E-Doc Lite Nomination of Research Committee

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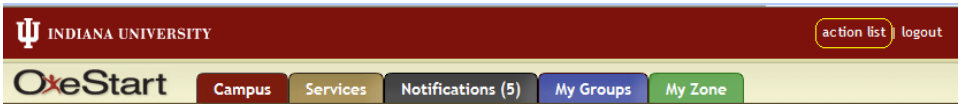
Accessing the System

The University Graduate School E-Doc systems are accessed through OneStart: https://onestart.iu.edu/. They are located in the **University Graduate School – Bloomington** or **Graduate Office – IUPUI** pages in the Group Quick Links section.

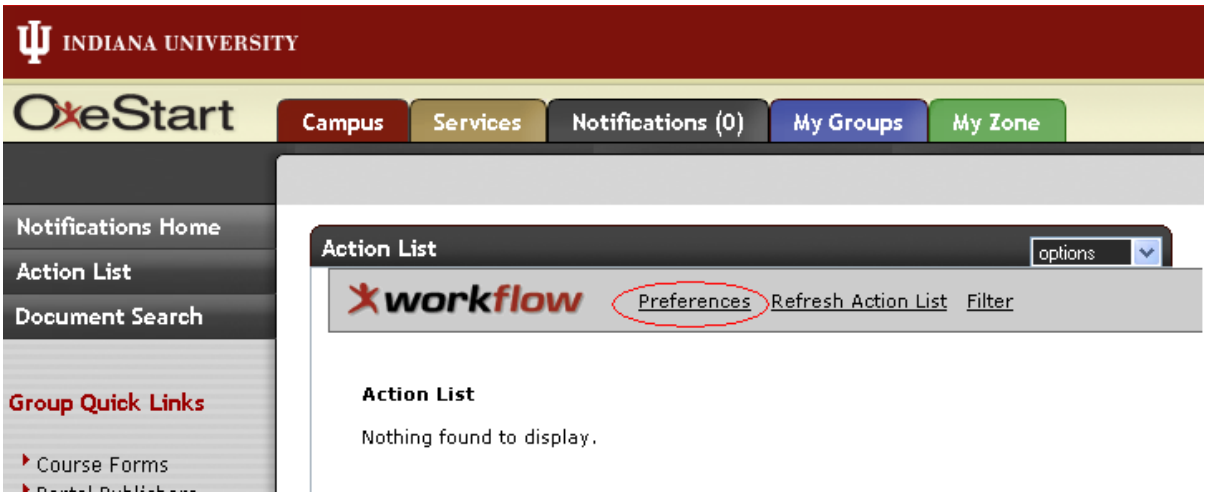
Setting Your Action List Preferences

You access your action list through OneStart. Your action list can be customized to suit your needs if you like.

Notifications >> Action List >> Preferences

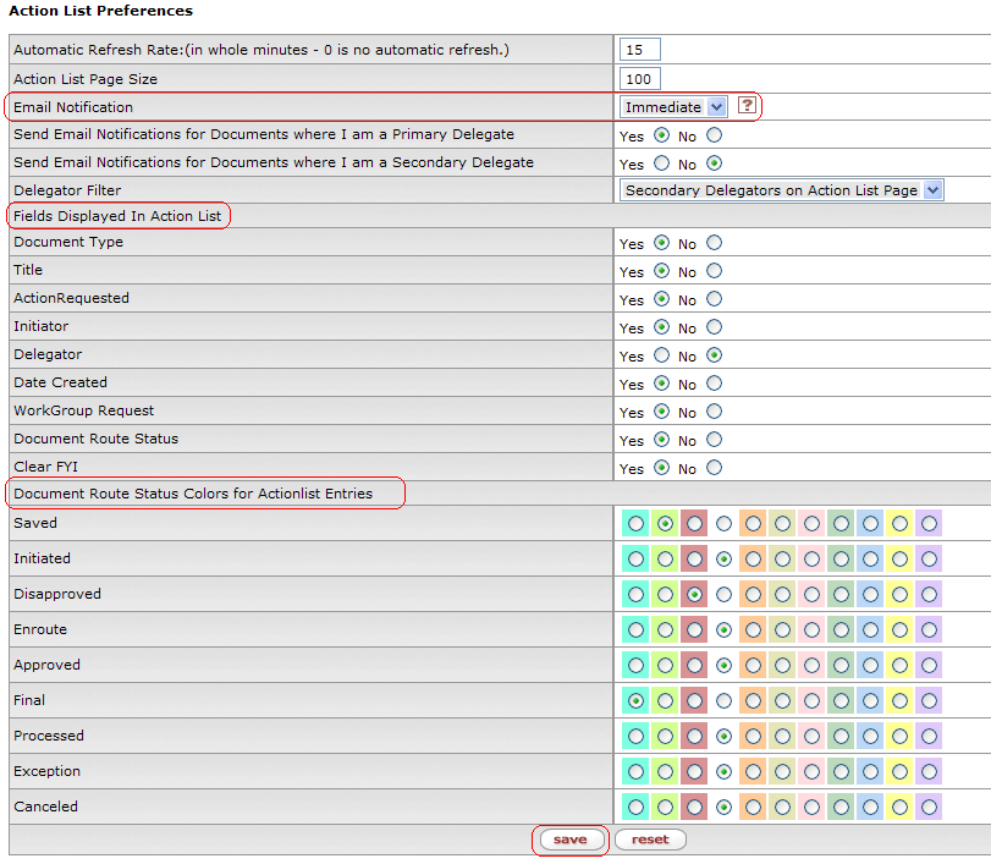
1. Click the **action list** link in OneStart. It's at the top right corner of OneStart.
   a. 

2. In your Action List you will see a link for Preferences to the right of the workflow logo
3. Click the **Preferences** link



There are many things in this section that you will be able to set. The one item that will be most useful is the Email Notification. Your options are: None, Daily, Weekly, and Immediate.

The other section that you will probably find helpful is the Fields Displayed in Action List. The Action List is frequently too wide to fit on your screen, so you may find there are a couple of the fields that you do not refer to.



Color coding recommendations for your action list

You also might find it useful to color code your action list. I recommend color coding the following Document Route Statuses.

- Saved
- Disapproved
- Final

Be sure to click **Save** before returning to your **Action List**.

Completing the form

Entering data into the Nomination of Research Committee form should be straightforward. This section will cover the parts of the form that are not.

Students

The student will complete the form, most of the fields are straightforward:

1. Middle name is required, this is to help identify the student if they should incorrectly enter the university id or some other identifying information. If the student does not have a middle name they can enter a dot "."
2. They are required to enter their committee member's information, including their network id. The network id is commonly referred to as username, which is the first part of their IU email address. (these ids are verified before the edoc is submitted, so they cannot enter an invalid id)
3. They will click **submit** and it will route to whoever was designated by their department to receive the form.

