



Graduate Studies

Graduate Admission  
Workflow

User Guide

July 2011

<b>Title</b>	<b>Graduate Admission Workflow User Guide</b>
<b>Date</b>	July 2011
<b>Authors</b>	Julie Kennedy Laura Bowser
<b>Copyright</b>	Kent State University and SunGard Higher Education, 2008-2011
<b>Process Owner</b>	Graduate Admissions
<b>Get help with this process</b>	Graduate Admissions IS Technical Training, <a href="mailto:istraining@kent.edu">istraining@kent.edu</a>
<b>Get help with Workflow Access</b>	Contact the Help Desk, 672-HELP (672-4357)

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## I. The Graduate Admission Workflow Process

The Graduate Admission Workflow is used by graduate admitting units at Kent to process admission decisions.

The workflow is the same for all, except for EHHS, which does not use the form titled *SAAADMS Review APP*. This form does not appear for EDUC applicants in the worklist.

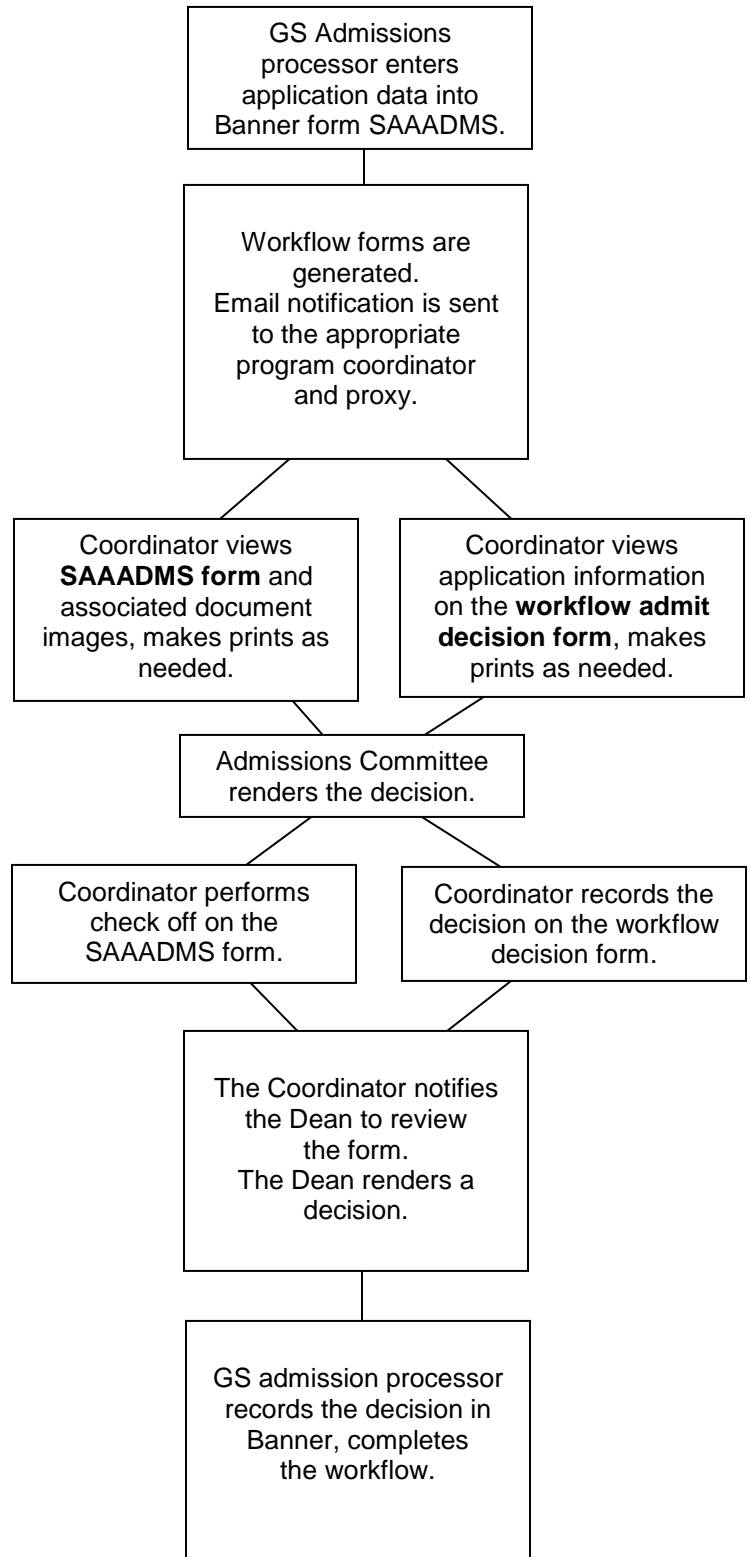
All users who have participated in a workflow form may see the status of the form in the **History** view.

