



OnBase Curriculum Workflow User Guide

This user guide provides instructions for submitting and approving graduate curriculum proposals.

This guide also provides helpful tips and resources for curriculum proposal requirements.

**Please contact Joanne Ramirez (joaramirez@csufresno.edu)
for any questions regarding curriculum process.**

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How to Login to OnBase

1. Sign in to the My Fresno State Portal using your Fresno State **username** and **password**, click the **login** button.



Campus Login Services

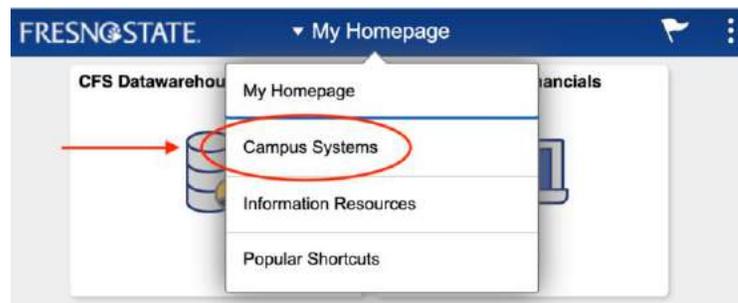
Username:
[input field]

Password:
[input field]

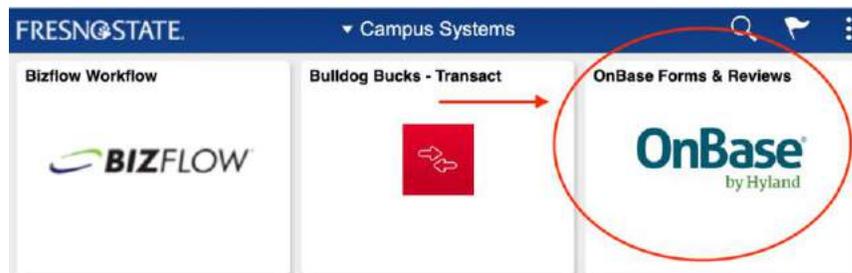
[Forgot password?](#)

LOGIN

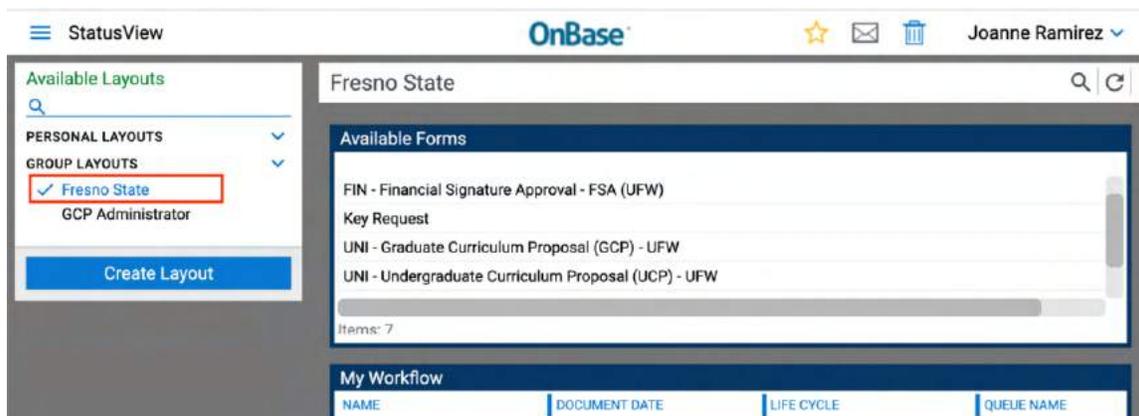
2. At the top blue bar select **Campus Systems** from the **My Homepage** dropdown menu.



3. Select the **OnBase** icon.



4. Under **Group Layouts**, **Fresno State** should be selected to view your OnBase Portal. This portal allows access to the Curriculum Workflow System.