Schools and Departments

The person that is the approver for the first major listed on the edoc will be required to fill-in a few fields:

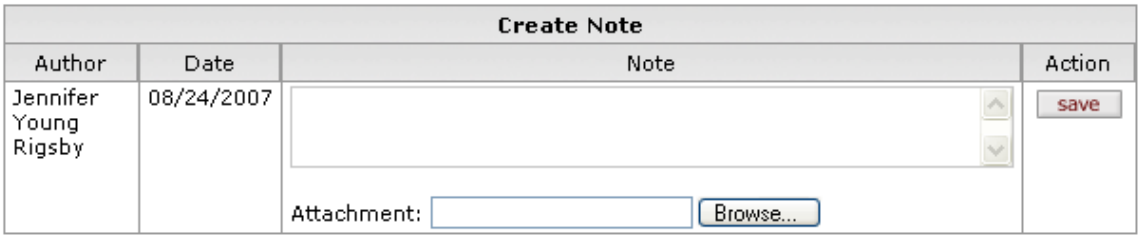
1. **Date Candidacy Approved by the University Graduate School**
2. Indicate whether or not the committee member is **endorsed faculty**. Two of the committee members must be endorsed, one of which must be the chair. There is a link to the graduate faculty list that provides this information.
3. If there are any committee members that do not have an IU network id they will be listed in the section below the committee member section. It must be indicated for each of these members whether or not they are approved by the department. This approval is the equivalent of proxy signing for them.

Attaching Documents

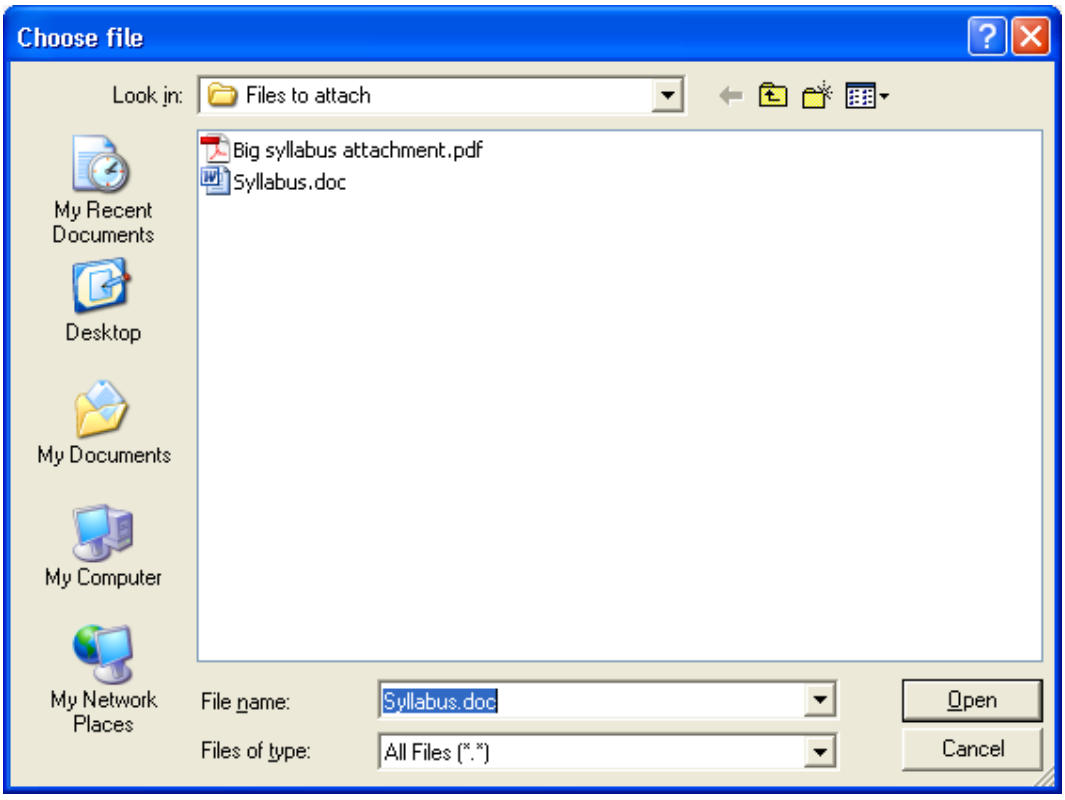
The student is required to attach their Dissertation Prospectus. If they need IRB approval for their research, that must be attached as well. Any number of documents can be attached to the form.

How to Do This

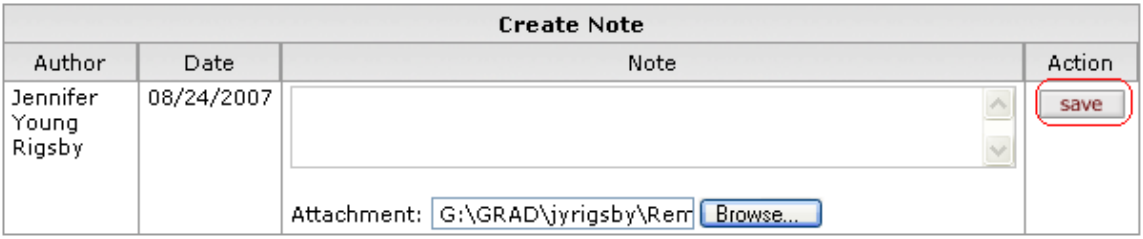
1. Go to the **Create Note** section at the bottom of the form.



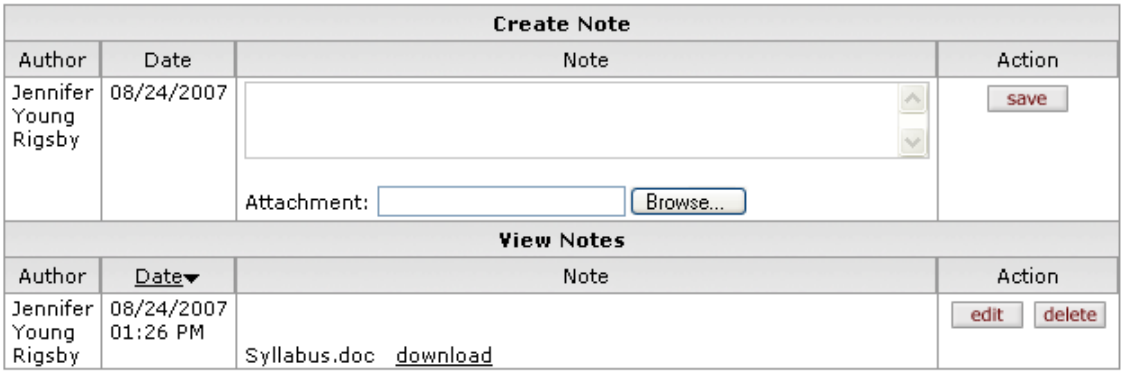
2. Click the **Browse** button to search for the file to attach.
3. Select the file to attach and click the **Open** button



4. The file is now attached to the note. Click the **save** button so that the note will attach to the form. *The **save** button must be clicked before the document is submitted or approved.*



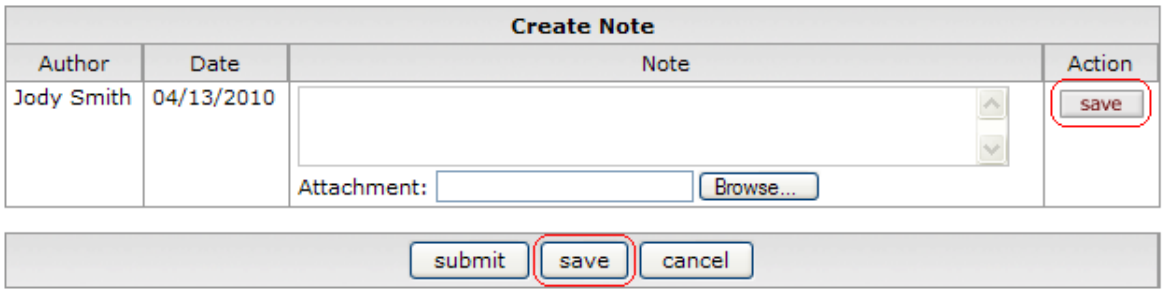
5. When the note is saved with the attachment it will look like this, as you can see, more than one can be attached:



Saving the Form

You may have made changes to the form, but are not ready to submit or approve it. The edoc system does not automatically save the information you have entered into the form, if you plan to close it without submitting it, you will need to click the **save** button.