*Past-term workflows* (applications which are completed but no longer current) route directly to the Graduate Studies admissions processor for action.

*NGDG (non-degree) applications* route first to the Graduate Studies admissions processor, who redirects the workflow forms to the appropriate program coordinator.

To *stop or cancel a workflow* in progress, contact Christine Spear in Graduate Studies at 2-3012.

**To request access to this Workflow**  
Contact your Departmental Security Administrator, or call the Help Desk at 672-HELP (672-4357).



## II. Workflow Notification and Access

Step	Action
1	When the applicant has submitted <i>all required admission documents</i> , email notification is sent to the program coordinator and proxy (see below.)  The Applicant Name, Program, Major, and Banner ID are provided in the e-mail message. Proceed to open your workflow Worklist in FlashLine.
2	Open a web browser and go to your campus homepage, or <a href="http://www.kent.edu">www.kent.edu</a>
3	Log in to FlashLine with your FlashLine ID and password.
4	Locate and click on the <b>My Action Items</b> tab.
5	Look for the <b>My Worklist</b> channel.
6	Expand the worklist by clicking <b>Open Workflow</b> , found at the lower right corner of the My Worklist channel pane.
7	The <b>Banner Term code</b> is: first 4 digits=year; last 2 digits=term code, where the first digit is the month the term begins: 10=Spring; 60=Summer, 80=Fall
Note	Admission committee members and other designated staff will view applicants' admission documents using AppXtender, and do not use or require workflow access. <i>See section XII for AppXtender instructions.</i>

**From:** WORKFLOW

**Sent:** Monday, July 30, 2007 1:31 PM

**To:** KENNEDY, JULIE K

**Subject:** Felix Tettey is ready for review in program AE-MUD and major URDS

Dear KENNEDY, JULIE K,

This message will serve as a notice to you that you may begin to review the following applicant, Felix Tettey, for the following program: AE-MUD.

Here is other information you will need to have:

Banner ID Number: 800067197

Term: 200880

Degree: MUD

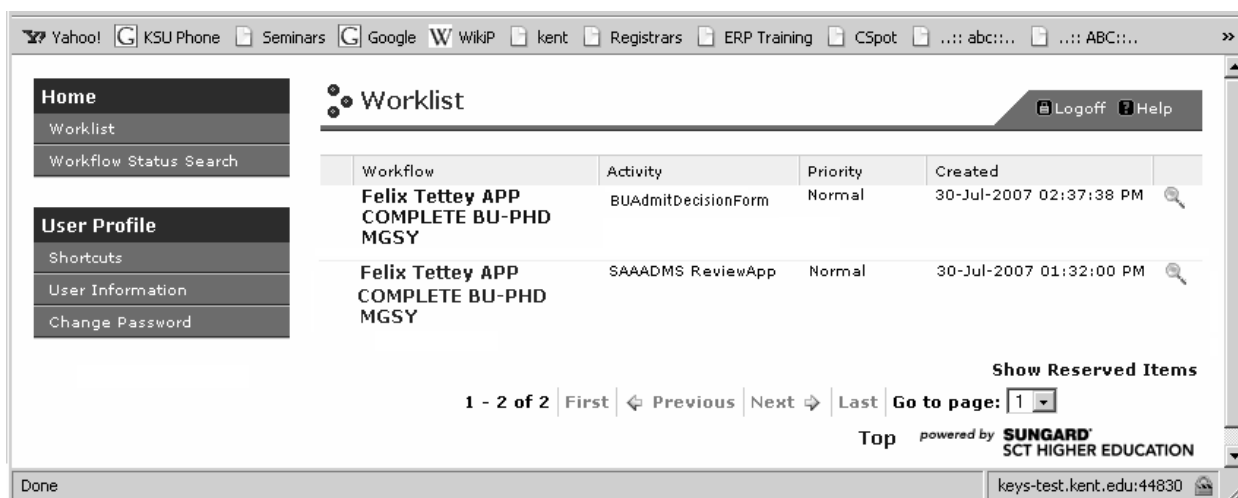
If you have any difficulty accessing this information, or need any assistance, please contact the Division of Research and Graduate Studies at 330-672-2661 or at [gradapps@kent.edu](mailto:gradapps@kent.edu).

A copy of this message is also being sent to the proxy/back up person designated for this program.

Thank you for your assistance.



