UAID <input type="checkbox"/> UAScholar <input type="checkbox"/> UniqueID <input type="checkbox"/> Vendor # <input type="checkbox"/> Vendor Name <input type="checkbox"/> VerificationBy <input type="checkbox"/> VerificationComplete <input type="checkbox"/> VerificationDate <input type="checkbox"/> VisaType <input type="checkbox"/> WithdrawType <input type="checkbox"/> Work Mode Code
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Related information (required) User Groups	<input type="checkbox"/> ad_manager <input type="checkbox"/> ad_specialist <input type="checkbox"/> ad_view <input type="checkbox"/> admin_document <input type="checkbox"/> admin_exception <input type="checkbox"/> admin_keyword <input type="checkbox"/> admin_printing <input type="checkbox"/> admin_process <input type="checkbox"/> admin_query <input type="checkbox"/> admin_scanning <input type="checkbox"/> admin_security <input type="checkbox"/> admin_sys <input type="checkbox"/> admin_workflow <input type="checkbox"/> dept_review_uaa_cas <input type="checkbox"/> dept_review_uaa_chsw <input type="checkbox"/> dept_review_uaa_coe <input type="checkbox"/> dept_review_uaa_cpbb <input type="checkbox"/> dept_review_uaa_ctc <input type="checkbox"/> dept_review_uaa_engr	<input type="checkbox"/> dept_review_uaf_cem <input type="checkbox"/> dept_review_uaf_cla <input type="checkbox"/> dept_review_uaf_cnsm <input type="checkbox"/> dept_review_uaf_crcd <input type="checkbox"/> dept_review_uaf_inds <input type="checkbox"/> dept_review_uaf_sfes <input type="checkbox"/> dept_review_uaf_snras <input type="checkbox"/> dept_review_uaf_soe <input type="checkbox"/> dept_review_uaf_som <input type="checkbox"/> dept_review_uas_bpa <input type="checkbox"/> dept_review_uas_cas <input type="checkbox"/> dept_review_uas_cte <input type="checkbox"/> dept_review_uas_hs <input type="checkbox"/> dept_review_uas_voct <input type="checkbox"/> em_global_view_admin <input type="checkbox"/> em_global_view_basic <input type="checkbox"/> em_scan_adro_uaa <input type="checkbox"/> em_scan_adro_uaf <input type="checkbox"/> em_scan_adro_uas	<input type="checkbox"/> em_scan_fa_uaa <input type="checkbox"/> em_scan_fa_uaf <input type="checkbox"/> em_scan_fa_uas <input type="checkbox"/> fa_appeal <input type="checkbox"/> fa_manager <input type="checkbox"/> fa_specialist <input type="checkbox"/> grad_school_review <input type="checkbox"/> international_review <input type="checkbox"/> mau_admin <input type="checkbox"/> residency_processing <input type="checkbox"/> ro_manager <input type="checkbox"/> ro_specialist <input type="checkbox"/> ro_view <input type="checkbox"/> tech_support <input type="checkbox"/> transfer_manager <input type="checkbox"/> transfer_specialist <input type="checkbox"/> uaa <input type="checkbox"/> uaf <input type="checkbox"/> uas
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Related information (required) scan queues	<input type="checkbox"/> AD (Processed) (UAA) <input type="checkbox"/> AD (Processed) (UAF) <input type="checkbox"/> AD (Processed) (UAS) <input type="checkbox"/> AD (UAA) <input type="checkbox"/> AD (UAF) <input type="checkbox"/> AD (UAS)	<input type="checkbox"/> RO (Processed) (UAA) <input type="checkbox"/> RO (Processed) (UAF) <input type="checkbox"/> RO (Processed) (UAS) <input type="checkbox"/> RO (UAA) <input type="checkbox"/> RO (UAF) <input type="checkbox"/> RO (UAS)
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Scheduling Process			
Automatically run job? Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, requested schedule:

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Request Completed By

Date completed:		User Notification Sent of Acceptance:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Reviewer's Name:					
Comments (Optional):					
Does Task need to be forwarded to EAS?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Date forward				

Forwarded Task to be Completed

Task forwarded by:		Forwarded Date:		
What needs to be completed:				
Why:				
Tentative priority (1=LOW, 2=MEDIUM, 3=HIGH, 4=NOW) (Required):		Requested Completion Date (Optional):		
Request Status (Required):	Accepted: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Fast Track Requested: ¹ <input type="checkbox"/>	
Rejection Reason:				

Time Estimate to be Completed

Reviewed Date:		Forwarded Date:	
Reviewer's Name:			
Restated Purposed (Required):			
Estimated duration (Person hours) (Required):		Estimated Prep Date:	
Request Status (Required):	Accepted: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Task Number:
Rejection Reason:			

Please notify the appropriate chairperson after you have received the INITIAL version of this Task Request Form.

Request Completed By

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Acceptance Date:		User Notification Sent of Acceptance:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Reviewer's Name:					
Comments (Optional):					

Software Engineering will notify the chairperson that it has accepted this request and has placed it into our queue.