There are two save buttons at the bottom of the form, it is important not to confuse them.



You will need to click the **save** button at the bottom of the form, it is between the **submit** and **cancel** buttons.

After clicking this button you can close your document. It will move to your action list with a **Route Status** of *Saved* and an **Action Requested** of *Complete*.

When you finish filling in the form, the buttons at the bottom will have changed to:

These buttons do the following:

- **approve** – routes the document to the department
- **save** – saves the form
- **complete** – routes the document forward
- **cancel** – cancels the document and you will have to start over again

Printing your request

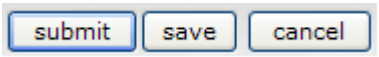
The E-Doc system archives your requests, so you don't have to print them, but some of you may want or need to. The best way to do this is before submitting your request because the form will be more readable.

Follow these steps to print:

1. **Save** the edoc
2. **Print** the edoc using either the Internet Explorer print icon or by going to File >> Print
3. Click the **Submit** button after the form has successfully printed

Submitting the Form

After you have entered all of the necessary information on the form, you will need to route the form.

These are the buttons at the bottom of the form: 

Click **submit**.

- **submit** – routes the document to the department
- **save** – saves the form
- **cancel** – cancels the document and you will have to start over again

(Your form will time out if you have it open for too long, in this case you will want to save it. You do not have to save the form unless you think it will be open for longer than it will typically take to fill it out.)

After you have routed the form you might want to write down the **Document Id** for your records. You will be able to do a document search if you should forget to write down the id.

How does the system know who to route the form to?

1. By the Department that is selected by the student:

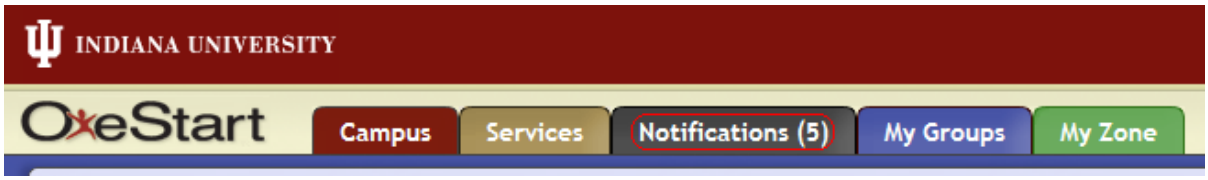
a. This system is based on route nodes, people are assigned to these nodes which are linked to the application. The nodes are in a particular order, so when a document is routed, it will go to the right person, in the right order. That node then looks at your document to see what department has been selected to determine which workgroup the document should be routed to for approval. A workgroup is comprised of an approver and in most cases a back-up for that approver. Once one of them has approved the document, it will route to the next node. If your school or department does not have a workgroup at a particular node, the document will skip the node and move to the next one.
b. *Be sure your students select the correct department to ensure their form is routed correctly.* Contact Beth Nicodemus, ejnic@iu.edu (812) 855-8854, if you discover a student has selected the incorrect department. You may also receive a form in error, if you do please return it to the student to correct.

2. By the committee member network ids that are entered by the student:
    a. The student is required to enter the network ids for the committee members. The edoc will route to the committee members after the department has reviewed the edoc. All committee members will receive the document at the same time. It can be approved by them in any order.

Approving a Submitted Request

There are two ways you will know you have a new request waiting for you in your action list:

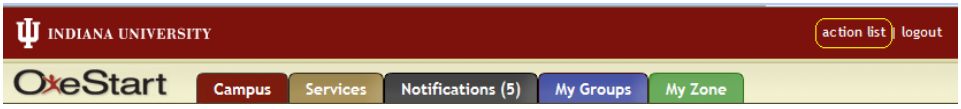
1. You will have received an e-mail notification (this is based on how you set-up your action list preferences, see Setting Your Action List Preferences),
2. When you login to OneStart, you will see the number of items in your action list on the Notifications tab.



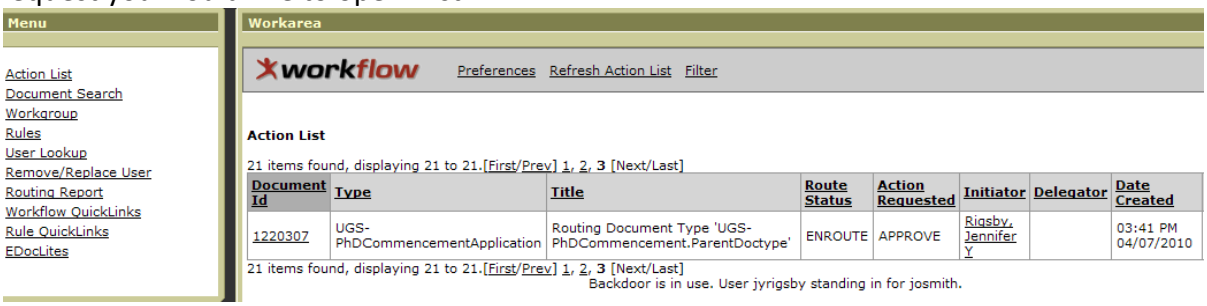
Accessing Your Action List

OneStart >> Action List

1. Login to OneStart
2. Click the **action list** link in OneStart. It's at the top right corner of OneStart.

a. 

3. Your action list will appear in the main screen of OneStart. Click on the **Document Id** of the request you would like to open first



Completing the Form

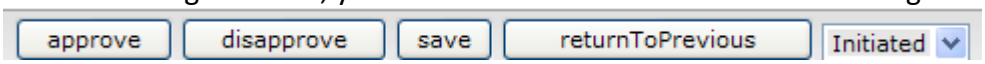
The person that is the approver for the first major listed on the edoc will be required to fill-in a few fields:

1. **Date Candidacy Approved by the University Graduate School**
2. Indicate whether or not the committee member is **endorsed faculty**. Two of the committee members must be endorsed, one of which must be the chair. There is a link to the graduate faculty list that provides this information.

3. If there are any committee members that do not have an IU network id they will be listed in the section below the committee member section. It must be indicated for each of these members whether or not they are approved by the department. This approval is the equivalent of proxy signing for them.