How to Submit a Course Proposal

1. Under **Available Forms** double-click **UNI-Graduate Curriculum Proposal (GCP) – UFW**



2. A new form will popup. Select **Course Proposal**.

3. A **Request Type** dropdown menu will appear. Select the Course Request Type.
Complete the next steps based on the **Request Type** selected:

- **New Course** (page a)
- **Course Revision** (page b)
- **Deactivation** (page c)
- **Reactivation** (page d)
- **T-Course Conversion** (page e)

New Course Proposal Process

1. Select the appropriate **College/School** and **Academic Organization** and request **Effective Term** and **Year**.
2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
3. Complete the **Course Proposal** section.

I would like to submit a:

Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type

New Course

Process ID (Office Use Only)

Create Date

09/09/2021

Program Coordinator

Department Name

EMPL ID

College / School Name

Academic Organization

Effective Term

Year

Does this request affect other departments on Campus?

Yes No

Course Proposal

Subject

Catalog Number

Units Min

Units Max

Repeatable

Course Short Title (16 character limit)

Course Long Title (80 character limit)

Is Course Cross-Listed?

Yes No

Cross-listed courses will share the same course ID and Title.

Course Classification CS#1

Course CS# 2 (Lab Activity) (if applicable)

Enrollment Limit Per Section

Course Offered

Grading Basis

Catalog Description

Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Catalog Description including the above information here.

Select Course Designation(s) that would apply to proposal

Service Learning Outcome

Online Course

Course designation requests will first be reviewed by their respective committees.

4. **Upload** all required **documents**.

Please upload the following documents:

Memo of Support *

Memo of Support

A memo is required only if the proposal affects another department.

Justification *

Justification (attach document) (required)

Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

New Syllabus *

New Syllabus (attach document) (required)

Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development / Course Development.

5. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.

Actions

Ready to Submit

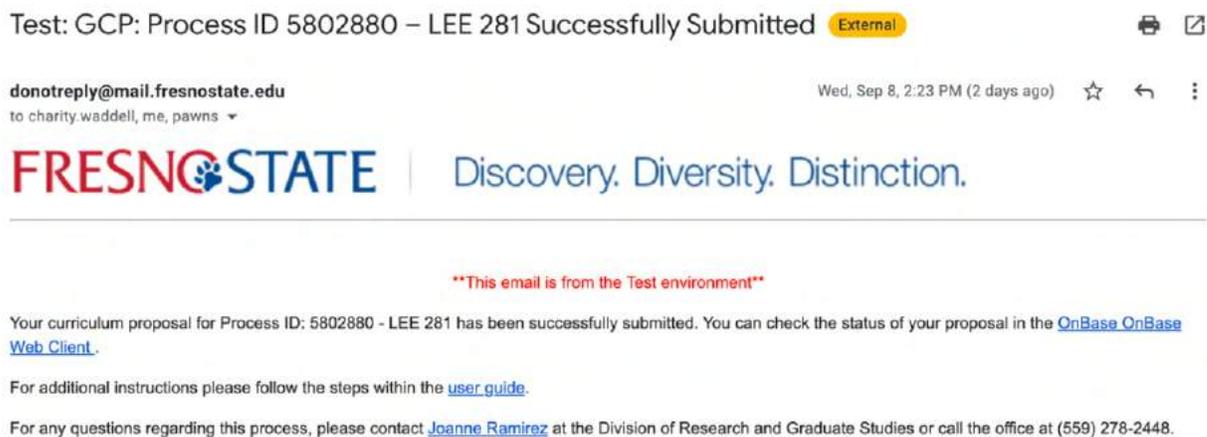
To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions

Ready to Submit

6. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



Course Revision Proposal Process

1. Enter **Course Catalog ID**. Selection will narrow as you enter the text. Once selected, existing course information will autofill on the form.

I would like to submit a:
 Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type **Course Catalog ID** ←

Process ID (Office Use Only)

Program Coordinator

College / School Name

Does this request affect other departments on campus?
 Yes No

Course Catalog ID dropdown menu options:
 COUN 200 (009206)
 COUN 201 (009207)
 COUN 202 (009208)
 COUN 203 (009209)
 COUN 206 (010595)
 COUN 208 (009212)
 COUN 209 (014382)

EMPL ID

Effective Term **Year**

Course Proposal

2. Select the requested **Effective Term** and **Year**.

I would like to submit a:
 Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type **Course Catalog ID**

Process ID (Office Use Only) **Create Date**

Program Coordinator **Department Name** **EMPL ID**

College / School Name **Academic Organization** **Effective Term** **Year**

Does this request affect other departments on campus?
 Yes No

Course Proposal

Existing Course Information

Subject	Catalog Number	Units Min	Units Max
COUN	220	3	3
Course Short Title		Course Long Title	
SEM CAR DEV THRY		SEMINAR IN CAREER DEVELOPMENT THEORY	
Course Classification CS#1		Course CS#2 (Lab/Activity) (if applicable)	
05		08	

3. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.