Division of Research and Graduate Studies staff

### III. Worklist View



Step	Action
1	<p>The Worklist shown above displays <i>the pair of workflow forms</i> which are generated for each applicant (except for EHHS, which uses only the Decision form.)</p> <p>Both forms must be submitted to complete the admissions decision process. The Program Coordinator is responsible for check off of both forms.</p>
2	<p>The <b>Admission Decision Form</b> is used to communicate the decision. It is identified under the Activity column as <b>AdmitDecisionForm</b>.</p> <p>The <b>SAAADMS Review Application Form</b> is identified in the Activity column as <b>SAAADMS ReviewAPP</b>. It links to the SAAADMS form in Banner INB, which contains details of the admissions checklist and a link to AppXtender documents.</p>
3	<p>Use page controls to navigate the worklist:</p> <p><b>1 - 2 of 2</b>   <b>First</b>   <b>Previous</b>   <b>Next</b>   <b>Last</b>   <b>Go to page:</b> <b>1</b></p>
4	<p>Click on any column header to sort the list by that column:</p> <p><b>Workflow</b>   <b>Activity</b>   <b>Priority</b>   <b>Created</b></p>
Note	<p>If you are responsible for other workflow processes, such as Expense Reimbursement review or approval, PRA approval, etc., these forms will appear in the worklist together with Graduate Admission workflow forms.</p>

## IV. Admission Decision Form

Step	Action
1	<p>When the admissions committee determines the admission decision, the Program Coordinator or designated proxy completes and submits the decision form. <i>See next page for example.</i></p> <p>In the Worklist, click the decision form name under the <b>Workflow</b> column to open the form.</p> <p>(Note that the decision form is flagged as <b>AdmitDecisionForm</b> under the <b>Activity</b> column. )</p> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Workflow</div> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Activity</div> </div> <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: center; margin-right: 20px;"> <p><b>Felix Tetley APP</b> <b>COMPLETE BU-PHD</b> <b>MGSY</b></p> <p>click--&gt;</p> </div> <div style="text-align: center;"> <p>BUAdmitDecisionForm</p> </div> </div>
2	<p>To print the form, use the browser <b>Print</b> icon  or select <b>File menu—Print</b>.</p>
3	<p>To attach a document to the decision form, click  and browse to find and upload the document from your desktop computer.</p>
4	<p>Select one decision and provide comments.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>* Decision</p> <ul style="list-style-type: none"> <li><input type="radio"/> Admit Applicant Unconditionally</li> <li><input type="radio"/> Admit with Academic Conditions (Please list conditions in comments below)</li> <li><input type="radio"/> Reject Applicant (Please give reasons below)</li> <li><input type="radio"/> Withdraw Applicant</li> <li><input type="radio"/> Change Student's Entry Term (Please attach an email or provide specific reasons why the student is changing terms below)</li> </ul> </div>
5	<p>Click one of these buttons to proceed:</p> <div style="display: flex; justify-content: center; align-items: center; gap: 10px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 5px 15px;">Complete</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Save &amp; Close</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</div> </div> <p><b>Complete</b> signifies approval and completion, and allows the form to proceed. (The form is removed from the Worklist.)</p> <p><b>Save &amp; Close</b> saves changes but does not submit the form to Workflow.</p> <p><b>Cancel</b> closes the form without saving changes.</p>
6	<p>The Dean can return the form to you for rework. In this event, you will receive e-mail notification, and the pair of forms will reappear in your Worklist.</p> <p>The returned Decision form may contain comments provided by the Dean.</p>

## Admission Decision Form Example

**Worklist**

**Departmental Action on Graduate Application for Admission** Hide Menu Logoff Help

Admissions images associated with this applicant will be available within 1 to 2 working days

\* Name: Maura Gow  
Term: 201180  
Banner ID: 810101001  
Application Number: 1  
Program: AS-MA  
College: AS  
Degree Sought: MA  
Major: ENG  
Concentration: N/A

\* Decision

☐ Admit Applicant Unconditionally  
☐ Admit with Academic Conditions (Please list conditions in comments below)  
☐ Reject Applicant (Please give reasons below)  
☐ Withdraw Applicant  
☐ Change Student's Entry Term (Please attach an email or provide specific reasons why the student is changing terms below)

Comments:

Date Generated: June 14, 2011

**Attachments**

## V. SAAADMS Admission Review Form

Oracle Developer Forms Runtime - Web: Open > SAAADMS [Q]

File Edit Options Block Item Record Query Tools Help




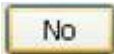




Admissions Application SAAADMS 7.3.2 (eQA)

ID: 800067197 Tetley, Felix Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

**Application Checklist**

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
AFEE	\$30 Application Fee	24-JUL-2007			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 25-JUL-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
CLT1	College Transcript 1	24-JUL-2007	003368	Youngstown State University	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 25-JUL-2007	