Making a Decision

1. After reviewing the form, you will be able to make one of the following decisions:



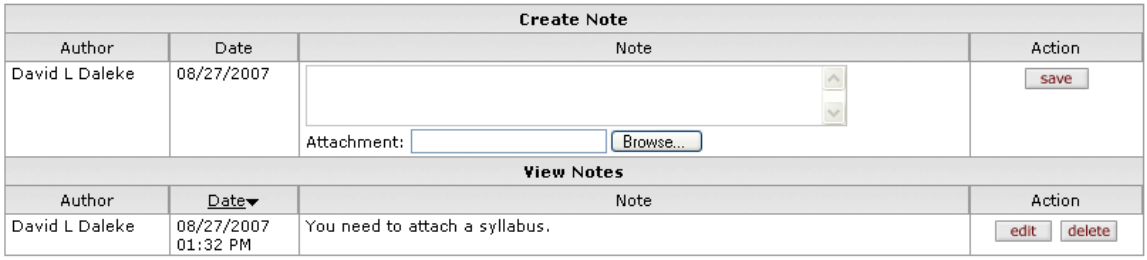
   a. **approve**: will route the request forward to the next node for approval
   b. **disapprove**: will cancel the request, all previous approvers and the initiator will be notified of your decision to disapprove the request.
   c. **save**: saves any changes you have made to the application. You can close the document, it will stay in your action list, or keep it open while you continue to make changes.
   d. **returnToPrevious**: this comes with a drop down list. Select the node you want to return the request to before clicking the button.
2. If you choose to disapprove or returnToPrevious, be sure to include a **Note** briefly explaining why. The notes will route on the form and can be read by anyone who opens the form, this is the best way to communicate to the initiator or an approver.

Returning to Previous (Returning to the Initiator or a Previous Approver)

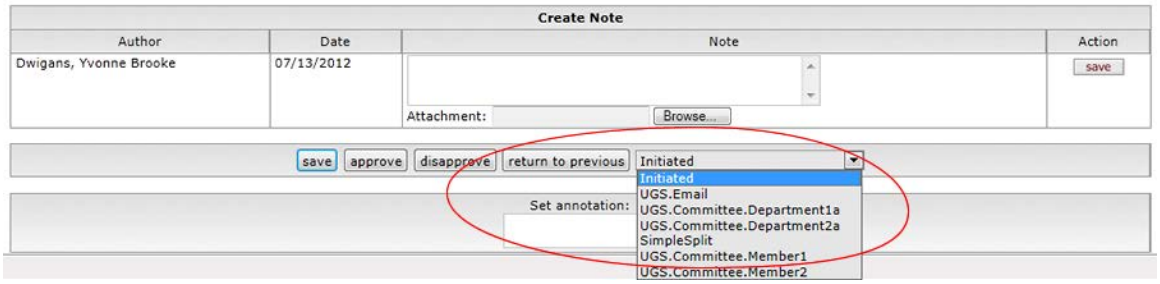
You may find that you want the return the document to the student for some reason. Do not disapprove a request that you want to return to the student. Disapproving will cancel the document and the student will have to start over again.

When you have a document you want to return to the initiator or to a previous approver there are several steps you will need to follow:

1. Enter a note explaining what you need the person to do. (*Don't forget to save the note.)



2. Select the node you want to return the request to (for a complete explanation and list of the nodes, refer to the Nodes section.) The initiator node is the default.



3. After you have selected the node you would like the document to route to, click the **returnToPrevious** button.

4. Your document will route back to the node you selected.
5. After the person at that node, in this example, the initiator, modifies their request they will resubmit it and it will go through the approval process again. If the document is routed back to a node that is not the first, it will only have to be approved again by those on the approval chain that follow that node, it will not go back to the beginning.

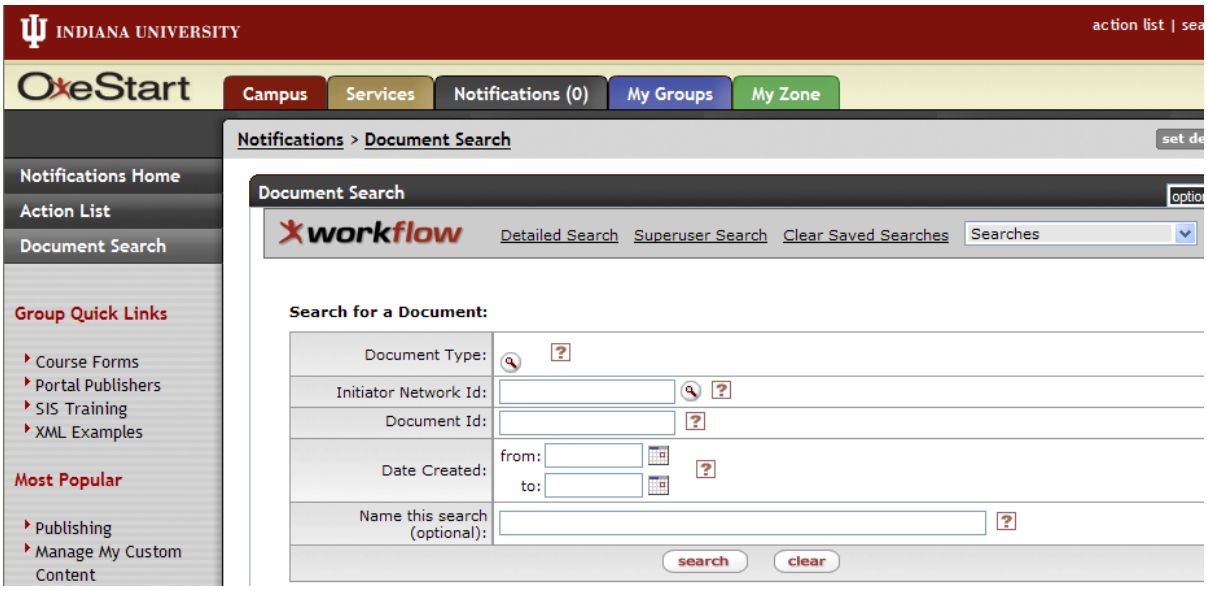
What to do if you have issues with the form

1. If you have questions about completing the form, please contact Erica Whichello, ewhichel@indiana.edu (812) 855-3875 at the University Graduate School. Erica's back-up is Shelly Gerber-Sparks, gerbers@iu.edu (812) 855-6487
2. If you have a technical question about the form, contact Beth Nicodemus, ejnic@iu.edu (812) 855-8854

How to Do a Document Search

Notifications >> Document Search

The E-Doc system offers a simple Document Search. You can search by the initiator's Network Id, the Document Id, and the Date Created.

