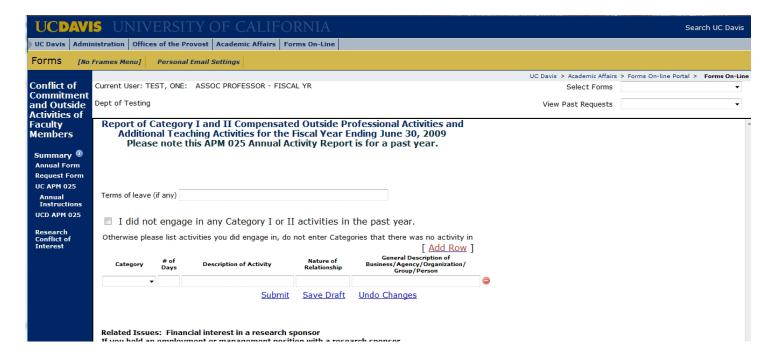
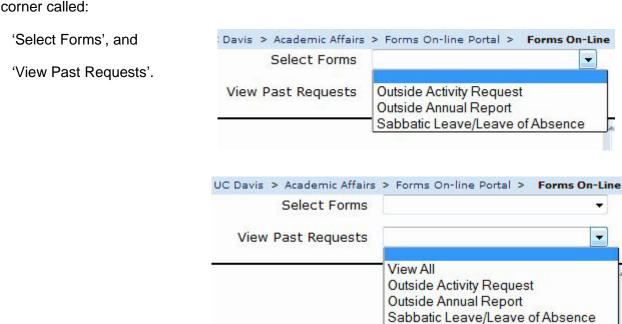
Academic Forms On-line Interface

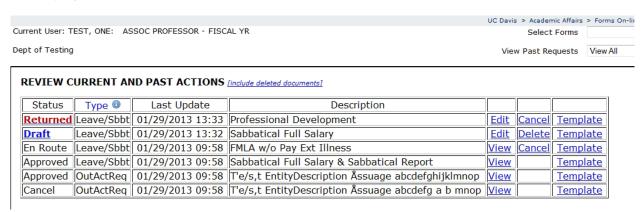
For academics the initial blank form displayed will be the outside annual form if it has not yet been submitted for the last required year, if it has already been submitted then the form to request permission to engage in a Category I outside activity will be displayed.



The on-line form system is navigated via the two drop-down menus towards the upper right hand corner called:



Using 'Select Forms' will bring up a blank version of the selected form. 'View Past Requests' will display the academic's documents.



Documents awaiting action are sorted to the top of the list. In the status column (the first column), **Returned** documents will be indicated in red while **Draft**(s) will be blue.

Documents can be viewed by clicking on the links 'Returned', 'Draft', 'Edit', or 'View'. A document can be copied as the starting point for a new document by using the 'Template' link in the last column.

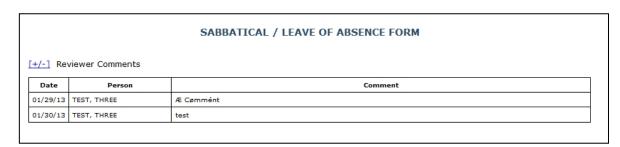
The next to last column can be used to 'Delete' drafts and 'Cancel' submitted documents that have not yet been approved.

When viewing an existing document there are additional options. The below document is a draft Sabbatical request.

<u>Download document</u> <u>Template new request</u>	
9. Type of Leave	10. Pay Per
Sabbatical Full Salary	Begin Date
	10 01 13 selected quarters (mm-dd-yy)
11. Academic Year Service Summer Quarter(s)/Semesters Affected	Fall Winter Spring
6. Address While On Leave	
Check box if an international address:	
test	

'<u>Download document</u>' will generate a pdf of the document. '<u>Template new request</u>' creates a new document based on the current document.

If comments have been attached do a document then the comments will appear at the top of the document. In the below example the reviewer 'Test, Three' has commented twice about the document.



The routing history of the document plus the review steps still left can be found at the bottom of the document.

If leave is granted, what distribution is to be made of applicant's classes?

[+/-] View Routing History

View the history by clicking on the [+/-] symbol.

If leave is granted, what distribution is to be made of applicant's classes?

[+/-] View Routing History

Date/Time	User	Action	Comments
01/29/2013 09:58.16	TEST, SIX	Submit	
01/29/2013 09:58.37	TEST, THREE	Reviewed	
01/29/2013 09:58.41	TEST, FIVE	Reviewed	
01/29/2013 09:58.42	TEST, THREE	Returned	Æ Cømmént
01/29/2013 09:58.42	TEST, SIX	Submit	
01/29/2013 09:58.42	TEST, THREE	Reviewed	
01/29/2013 09:58.43	TEST, FIVE	Reviewed	
01/29/2013 09:58.43	TEST, FOUR	Reviewed	
01/29/2013 09:58.47	TEST, AP ANLYST	Reviewed	
01/29/2013 09:58.48	TEST, FIVE	Reviewed	
01/29/2013 09:58.48	TEST, FOUR	Reviewed	
01/29/2013 09:58.48	TEST, AP ANLYST	Reviewed	
01/30/2013 13:33.26	TEST, THREE	Returned	test
01/30/2013 13:47.26	TEST, ONE	Submit	
	DeptAdmin	Dept of Testing	
	DeptChair	Dept of Testing	
DeanAnalyst DeanFunctional AcadAffairsAnalyst AcadAffairsViceProv	DeanAnalyst	TEST	
	DeanFunctional	TEST	
	AcadAffairsAnalyst		
	AcadAffairsViceProv		