Step	Action						
Note	<b>You must access SAAADMS through Workflow</b> to see and use the <b>Workflow decision icons</b> described below.						
1	<p>In the Worklist view, click the form name (under the Workflow column header) to open. Note that this form is flagged as <b>SAAADMS ReviewAPP</b> in the Activity column.</p> <table><tr><th>Workflow</th><th>Activity</th><th>Priority</th></tr><tr><td>Felix Tetley APP COMPLETE BU-PHD MGSY</td><td>SAAADMS ReviewApp</td><td>Normal</td></tr></table> <p>click --&gt;</p>	Workflow	Activity	Priority	Felix Tetley APP COMPLETE BU-PHD MGSY	SAAADMS ReviewApp	Normal
Workflow	Activity	Priority					
Felix Tetley APP COMPLETE BU-PHD MGSY	SAAADMS ReviewApp	Normal					
2	<p>At warning  click .</p> <p>At warning  click .</p>						
3	Review the application information. See section XII for a key to parts of this Banner form.						
4	<p>To view application documents, click the leftmost <b>Application</b> tab.</p> <p>Click in the first field of the tab, <b>Entry Term</b>, as seen below. The field will highlight.</p>  <p>Then click the <b>AppXtender icon</b>  in the toolbar to open the document viewer. See section XI for instructions on how to use AppXtender.</p>						
5	<p>When the workflow decision form is submitted, the Program Coordinator or proxy returns to the SAAADMS form and indicates the decision by clicking a <b>Workflow decision icon</b>:</p> <p><b>Approve</b>  or <b>Deny</b> .</p> <p>This removes the SAAADMS ReviewApp from the worklist view.</p> <p><i>This form must be submitted in order for the workflow to continue to the Dean.</i></p>						



## VI. Dean's Decision Form

The screenshot shows a 'Worklist' header with 'Logoff' and 'Help' links. Below is a table with columns: Workflow, Activity, Priority, and Created. A single row is visible with the following data:

Workflow	Activity	Priority	Created
Felix Tetley APP COMPLETE AE-MUD URDS Ready	Dean Decision	Normal	30-Jul-2007 02:09:35 PM

Step	Action
Note	<p>When the Program Coordinator completes check off on both forms, the Dean will see the Admissions Decision form in his or her Workflow Worklist.</p> <p><b>No email notification is sent to the Dean. The coordinator must notify the Dean.</b></p>
1	<p>The Dean Decision form appears in the workflow worklist as shown above. Click a form name under the Workflow column header to open the form.</p> <p><i>See next page for an example of this form.</i></p>
2	<p>Review the form, the comments, and any documents that may be attached.</p> <p>Select a Decision from the list provided, and add comments.</p> <p><b>Dean's Decision</b></p> <div> <p>* Decision</p> <ul style="list-style-type: none"> <li><input type="radio"/> Admit Applicant Unconditionally</li> <li><input type="radio"/> Admit with Academic Conditions (Please list conditions in comments below)</li> <li><input type="radio"/> Reject Applicant (Please give reasons below)</li> <li><input type="radio"/> Withdraw Applicant</li> <li><input type="radio"/> Change Student's Entry Term (Please attach an email or provide specific reasons why the student is changing terms below)</li> <li><input type="radio"/> Return this workflow to the coordinator for rework.</li> </ul> </div> <p>Note that one of the Decision options is to return the form to the Coordinator for rework. Please add comments to explain the changes that you want.</p>
3	<p>Click one of these buttons to proceed:</p> <div> <input type="button" value="Complete"/> <input type="button" value="Save &amp; Close"/> <input type="button" value="Cancel"/> </div> <p><b>Complete</b> signifies approval and completion, and allows the form to proceed. (The form is removed from the Worklist.)</p> <p><b>Save &amp; Close</b> saves changes but does not submit the form to Workflow.</p> <p><b>Cancel</b> closes the form without saving changes.</p>
4	<p>Select another form to process from the Worklist, or click <b>Logoff</b> to exit.</p> <p>Hide Menu  Logoff  Help</p>

## Dean's Decision Form Example

**Dean's Approval on Graduate Application for Admission**

\* Name: Maura Gow

Term: 201180

Banner ID: 810101001

Application Number: 1

Program: AS-MA

College: AS

Degree Sought: MA

Major: ENG

Concentration: N/A

**Coordinator's Decision**

\* Recommended Decision: Admit Applicant Unconditionally

Comments: N/A

**Dean's Decision**

\* Decision

☐ Admit Applicant Unconditionally

☐ Admit with Academic Conditions (Please list conditions in comments below)

☐ Reject Applicant (Please give reasons below)

☐ Withdraw Applicant

☐ Change Student's Entry Term (Please attach an email or provide specific reasons why the student is changing terms below)

☐ Return this workflow to the coordinator for rework.