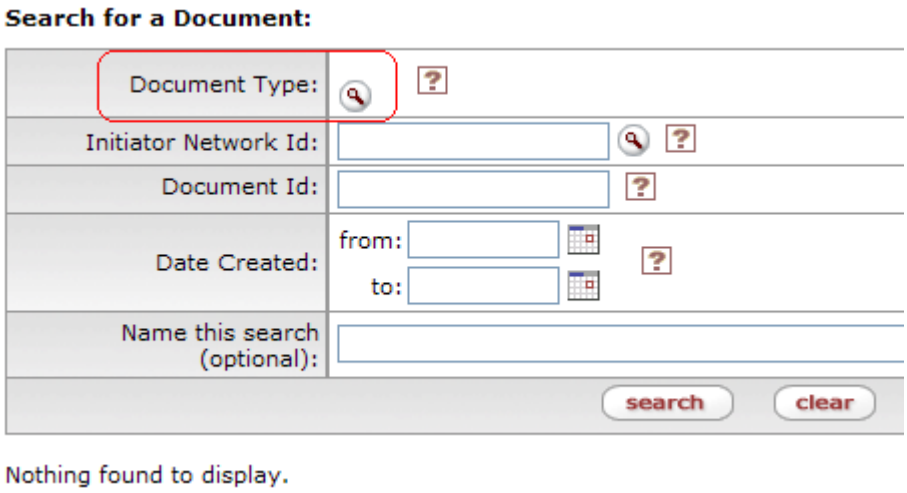


1. Click the **Notifications** tab.
2. Click **Document Search** in the **Menu** on the left
3. Type in the criteria you would like to search by
4. Click the **search** button

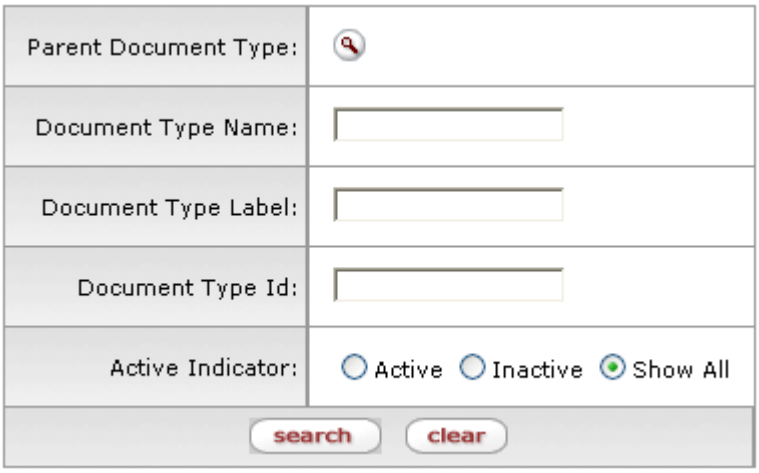
Your results will be a list of all of the documents that meet the criteria you entered in the search screen.

How to do a Detailed Document Search

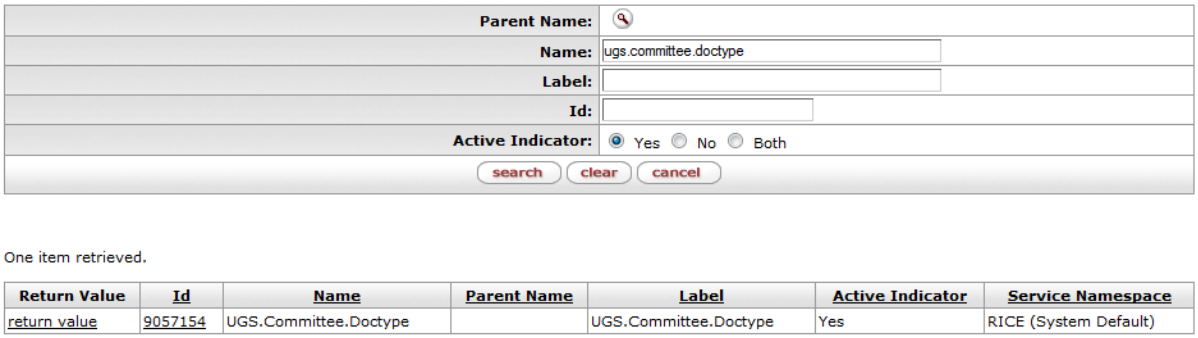
Frequently, you will want to do a search that is based on criteria specific to your document.



1. Click the spyglass in the **Document Type** field.
2. You will get a search screen like this:



3. In the **Document Type Name** field type "UGS.Committee.Doctype"
4. Click **Search**
5. Your results will look like this:



One item retrieved.

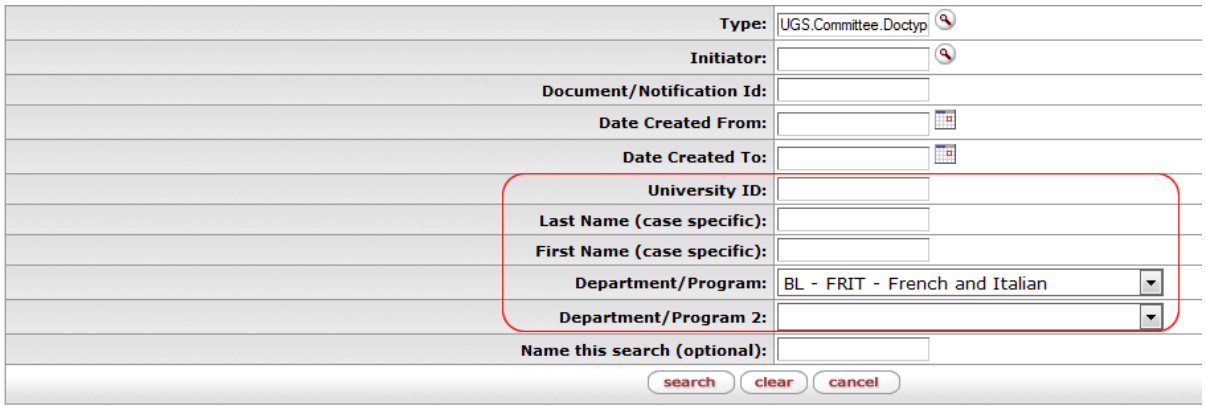
Return Value	Id	Name	Parent Name	Label	Active Indicator	Service Namespace
return value	9057154	UGS.Committee.Doctype		UGS.Committee.Doctype	Yes	RICE (System Default)

6. Click **return value**

One item retrieved.

Return Value	Id	Name	Parent Name	Label	Active Indicator	Service Namespace
return value	9057154	UGS.Committee.Doctype		UGS.Committee.Doctype	Yes	RICE (System Default)

7. Now the search you do will be based on all of the forms for the Nomination of Research Committee.
8. As you can see below, there are several new options for searching. If you choose to search by the student's name, the search is case specific.
9. When you have entered and selected everything you want, click the **search** button.
10. Your results will look like this:



One item retrieved.

Document/Notification Id	Type	Title	Route Status	Initiator	Date Created	University ID	Last Name (case specific)	First Name (case specific)	Department
12743103	UGS.Committee.Doctype	Routing Document Type 'UGS.Committee.Doctype'	FINAL	Rigsby, Jennifer Young	06/22/2012 11:25 AM	3333333333	f	f	BL-FRIT