4. Complete the **Proposed Course Information** section for area(s) requesting to be updated.

Proposed Course Information

Is Course Cross-Listed?
 Yes No

Catalog Description
 Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the New Catalog Description here.

Has this course description been updated?
 Yes No

Subject	Catalog Number	Units Min	Units Max	Repeatable
<input type="checkbox"/> <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <input style="width: 50%;" type="text"/>	<input type="checkbox"/> <input style="width: 50%;" type="text"/>	<input type="checkbox"/>
Course Short Title (16 character limit)	Course Long Title (80 character limit)			
<input type="checkbox"/> <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <input style="width: 100%;" type="text"/>			
Course Classification CS#1	Course CS #2 (Lab/Activity)	Grading Basis	Prerequisites	
<input type="checkbox"/> <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <input style="width: 100%;" type="text"/>	<input type="checkbox"/> <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	

Select Course Designation(s) that would apply to proposal

Service Learning Outcome	Online Course	Course designation requests will first be reviewed by their respective committees.
<input type="checkbox"/>	<input type="checkbox"/>	

5. Upload all required documents.

Please upload the following documents:

Memo of Support *

Memo of Support

A memo is required only if the proposal affects another department.

Catalog Requirement with Copy Edits *

(1) The Catalog Requirements page needs to be copied and pasted into a Word document, and add markups (strikethrough what is old, and insert the changes in red text).
 (2) Followed by a new clean version of the catalog.

Catalog Requirement with Copy Edits (attach document) (required)

1) Copy of the current catalog with markups, 2) followed by a new clean version.

Justification *

Justification (attach document) (required)

Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

New Syllabus *

New Syllabus (attach document) (required)

Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

6. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.



The screenshot shows a grey header bar with the word "Actions" in white. Below the header, there is a white box containing a checked checkbox next to the text "Ready to Submit" and a grey button labeled "Submit".

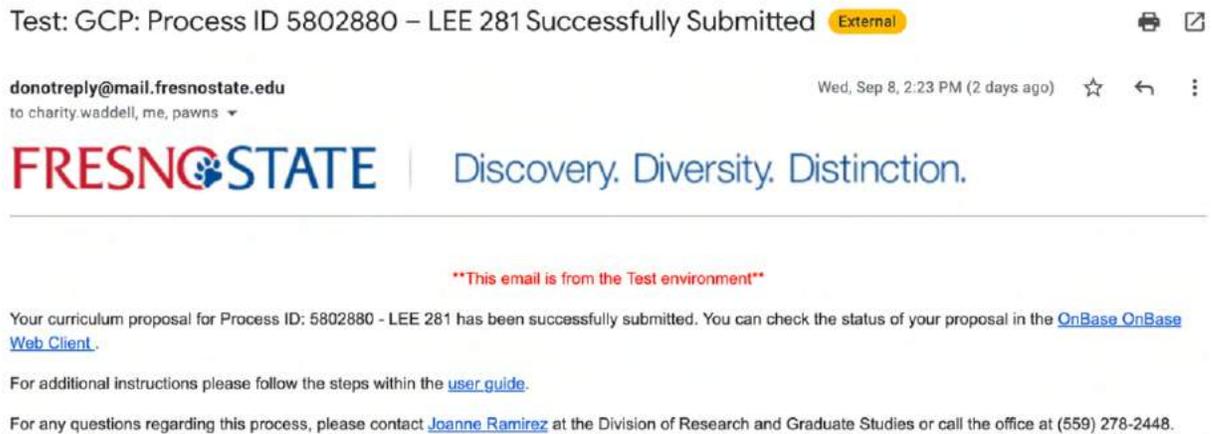
To save a proposal for a later time, click the **Save** button. It will automatically save and close.