Dean's Comments: N/A

Date Generated: June 14, 2011

**Attachments**

## VII. Admission Processor Form

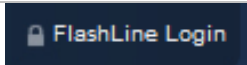

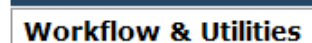

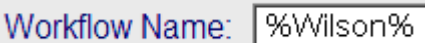
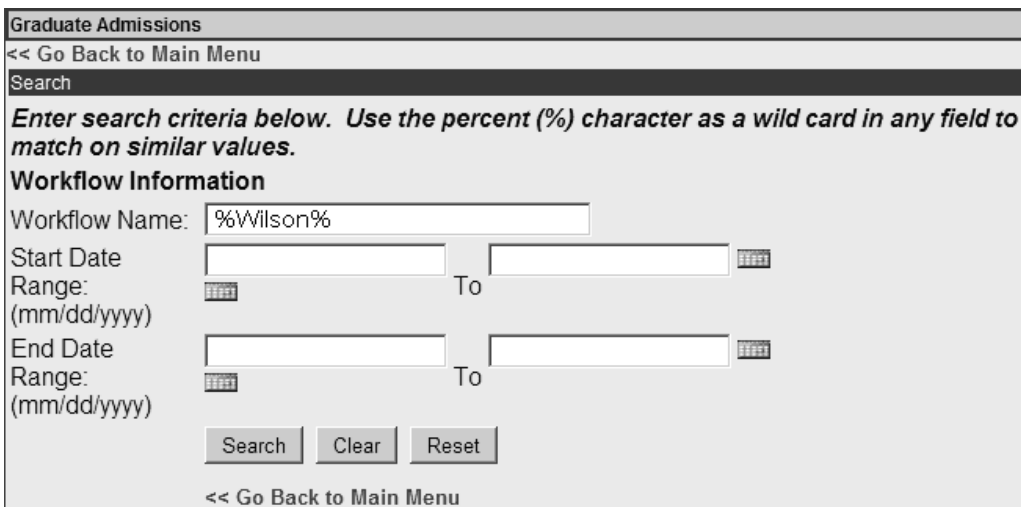
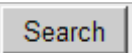
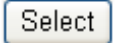











Worklist				Logoff	Help
Workflow	Activity	Priority	Created		
<b>Felix Tetley APP COMPLETE AE-MUD URDS</b> Ready	Process Departmental Action	Normal	30-Jul-2007 02:09:35 PM		

Step	Action
1	When the Dean submits the Dean Decision form, the Admission Processor will see a single form in the worklist, flagged as <b>Process Departmental Action</b> , as shown above. Click a form name in the Workflow column to open the form.
2	<p>The Processor records the application decision in Banner INB, then clicks one of these buttons to proceed:</p> <div> <input type="button" value="Complete"/> <input type="button" value="Save &amp; Close"/> <input type="button" value="Cancel"/> </div> <p><b>Complete</b> signifies workflow completion.  <b>Save &amp; Close</b> saves changes but does not end the workflow.  <b>Cancel</b> closes the form without saving changes.</p>

### Admission Processor Form Example

Worklist		Hide Menu	Logoff	Help
<b>Process Departmental Action</b>				
* Name:	Maura Gow			
Term:	201180			
Banner ID:	810101001			
Application Number:	1			
Program:	AS-MA			
College:	AS			
Degree Sought:	MA			
Major:	ENG			
Concentration:	N/A			
<b>Coordinator's Decision</b>				
* Coordinator's Decision:	Admit Applicant Unconditionally			
Comments:	N/A			
<b>Dean's Approval</b>				
* Dean's Decision:	Withdraw Applicant			
Dean's Comments:	Applicant withdrew their application.			
Date Generated:	June 14, 2011			
		<input type="button" value="Complete"/>	<input type="button" value="Save &amp; Close"/>	<input type="button" value="Cancel"/>
<b>Attachments</b>		<input type="button" value="Attach File"/>		

## VIII. View Workflow Form History

1	Open a web browser and go to your campus homepage, or <a href="http://www.kent.edu">www.kent.edu</a>																													
2	Log in to FlashLine with your FlashLine ID and password.																													
3	Locate and click on the <b>My Action Items</b> tab.																													
4	Look for the <b>Workflow &amp; Utilities</b> channel.																													
5	Locate and click on <b>Graduate Admissions History</b> , in the alphabetical list of workflows.																													
6	Search for a form, using the % character as a wild card. (you don't have to fill in all fields.) This is an example of a last name search.																													
																														
