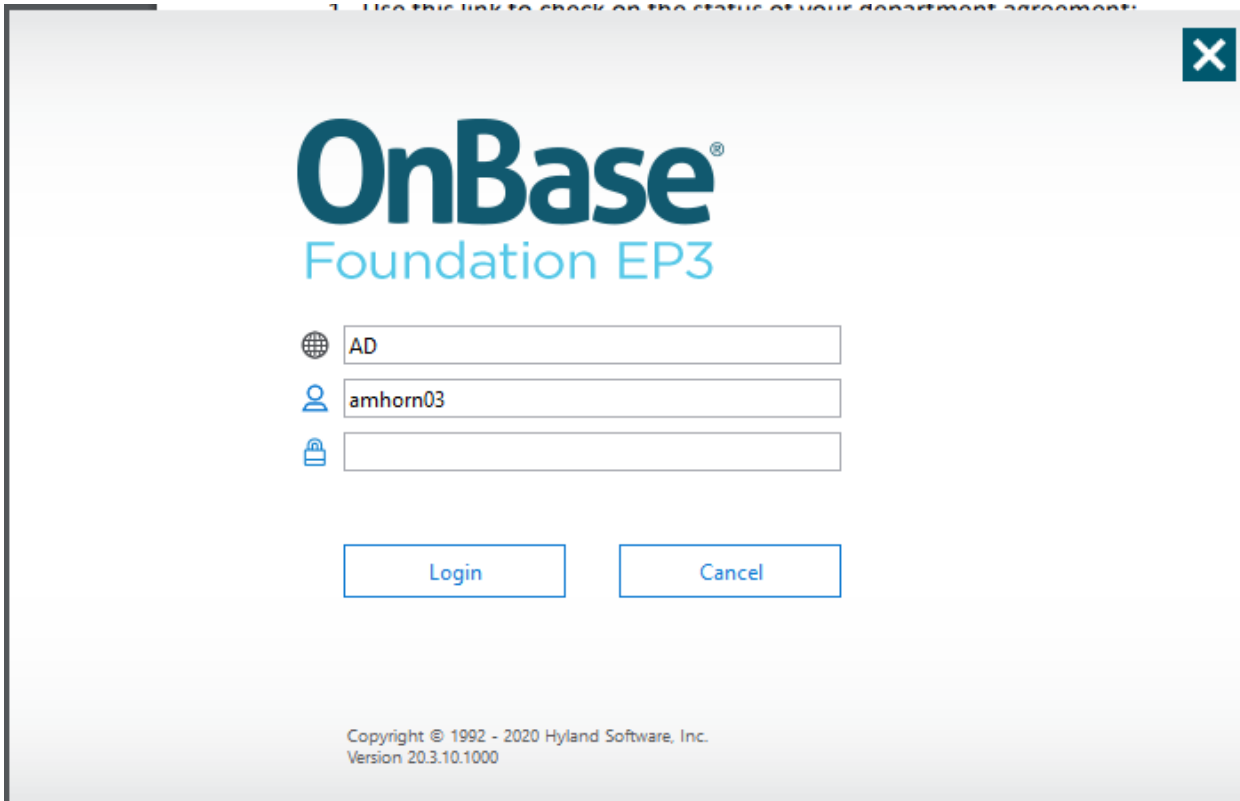



INSTRUCTIONS FOR CHECKING THE STATUS OF YOUR DEPARTMENT AGREEMENT


Open Hyland Unity Client and log in to Onbase


1. Use this link to check on the status of your department agreement:



OnBase[®]
Foundation EP3



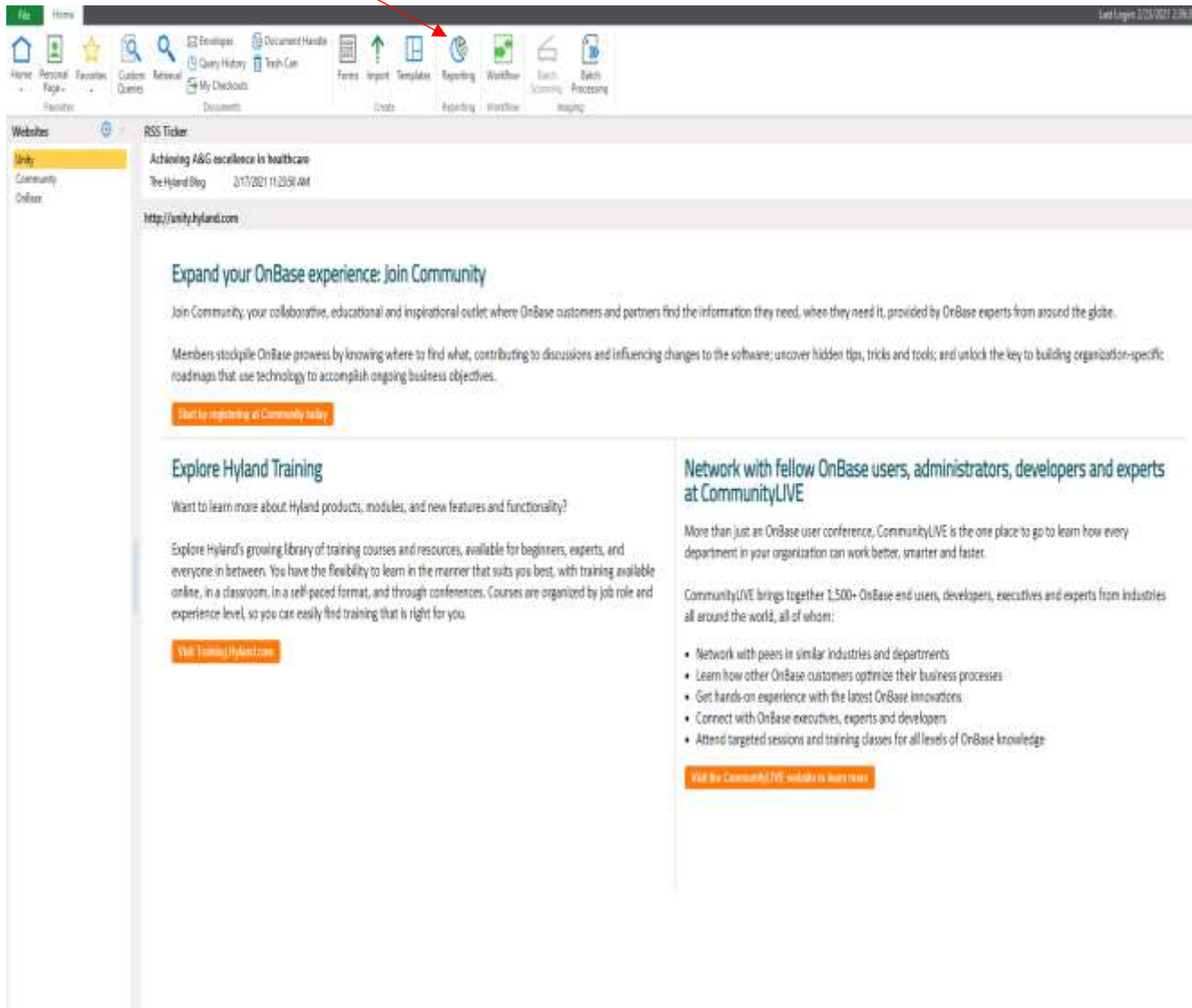




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Once logged in, you should see a screen like the one below.

Click on Reporting.



Once the Reporting Window is open you should see a screen like below. Click on Purchasing Department Request Status (red arrow below).

The screenshot displays a software interface with a ribbon at the top and a 'Gallery' pane on the left. The ribbon includes tabs for 'File', 'Home', and 'Item Viewer'. The 'Item Viewer' tab is active, showing a set of icons for actions like 'Copy to New', 'Delete', 'History', 'Properties', 'Clear All Filters', 'Parameters', 'Refresh', 'Share', 'Send To', 'Copy to Clipboard', 'Print', and 'Export Data'. The 'Gallery' pane has a search bar and a list of items under 'Shared With Me'. A red arrow points to the item 'Purchasing Department Request Status'.

