

OnBase Task Request Form

Request for Task to be Completed

OnBase Department?	Finance <input type="checkbox"/> HR <input type="checkbox"/> Student <input type="checkbox"/>	TR # 72
OnBase Application?	Keywords: <input type="checkbox"/> Document: <input 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 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):	<ol style="list-style-type: none"> 1. Create an OnBase Department called 'Department'. 2. Create a Group called 'DP' 3. Create User Groups called: <ul style="list-style-type: none"> DP View; DP Administrator; DP Manager; DP Specialist; DP Admin Security; DP UAA Enr Mgmt; DP UAF Enr Mgmt; DP UAS Enr Mgmt; DP UAA CAS; DP UAA CHSW; DP UAA COE; DP UAA CBPP; DP UAA CTC; DP UAA ENGR; DP UAA KPC DP UAA KOC DP UAA MSC DP UAF CEM; DP UAF CLA; DP UAF CNSM; DP UAF CRCD; DP UAF INDS; DP UAF SFOS; DP UAF SNRAS; DP UAF SOE; DP UAF SOM; DP UAS BPA; DP UAS CAS; DP UAS CTE; 	

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	DP UAS HS DP UAS VOCT; EM SCAN DP UAA; EM SCAN DP UAF; EM SCAN DP UAS 4. Create Scan Queues called: DP (Processed) UAA; DP (Processed) UAF; DP (Processed) UAS	
Related information (required) What would you like the auto name string to be?	n/a for this request	
Please give workflow details (if applicable)	Currently, there is no movement to create workflows. Docs will all be scanned in as 'Processed'. Could be at a later point, we could consider putting workflows into place.	
What scan queues, document types, and workflow need to be addressed	Scan queues of: DP (Processed) UAA; DP (Processed) UAF; DP (Processed) UAS Doc Types: New doc types will be created that will start with DP, ie DP Syllabi; DP System Security Forms;	
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 vision here is to start opening up OnBase for departments outside of Admissions, Financial Aid and Registrar. We are being asked from depts if they can consider utilizing this electronic imaging system for their purposes or whether they should go and purchase another imaging system. Our thought is that this is a SW system and we should be encouraging departments who have a need to utilize this product. This will establish a basis for us that can be expanded further as more dept interest comes forward. The 'Department' usage will cover both academic and non-academic departments.	
Business impact if this request is not performed (Required):	Departments will purchase other imaging type systems unnecessarily.	
Suggested priority (1=LOW, 2=MEDIUM, 3=HIGH, 4=NOW) (Required):	3	Suggested Completion Date (Optional): 8/8/08

Contact Information (Required):

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Requested By:	Patty Itchoak	Request Date:	7/17/08
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)"

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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_sfos <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"/> 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 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 checked="" 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.

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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.