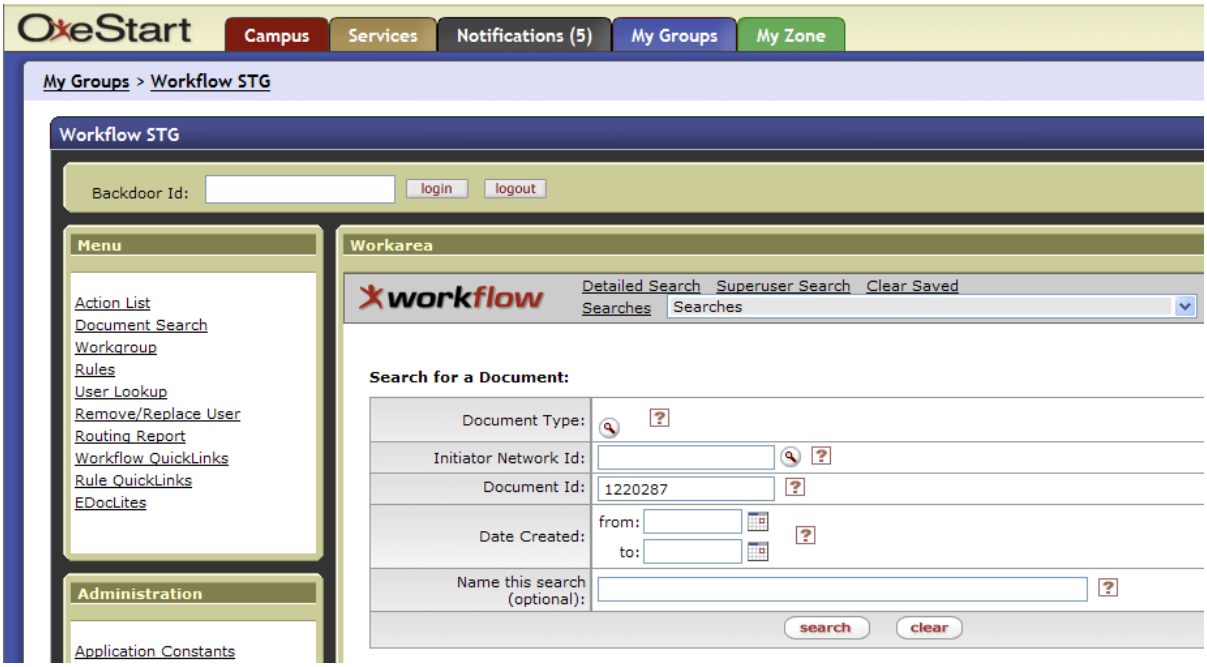
11. Click on the **Document Id** to open the form, click on the **Route Log** button to track it's progress through the approval chain.

Tracking the Document

How to Determine Who Has the Form in Their Action List

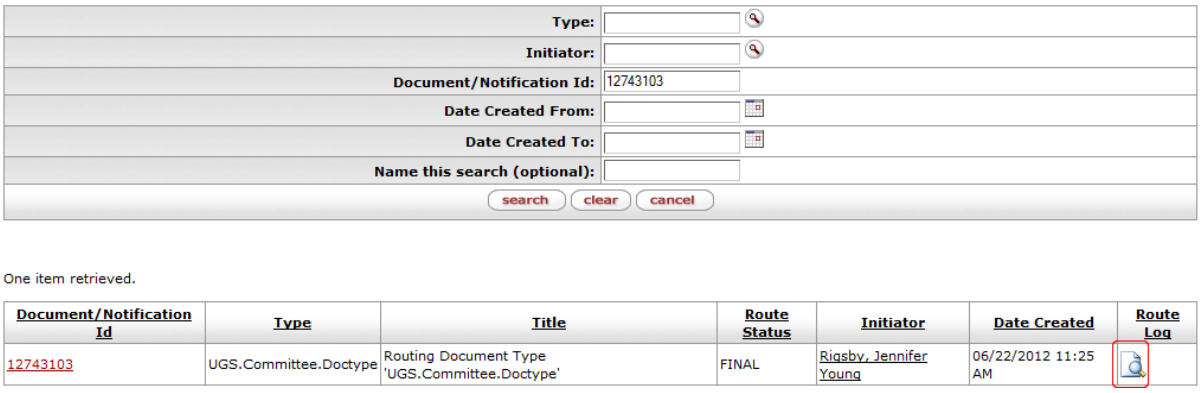
Notifications >> Document Search >> Route Log

Pull your document up using Document Search



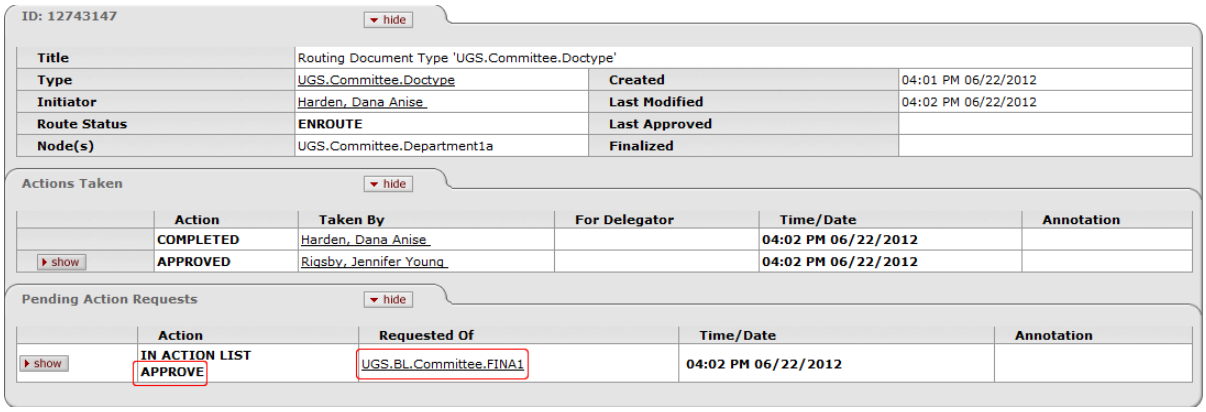
1. Click the **Notifications** tab
2. Click **Document Search** in the **Menu** on the left
3. Type in the criteria you would like to search by
4. Click the **Search** button

Your results will look something like this:



Click the **Route Log** button

The Route Log will give you all kinds of useful information, including, the name of the workgroup that is currently responsible for approving the form.



ID: 12743147 hide

Title	Routing Document Type 'UGS.Committee.Doctype'		
Type	UGS.Committee.Doctype	**Created**	04:01 PM 06/22/2012
Initiator	Harden, Dana Anise	**Last Modified**	04:02 PM 06/22/2012
Route Status	ENROUTE	**Last Approved**	
Node(s)	UGS.Committee.Department1a	**Finalized**	

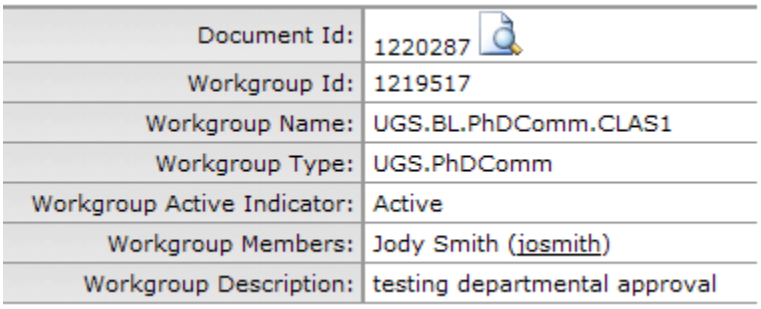
Actions Taken hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Harden, Dana Anise		04:02 PM 06/22/2012	
show	APPROVED	Rigsby, Jennifer Young		04:02 PM 06/22/2012	

Pending Action Requests hide

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	UGS.BL.Committee.FINA1	04:02 PM 06/22/2012	

If you would like to see who is in the workgroup, click the **workgroup name**.



Document Id:	1220287
Workgroup Id:	1219517
Workgroup Name:	UGS.BL.PhDComm.CLAS1
Workgroup Type:	UGS.PhDComm
Workgroup Active Indicator:	Active
Workgroup Members:	Jody Smith (josmith)
Workgroup Description:	testing departmental approval

All levels of approval within the system have been set-up with workgroups, this allows the schools, departments, etc. to have a back-up if someone should take a vacation or an extended leave.

