SpeedType Reconciliation Workflow - LFO Viewing in the web client

- 1. Expand the "FI SPDRECON Speedtype Reconciliation" workflow, like this:
 - > 📕 CTL Journal Entry
 - ✓ ♀ FI SPDRECON Speedtype Reconcilliation
 - ✤ Reconciliation (0)
 - 🥖 Review (0)
 - S PI Approval (0)
 - 🚊 Manager (0)
 - Departmental Approval (0)
 - Hold Revisions Needed (0)
 - Approved Changes Requested (0)
 - Completed (0)
 - > 😪 HR Actions XPAY
 - > 🔯 HR Position Review
- 2. Click a queue, then right-click in the blank box and click on "see other users items"

OnBase 🔅 🙀 🖬 🖛	Inbox	G
 C .* C .* C LIFE CYCLE VIEW WORK FOLDER My Owned Items Combined Inbox Combine	to display Create List Report Generate CSV File	
	Please Select an Item	

3. On the pop-up screen, select <All> and click the "select" button

See Other User's Items	×
USERS	
<all></all>	
<current user=""></current>	^ n
A0ALBI01	P
A0AMIN02	
A0BERT03	
A0BHAT01	
A0BICK01	
A0BLAN04	
A0BOCK02	
A0BORD01	
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A0CHEN02	
A0CULV02	
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Select	Cancel

4. The results will show only the forms for the VP Dean code/units of the LFO:

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C · C · C · C · C · C · C · C · C · C ·	T Drag SPE ▽ (g a column header here to g EEDTYPE Contains	FISCAL YEAR	MONTH TEXT	VP/DEAN CODE [▽] Contains	DEPARTMENT NUMBER	DEPARTMENT NAME
My Owned Items Combined Inbox	∧ 01:	213	2021	APRIL	42	4210200123	BIOCHEMISTRY&MOL GENETIC
	01:	214	2021	APRIL	42	4210300123	MICROBIOLOGY
> co ATH - Poyrell Deduction	01:	216	2021	APRIL	42	4210500123	PHYSIOLOGY
Authorization to Hire (HSC Only)	01:	219	2021	APRIL	42	4210900123	F&G MED-ADMIN
 BOP Monthly Reconciliation CTL - Journal Entry 	01:	223	2021	APRIL	42	4211200123	OB/GYN ADMINISTRATIVE
P FI - SPDRECON - Speedtype Reconcilliation	Iten	C ms: 337					>
 Reconciliation (337) Review (0) 	~	Reconciled send to next queue					
			Pleas	se Select an Item			

To view the dashboard reports in the web client:

1. After login, click the menu icon (upper left corner), then click "Gallery" under "Reporting Dashboards"

DOCUMENT

Document Retrieval

New Form

Import Document

WORKFLOW

Open Workflow

STATUSVIEW

Open StatusView

FOLDERS

Open Folders

USER

Trash Can

Locked Objects

REPORTING DASHBOARDS

Gallery

2. Expand the "Shared with me" folder, then expand the "SPDRECON" folder, then click on a report:

Reporting Dashboards								OnBase						☆	Î	Oehler,Ira	WV
Gallery	SPDRECON - Approval tracking report										Expor	t Da	ta	Paran	neters (i)	G	
DDOCADD - Transactions - Eand Tatala (Uni		SPDRECON - Approval tracking report															Ð
ts 10,16,20)	Grie	Grid 1											Ð				
PROCARD - Transactions Sent to Peoplesof t - Enter Date Range	R	E	t s	Speed	De	D.	VP/Dean C.	Reconciler Comments	Review	PI Comments	M	Appro	A	Ac	Ac	Action Ta	в.
PROCARD - Transactions Sent to Peoplesof	1	2	9 0	MECH	421	P	42						1	51	20	PLAPPRO	VEC
SPDRECON - Workflow Status - Days in Que	1	2	0.0	MECH	424	0	42						0	w	20	DEADY E	VEC
> Public Items	1	2	0.0	MECH.	421	P	42							· · · · ·	20	READT F	TES .
Y 🗟 Shared With Me	1	2	9. C	MECH	421	P	42						S.	. ca	20	DEPARTM	YES
B HSC Auth to Hire	1	2	9. G	MECH	421	P	42	ZD #86342 - sending email to		Nichola Garbett is not supposed to be on.			J.,	. St	20	PI APPRO	YES
JV - CTL - Department Request Search	1	2	9. G	MECH	421	P	42	ZD #86342 - sending email to		Nichola Garbett is not supposed to be on			J.	. St	20	PI NOT A	YES
Purchasing Department Request Status	1	2	9. G	MECH	421	P	42	ZD #86342 - sending email to		Nichola Garbett is not supposed to be on.			Ρ.	. w	20	HOLD CH	YES
V P SPDRECON	1	2	9. G	MECH	421	P	42	ZD #86342 - sending email to		Nichola Garbett is not supposed to be on.			P.	. w	20	READY F	YES
SPDRECON - Approval tracking report	1	2	9. G	MECH	421	P	42	ZD #86342 - sending email to		Nichola Garbett is not supposed to be on.			P.	. w	20	REVISION	YES
SPDRECON - Workflow Status - Days	2	2	9. C	PARTI	421	P	42	p.w University report is uplo					J.	. Wi	20	PI APPRO	YES
> & HR	2	2	9. C	PARTI	421	P	42	p.w University report is uplo					P.	. w	20	READY F	YES
License Usage and Most Active Users	2	2	9. C	PARTI	421	P	42	p.w University report is uplo					s.	. Ca	20	DEPARTM	YES
REGISTRAR XZZ - Not Used	2	2	9. C	PARTI	421	P	42	p.w University report is uplo					S.	. Wi	20	REVIEWE	YES
	2	2	9. E	PHAR	421	P	42						ĸ	н	20	REVIEWE	YES
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	2	2	9. G	. PARTI	421	P	42						J.	. Wi	20	PI APPRO	YES