7	Click the <b>Search</b> button to continue.																													
8	A list of matching records is returned. Click <b>Select</b> next to a record to view it. (Names and IDs below are scrambled.)																													
<table><tr><th></th><th>ID</th><th>Name</th><th>Current State</th><th>Running</th><th>Start</th><th>Stop</th></tr><tr><td></td><td>616960</td><td>Jessica Feldman APP COMPLETE AS-MA CPYC</td><td>stopped.completed</td><td></td><td>12/10/2007</td><td>03/17/2008</td></tr><tr><td></td><td>676468</td><td>Danielle Leith APP COMPLETE BU-NDGD-NONE NONE</td><td>stopped.completed</td><td></td><td>12/20/2007</td><td>12/26/2007</td></tr><tr><td></td><td>676265</td><td>Andrew Ellison APP COMPLETE AS-PHD CPYC</td><td>stopped.completed</td><td></td><td>12/20/2007</td><td>04/03/2008</td></tr></table>				ID	Name	Current State	Running	Start	Stop		616960	Jessica Feldman APP COMPLETE AS-MA CPYC	stopped.completed		12/10/2007	03/17/2008		676468	Danielle Leith APP COMPLETE BU-NDGD-NONE NONE	stopped.completed		12/20/2007	12/26/2007		676265	Andrew Ellison APP COMPLETE AS-PHD CPYC	stopped.completed		12/20/2007	04/03/2008
	ID	Name	Current State	Running	Start	Stop																								
	616960	Jessica Feldman APP COMPLETE AS-MA CPYC	stopped.completed		12/10/2007	03/17/2008																								
	676468	Danielle Leith APP COMPLETE BU-NDGD-NONE NONE	stopped.completed		12/20/2007	12/26/2007																								
	676265	Andrew Ellison APP COMPLETE AS-PHD CPYC	stopped.completed		12/20/2007	04/03/2008																								
9	See the next page for an example of a form with the form history information. If a form is delayed, look at the <b>Current Worklist Owner</b> to see who has the form.																													
10	Return to the search results list by clicking this link at upper left:																													
11	Return to the workflow menu by clicking this link at upper left:																													

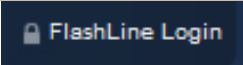



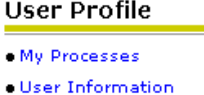
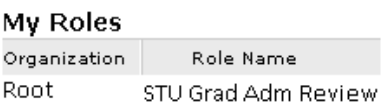
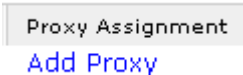
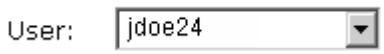
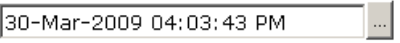


## Graduate Admissions Form as seen in the History View

KENT STATE UNIVERSITY		Name:		
		Organization: E Services		
<b>Graduate Admissions</b>				
<< Return to Search Results				
<b>Process Departmental Action</b>				
<b>Name:</b> Bill Anderson <b>Term:</b> 200880 <b>Banner ID:</b> 810810810 <b>Application Number:</b> <b>Admit Type:</b> GK <b>Program:</b> AS-MS <b>College:</b> AS <b>Department:</b> BSCI <b>Degree Sought:</b> MS <b>Major:</b> BSCI <b>Concentration:</b>  <b>GRE Verbal:</b> NA <b>GRE Quantitative:</b> NA <b>GRE Analytical:</b> NA <b>GRE Analytical Writing:</b> NA <b>GRE Subscores:</b>  <b>TOEFL:</b> NA <b>TOEFL Reason:</b>  <b>Decision</b> <b>Coordinator's Decision:</b> Eligible for Admission <b>Reason for Denial:</b> <b>Recommendation for Future Applications:</b> <b>Admitted to Degree:</b> M.S. <b>Comments, including requirements for Conditional Admission:</b> Student has a full scholarship and will not need assistantship or tuition waiver. <b>Deficiencies:</b>  <b>Dean's Decision:</b> Approved <b>Dean's Comments:</b>				
<b>Document History</b>				
	Directed User:	Current Worklist Owner:	Work Completed By:	Work Completed Date:
<b>Banner Review:</b>	Leela Seely		Marcus Ebson	14-JAN-08
<b>Coordinator's Review:</b>	Leela Seely		Marcus Ebson	06-FEB-08
<b>College Review:</b>	Ewan Sutherland		Ewan Sutherland	06-FEB-08
<b>Admission Processing:</b>			Martha Eckhart	07-FEB-08

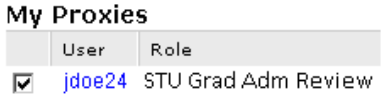

## IX. Designate a Workflow Proxy Approver

When an approver will be away for an extended period of time, the approval function may be delegated to another individual. ***Begin this several weeks before the anticipated absence.***

- Only the approver can designate or remove his/her own proxy assignments.
- Proxy management must be done from a campus or KSU VPN computer.  
(Remember to do this before you leave the office.)
- If the person you wish to designate as proxy does not appear on the User list (step 8 below) contact the workflow coordinator for your college.
- Contact the Help Desk at 330 672-4357 to request a VPN, or Virtual Private Network account, used to approve workflow forms when you are away from campus.