I have set the workgroups up like this:
All Schools, Departments, and entities associated with a campus begin with the campus abbreviation.

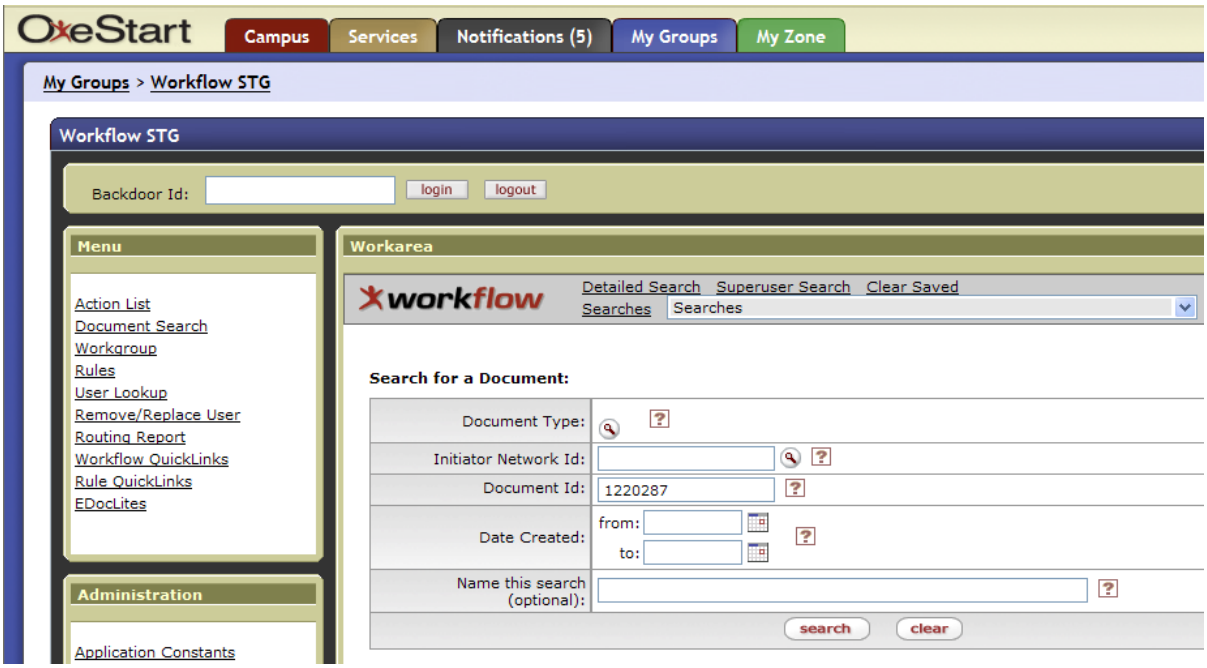
- UGS.BL.Committee.CLAS1
  - UGS – University Graduate School
  - BL – Bloomington
  - Committee – Nomination of Research Committee
  - CLAS1 – Department or School.
    If the document routes to two separate groups of people in the department there will be a second workgroup like this:
  - UGS.BL.Committee.CLAS2
- The research chair will not have a workgroup associated with it since that is assigned after the request is routed to the department.

How to Determine Who Has Approved the Form

Unlike the paper document, which shows the signatures at the bottom of the form, the E-doc system does not.

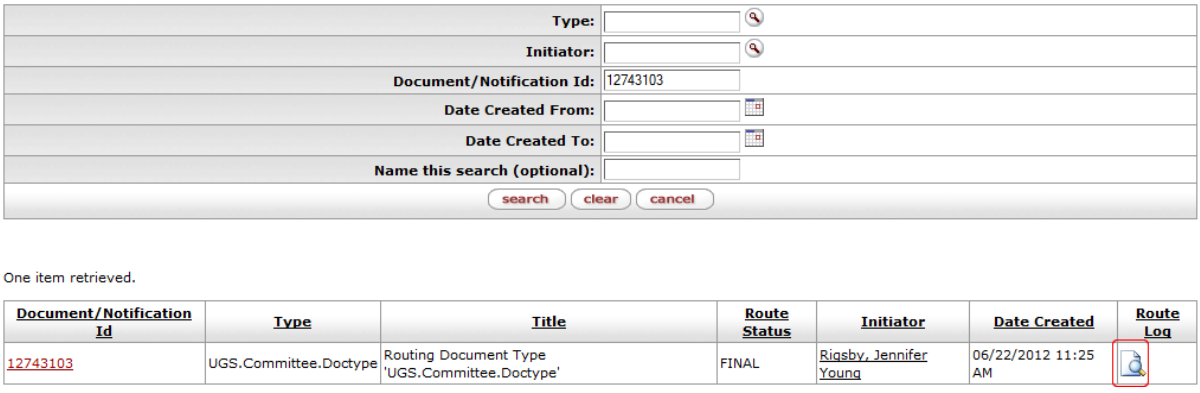
Notifications >> Document Search >> Route Log

To look up the signatories on a form, you will need to do a document search.



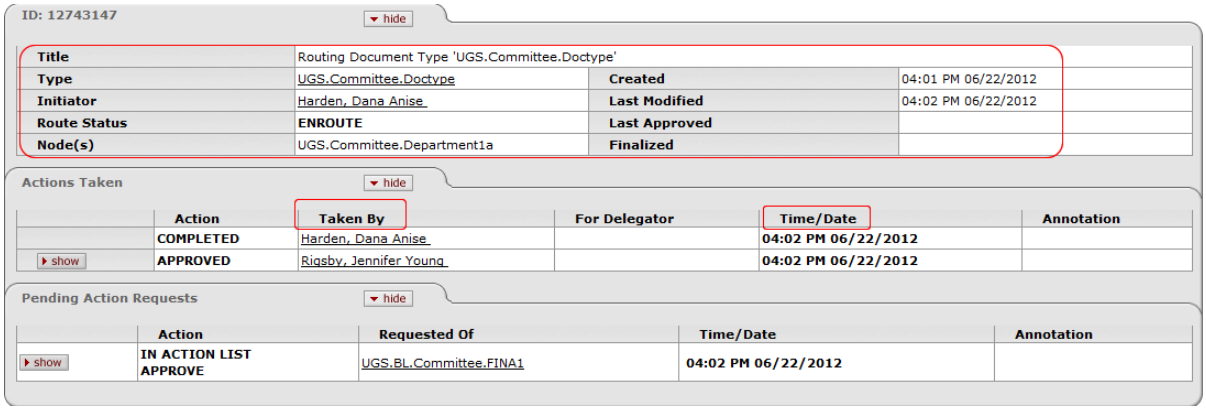
1. Click the **Notifications** tab.
2. Click **Document Search** in the **Menu** on the left
3. Type in the criteria you would like to search by
4. Click the **Search** button

Your results will look something like this:



Viewing the Signatories

Click the **Route Log** icon in the far right hand column.



