

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 # 58
OnBase Application?	Keywords: <input checked="" type="checkbox"/>	Document: <input checked="" type="checkbox"/>	Queries: <input type="checkbox"/>	Users <input type="checkbox"/>	Workflow <input type="checkbox"/>	Other <input type="checkbox"/> Specify	
Group affecting?	AD: <input type="checkbox"/>	FA: <input type="checkbox"/>	RO: <input checked="" type="checkbox"/>				
Modification of an existing process? (Required):	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> If yes, please provide the name:						
What to do (Required):	Create a new doc type called RO Transcript (ALC-UAA). This doc type will be used for UAA's Adult Learning Center transcripts that we are responsible for maintaining. These are considered a 'permanent' student record and will follow the retention policy for that association.						
Related information (required) What would you like the auto name string to be?	Authentication - UAID - Receiving Campus - Doc Type - NameLast, Name First Name Middle - Date of Birth - Doc Date						
Please give workflow details (if applicable)	No workflow is required. All these docs will be scanned as 'PROCESSED'						
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):	Our Community and Technical College has been responsible for maintaining these 'permanent' student transcripts that were associated with the Adult Learning Center which has since closed their doors. These 'permanent' transcripts (covering 3300 students) must continue to be maintained and managed by UAA. Having a specific doc type associated to these 'permanent' transcripts will make it easy for the other campuses to distinguish these transcripts from others that might be in the students' file. The retention policy will follow that set for a 'permanent' student record. As these documents are purged out of OnBase to be stored on another type of storage mechanism (ie, microfilm; another server, etc) due to a students' lack of registration activity, this doc type will help make it easier for that purge process to take place and accurately determine the appropriate length of storage required based on the retention schedule set for 'permanent'.						
Business impact if this request is not performed (Required):	Currently, these ALC transcripts are all in paper format. Our Community and Technical College needs these put into an electronic media this summer and is working with UAA Enrollment Services for handling that project, including UAA Enrollment Services taking over the processing of these transcripts as ALC students request them.						
Suggested priority (1=LOW, 2=MEDIUM, 3=HIGH, 4=NOW)	3			Suggested Completion Date (Optional):	7/15/08		

OnBase Task Request Form

(Required):			
-------------	--	--	--

Contact Information (Required):			
Requested By:	Patty Itchoak	Request Date:	6/4/08
Campus:	UAA	Department:	Electronic Student Services
Telephone:	907-786-1843	E-mail:	anpki@uaa.alaska.edu

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)"

OnBase Task Request Form

Request for Task to be Completed

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 checked="" type="checkbox"/> ArticulationStatus <input checked="" 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 checked="" 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 checked="" type="checkbox"/> DOB <input checked="" 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 checked="" type="checkbox"/> NameFirst <input checked="" type="checkbox"/> NameLast <input checked="" type="checkbox"/> NameMiddle	<input type="checkbox"/> PetitionType <input checked="" type="checkbox"/> PIDM <input type="checkbox"/> PreBanner <input type="checkbox"/> ProcessbyExpGradTerm <input checked="" type="checkbox"/> ProcessingStatus <input type="checkbox"/> Program <input type="checkbox"/> ReadyToVerify <input checked="" 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 checked="" 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 checked="" type="checkbox"/> SSN <input type="checkbox"/> Start Column <input type="checkbox"/> Statement Cycle Date <input checked="" 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 checked="" type="checkbox"/> TranscriptType <input checked="" 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 checked="" type="checkbox"/> VisaType <input type="checkbox"/> WithdrawlType <input type="checkbox"/> Work Mode Code
--	--	---	---	---

OnBase Task Request Form

Request for Task to be Completed

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 checked="" type="checkbox"/> em_scan_adro_uaa <input checked="" type="checkbox"/> em_scan_adro_uaf <input checked="" 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 checked="" type="checkbox"/> ro_manager <input checked="" type="checkbox"/> ro_specialist <input checked="" type="checkbox"/> ro_view <input type="checkbox"/> tech_support <input type="checkbox"/> transfer_manager <input type="checkbox"/> transfer_specialist <input checked="" type="checkbox"/> uaa <input checked="" type="checkbox"/> uaf <input checked="" type="checkbox"/> uas
---	---	--	--

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"/> FA (Processed) (UAA) <input type="checkbox"/> FA (Processed) (UAF) <input type="checkbox"/> FA (Processed) (UAS) <input type="checkbox"/> FA (UAA) <input type="checkbox"/> FA (UAF) <input type="checkbox"/> FA (UAS)	<input checked="" type="checkbox"/> RO (Processed) (UAA) <input checked="" type="checkbox"/> RO (Processed) (UAF) <input checked="" type="checkbox"/> RO (Processed) (UAS) <input type="checkbox"/> RO (UAA) <input type="checkbox"/> RO (UAF) <input type="checkbox"/> RO (UAS)
---	--	--	---

Scheduling Process			
Automatically run job? Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, requested schedule:

OnBase Task Request Form

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

OnBase Task Request Form

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.