1	Log in to <b>FlashLine</b> at <a href="http://www.kent.edu">http://www.kent.edu</a> or your campus web page.	
2	Click the <b>Action Items</b> tab	
3	Locate the <b>Worklist</b> , usually at upper right on this tab.	
4	Click <b>Open Workflow</b> for a full-screen view.	
5	Under the <b>User Profile</b> section (on the right side of the screen) click <b>User Information</b> .	
6	Look for the <b>My Roles</b> pane. Locate the Role Name <b>STU Grad Adm Rev</b>	
7	Follow the Role entry to the rightmost column, and click <b>Add Proxy</b> .	
8	From the <b>User</b> list, select the FlashLine ID of the person who will be your proxy.	
9	Click the ... button to select <b>Effective From</b> and <b>Effective To</b> dates for the proxy assignment.	
10	Click the Non-Confidential checkbox.	
11	Click the <b>Save</b> button.	

### Delete a Proxy Assignment

1	To cancel an assignment before the designated date, log in as above. Under <b>My Proxies</b> , checkbox the assignment you wish to delete.	
2	Click the <b>Delete Selected Proxies</b> button.	



## X. Coordinate Work with a Workflow Colleague

Each department designates one individual to be a proxy for the Program Coordinator. This person receives the access needed to process forms. Both individuals can see the forms in the Worklist, and share access to the forms. *Opening a form ‘tags’ it.* You must **release** the form in order for your colleague to see it.

This is what an approver and proxy see, according to the situation:








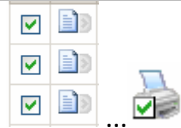



Situation	Approver Sees	Proxy Sees																
<p>The normal, everyday working arrangement.</p> <p>The proxy is not enabled, and cannot see work.</p>	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody></tbody></table>	Organization	Workflow						
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<p>The Approver enables a person as his or her proxy.</p> <p>Both may see and do work.</p>	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
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<p>The approver has opened a form, effectively ‘claiming’ it. The form says ‘<b>performing</b>’ instead of ‘<b>ready</b>.’</p> <p><b>The proxy can no longer see or touch the form.</b></p>	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready		
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<p>The Approver has released the form without taking action.</p> <p><b>The form is again available to both.</b></p>	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<p><b>Worklist</b></p> <table><thead><tr><th>Organization</th><th>Workflow</th></tr></thead><tbody><tr><td>Root</td><td>GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr><tr><td>Root</td><td>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td></tr></tbody></table>	Organization	Workflow	Root	GCD000065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
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### How to Release a Form to Your Workflow Colleague

If a form says ‘ <b>Performing</b> ’ that means <i>only you can see it</i> .	<div>Root</div> <div>GCD000062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing</div>
Click the <b>View Details</b> magnifying glass icon, found in the <b>rightmost</b> column of the Workflow list.	
Click the <b>Release</b> icon. The form says ‘Ready.’ Your workflow proxy/proxies can now see the form.	 <b>Release</b>

## XI. View and Print Admission Documents with AppXtender

*AppXtender is accessed by Graduate Admission Workflow participants via INB.* It can also be used through a desktop client, and is available to Admissions Committee members and designated support staff through the client. Printable guides on how to use the AppXtender client on Mac and PC are available at <http://www.kent.edu/is/training/documentation.cfm>

Step	Action	Icon
1	Open Internet Explorer, go to <a href="http://www.kent.edu">http://www.kent.edu</a> , and log in to FlashLine.	
2	On the My Action Items tab, look in the Workflow channel and click the Imaging link shown at right.	<a href="#">Banner Integrated Document Imaging Applications (Admissions and Procurement)</a>
3	Log in with the same user name and password that you use for FlashLine.	User Name <input type="text"/> Password <input type="password"/>
4	Double click the folder named B-S-ADMN to open a query form.	 B-S-ADMN
5	Type searchable data, such as Banner ID, or a Last and First Name.	<input checked="" type="checkbox"/> LASTNAME <input type="text" value="smith"/>
6	Click Submit, or press the Enter key on the keyboard to run the query.	<input type="button" value="Submit"/>
7	The first time you open a document you will be prompted to install an ActiveX control.	 Click here to install the following ActiveX
8	Administrator access to your PC is required for the ActiveX prompt to appear. If you see  when you try to open a document, contact your desktop support or the Help Desk, 330 672-HELP.	
9	To open a document, click the icon found at the head of the row of that document.	
10	The Print Current Page icon will print the single page you are viewing.  The Print Document icon will print all pages of the document.	 Print Current   Print Document
11	From the query list, you may checkbox several documents and click the Print Selected Documents icon to print all.	 Print All
12	Explore icons to rotate, enlarge, and expand your view of the document.	
13	To return to the document list, click the query results icon.	
14	Click the Key icon to log out. (You are logged out after 15 minutes of no activity.)	