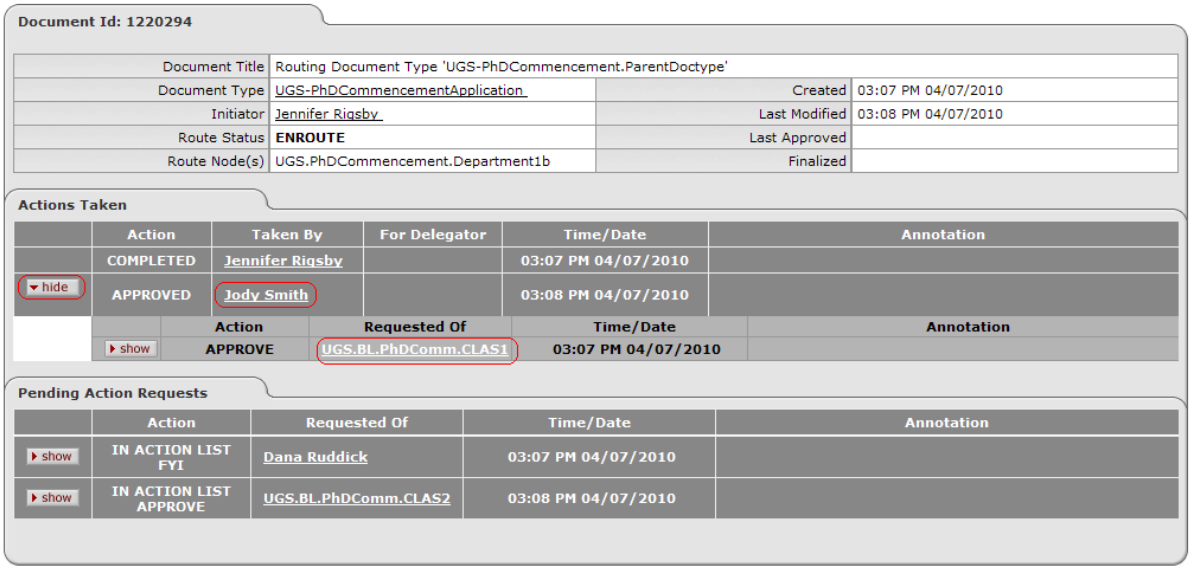
The route log will give you quite a bit of useful information. The header has:

1. Document Type
2. Initiator
3. Route Status, in this example is Enroute
4. The Route Node the document is currently at.
5. There are also useful dates listed

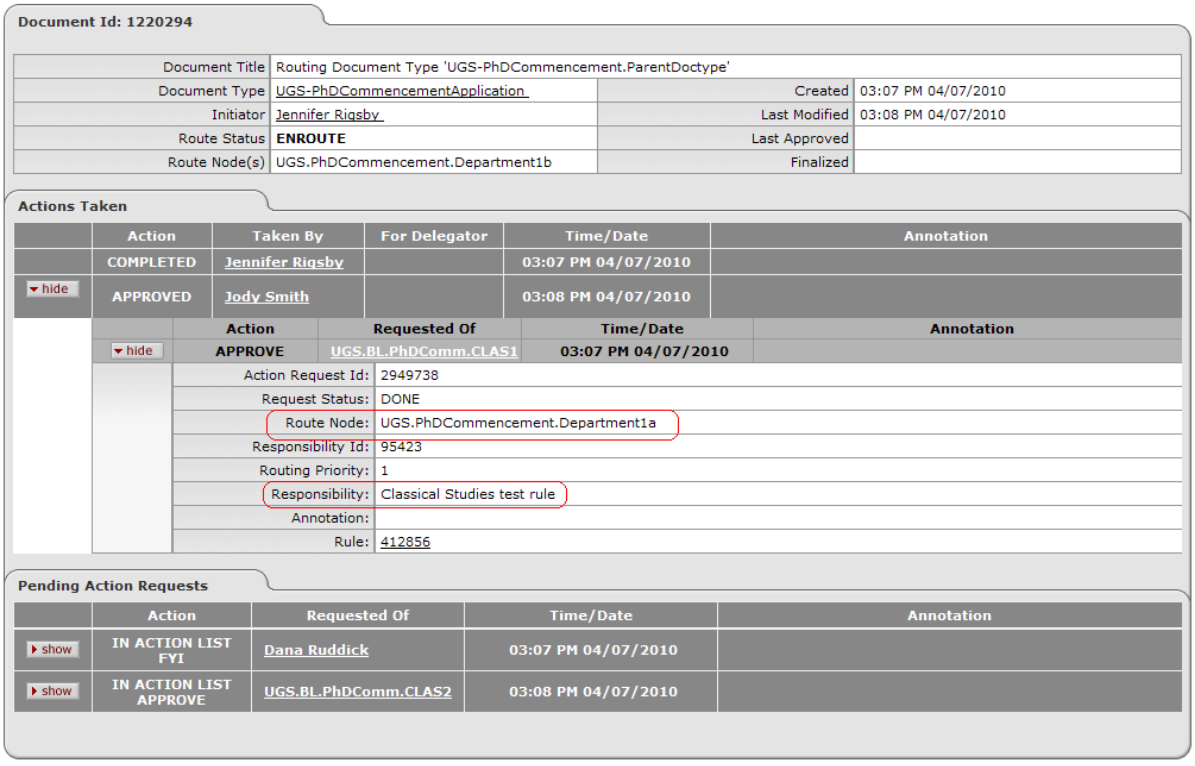
The route log itself is a grid:

1. **Action**: lists the action the signatory took on the document
2. **Taken By**: signatory
3. **For Delegator**: We won't be using the delegator functionality.
4. **Time/Date**: is the time and date the action was taken
5. **Annotation**: We won't be using this functionality.

To see detail in the route log you can click the **show** button.



If you see that someone has signed off on the form, but you want to know more detail about that person, you can click the **show** button to the left. At the first level of detail you get the action they took, the Workgroup they are in, and the time and date they took the action. If you still want to see further detail, click the **show** button to the left.



This level of detail will tell you the name of the Route Node she signed off at and give you a description of the responsibility. Sometimes the Responsibility will be a short descriptive, and sometimes it will be an explanation of what the person is actually doing with the document before they approve it.

Nodes

Nodes determine the route path the request takes for approval.

The following is the list of nodes, in order, for the Nomination of Research Committee:

1. UGS.Committee.Department1a – Departmental approval for first major
2. *UGS.Committee.Department2a – Double Major Departmental approval*
3. UGS.Committee.Member1
4. UGS.Committee.Member2
5. UGS.Committee.Member3
6. UGS.Committee.Member4
7. *UGS.Committee.Member5*
8. *UGS.Committee.Member6*
9. UGS.Committee.Department1b – Departmental approval for first major - optional
10. *UGS.Committee.Department2b – Double Major Departmental approval - optional*
11. UGS.Committee.UGS – University Graduate School review and final approval
12. UGS.Committee.InitiatorFYI – Notification to initiator that nomination has been processed and approved
13. UGS.Committee.Department1FYI – Notification to department that nomination has been processed and approved
14. *UGS.Committee.Department2FYI – Notification to department that nomination has been processed and approved*

All submitted documents will route through the system in this order. Some departments or schools might not use all of the nodes. That is fine. The system will skip a node or nodes if there isn't a person or workgroup associated with it. The document routes based on the department the student selects. There are two nodes for the department (ex. Department1a and Department1b), this is to accommodate departments that have multiple people process the request. For example, all departments have one person review and approve the document. There are some departments that will have a second person review and approve it before it is sent to the University Graduate School.