File **Home** **Item Viewer**

Create New Dashboard Create New Report Copy to New Delete History Properties Clear All Filters Parameters Refresh Share Send To Copy to Clipboard Print Export Data

New Gallery View Actions

Gallery

Search...

Public Items

Shared With Me

- CTL - Department Request Search [SLROAR01]
- HR - Actions - XPAY - Workflow Status by Requ
- HSC Auth to Hire [SLROAR01]
- PROCARD - Work Queues [PAWOOD01]
- PUR - Contract Data [SLROAR01]
- PUR - Dept Agreement Purchasing Work Queu
- PUR - Sole Source Documents [SLROAR01]
- Purchasing - Department Agreement Details [SI
- Purchasing - Leave Hours (Horn) [SLROAR01]
- Purchasing Department Request Status [SLROAR01]**
- Sponsored Account Renewal [SLROAR01]

Once you open the Purchasing Department Request Status, your screen should look like the one below. If you hover over the cell next to each field a symbol that looks like a tornado will pop up and allow you to filter for the information you need. The symbol will appear in the circle below.

You can also export the file by clicking this symbol.

The screenshot shows a software interface with a top toolbar containing various icons for actions like 'Copy to New', 'Delete', 'Properties', 'Full Screen', 'Clean All Filters', 'Parameters', 'Refresh', 'Share', 'Send To', 'Copy to Clipboard', 'Print', and 'Export Data'. Below the toolbar is a 'Gallery' section with a search bar and a list of items including 'Public Items' and 'Shared With Me'. The main area displays a table titled 'Purchasing Department Request Status' with the following columns: Request Date (Date-Hour), Request Number, Department, DeptID, and Status. A red circle highlights a tornado icon in the 'Request Date' column of the first row. A red arrow points from a text box to an export icon in the top right corner of the table area.

Request Date (Date-Hour)	Request Number	Department	DeptID	Status
				CANCELED
				PURCHASING DEPARTMENT
11/1/2018 8:00 AM	DA-626-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/1/2018 11:00 AM	DA-630-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/2/2018 10:00 AM	DA-625-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/2/2018 10:00 AM	DA-629-18	OFFICE OF THE PROVOST	201000156	CUSTOMER EDITS
11/12/2018 8:00 AM	DA-655-18	SPO-OFFICE OF ACADEMIC AFFAIRS	201600135	COMPLETE
11/12/2018 2:00 PM	DA-31-19	OFFICE OF THE PROVOST	201000156	CUSTOMER EDITS
11/13/2018 9:00 AM	DA-656-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/15/2018 8:00 AM	DA-671-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/28/2018 1:00 PM	DA-682-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/28/2018 1:00 PM	DA-683-18	OFFICE OF THE PROVOST	201000156	COMPLETE
11/28/2018 10:00 AM	DA-38-19	OFFICE OF THE PROVOST	201000156	COMPLETE
11/28/2018 12:00 AM	DA-41-19	OFFICE OF THE PROVOST	201000156	COMPLETE
12/7/2018 10:00 AM	DA-44-19	OFFICE OF THE PROVOST	201000156	COMPLETE
12/7/2018 11:00 AM	DA-45-19	OFFICE OF THE PROVOST	201000156	COMPLETE
12/11/2018 2:00 PM	DA-752-18	OFFICE OF THE PROVOST	201000156	COMPLETE
12/14/2018 3:00 PM	DA-757-18	OFFICE OF THE PROVOST	201000156	COMPLETE
12/20/2018 4:00 PM	DA-759-18	OFFICE OF THE PROVOST	201000156	COMPLETE
1/4/2019 4:00 PM	DA-773-18	OFFICE OF THE PROVOST	201000156	PURCHASING CLOSED
1/7/2019 8:00 AM	DA-775-18	OFFICE OF THE PROVOST	201000156	PURCHASING CLOSED