## XII. SAAADMS Form Reference

### SAAADMS Application Tab

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 7.3.2 (eTEST)

ID: 880316604 Training, Example F. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

**Application**

Entry Term: 200810 Spring 2008 Application Number: 1 Application Preference: Application Date: 16-AUG-2007

Admission Type: UK Undergraduate Kent Application Status: I Applied and Incomplete

Student Type: F New Freshman Application Status Date: 16-AUG-2007

Residence: R In state Resident Maintained By: U USER

Site: Application Decision: Application Decision Date: Maintained By:

Full Time or Part Time: Outstanding Requirements:

**Curricula Summary - Primary**

Priority Term	Program	Catalog	Level	Campus	College	Degree
1	200810	BU-BBA	200780	Undergraduate	Kent Campus	College of Business Ad Bachelor of Busine:

**Field of Study Summary**

Priority Term	Type	Field of Study	Department	Attached to Major
1	200810	MAJOR	Business Management	Management Information System:

Entry term; press LIST for valid codes, DUPLICATE ITEM for prospect summary.

Displays information including Admissions Type, Student Type, Residence, and Application Status. Curriculum may also be seen on this tab.

*Workflow will display the application that matches your workflow form.*

***There may exist almost-identical applications which were begun but not completed.***

*Use the scroll bar at right to view other applications.*

#### Other Tabs:

**Curriculum:** Lists applicant program, level, campus, college, and degree. \* If you check the *View Current / Active Curriculum* box, only the current curriculum will be shown

**Fee, Mail Submission, Withdrawal Data:** change of campus, change of program, change of term, or any other additional applicant data.

**Checklist:** Lists the items that are expected to be received from an applicant before an admissions decision can be performed.

**Sources, Interests, Comments:** Used to identify certain extracurricular interests

## SAAADMS Checklist Tab

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 7.3.2 (eTEST)

ID: 880316604 Training, Example F. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts, Cohorts, Attributes

**Application Checklist**

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
AFEE	\$30 Application fee	16-AUG-2007			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 16-AUG-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
HST1	Official High School Tscrpt	16-AUG-2007			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 16-AUG-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
HSTF	Final High School Transcript				<input type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 16-AUG-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
TSTS	SAT or ACT Scores	16-AUG-2007	A05	Test Date 16-AUG-2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 16-AUG-2007	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status:	
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date:	
	Last Request:	Deadline:		Checklist Origin:	Status:	

Admission request code; press LIST for valid codes, Count Query for Rules.

Record: 1/4 | | | | | <OSC>

The checklist tracks receipt of the items that must be submitted by an applicant. Mandatory items must be received for the admissions application to be complete, and for the graduate admission workflow to begin.

**Admission Request:** Code for this checklist item.

**Description:** Description of the checklist item requested.

**Received Date:** The date of receipt is entered into Banner. Generally if you see a date here, you will also have access to the document in AppXtender.

**Item Description:** Descriptive note entered by the Admissions processor.

**Mandatory Indicator:** The item is required for application.

### XIII. Troubleshooting Tips

User access to the KSU Portal, Workflow Application, Banner INB, and AppXtender is required to use the Graduate Admission workflow. Please contact the security administrator for your department to request access. Admin list: <http://www.kent.edu/is/security/accessusers.cfm>

The workflow user is not expected to handle software installation and setup that is required to use this workflow. Contact the IT technician for your department, or request assistance from the Help Desk at <http://support.kent.edu> or 330 672-HELP.

- **General Workstation Tips**

Workstation Admin access is required for setup.  
Plug-ins must be allowed to self-install on the workstation.  
Pop-ups must be enabled; ActiveX controls must be allowed to run.

- **Portal (Luminis/FlashLine) Tips**

The workflow user needs to see the **My Action Items** tab, and their **My Worklist** channel must be enabled. If the user receives a workflow notification e-mail but cannot see the tab or the Worklist, contact the Help Desk to request that access to the tab and channel be granted.

- **Workflow Tips**

If a user is unable to see Graduate Admission Workflow forms in the Worklist, or is unable to open a form, this indicates that the user is not set up in this workflow. Contact the security administrator to request access.

If the user could previously see Grad Admission workflow forms but no new forms appear, is a workflow colleague claiming forms and not releasing them? If not, open a Help Desk ticket to check if access has been changed.

- **Banner INB Tips**

When a workflow **SAAADMS ReviewApp** form is clicked, Banner INB should self-boot and display the form (takes up to 3 minutes.) Troubleshoot as for typical Banner INB use. If this does not work, check the user's security access for Grad Admission WF.

- **AppXtender Tips**

The cursor must be in the **Entry Term** field of the SAAADMS form Application tab in order for admissions documents to be retrieved. (See section V.)

AppXtender must be opened one time from within INB, to synch user accounts, after which the user can also access documents through the AppXtender desktop client. **When requesting Help Desk assistance for AppXtender, specify Document Imaging support** rather than Workflow.