The screenshot shows a grey header bar with the word "Actions" in white. Below the header, there is a white box containing an unchecked checkbox next to the text "Ready to Submit" and a grey button labeled "Save".

7. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



Course Deactivation Proposal Process

1. Enter **Course Catalog ID**. Selection will narrow as you enter the text. Once selected, all existing course information will autofill on the form.

I would like to submit a:
 Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type
 Deactivation

Course Catalog ID
 COUN

Process ID (Office Use Only)

Program Coordinator

College / School Name

Does this request affect other departments on campus?
 Yes No

Course Catalog ID dropdown menu items:
 COUN 200 (009206)
 COUN 201 (009207)
 COUN 202 (009208)
 COUN 203 (009209)
 COUN 206 (010595)
 COUN 208 (009212)
 COUN 209 (014382)

EMPL ID

Effective Term

Year

Course Proposal

2. Select the requested **Effective Term** and **Year**.

I would like to submit a:
 Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type
 Deactivation

Course Catalog ID
 COUN 220 (009214)

Process ID (Office Use Only)

Create Date
 10/20/2021

Program Coordinator

Department Name

EMPL ID

College / School Name
 KREMEN SCH OF EDUC & H

Academic Organization
 COUNSELOR ED & REHABIL

Effective Term

Year

Does this request affect other departments on campus?
 Yes No

Course Proposal

Existing Course Information

Subject	Catalog Number	Units Min	Units Max
COUN	220	3	3
Course Short Title	Course Long Title		
SEM CAR DEV THRY	SEMINAR IN CAREER DEVELOPMENT THEORY		
Course Classification CS#1	Course CS#2 (Lab/Activity) (if applicable)		
05	08		

3. Indicate if the proposal **affects other departments on campus**. If yes, a memo of support will be required.

4. **Upload** all required **documents**.

Please upload the following documents:

Memo of Support *

Memo of Support

A memo is required only if the proposal affects another department.

Justification *

Justification (attach document) (required)

Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

5. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.

Actions

Ready to Submit

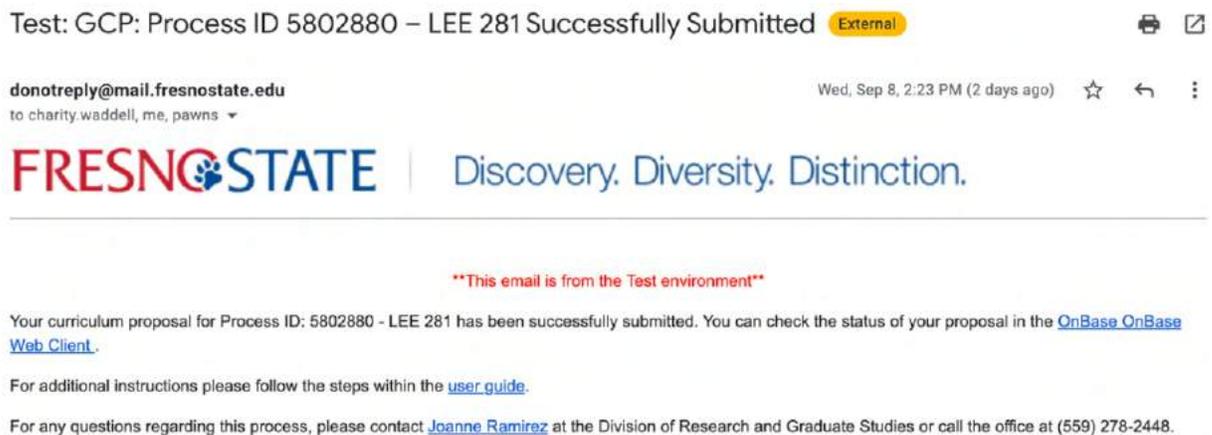
To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions

Ready to Submit

6. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



Course Reactivation Proposal Process

1. Enter **Last Semester Offered** – term and year.
2. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

I would like to submit a:
 Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type **Last Semester Offered**

Process ID (Office Use Only) **Create Date**

Program Coordinator **Department Name** **EMPL ID**

College / School Name **Academic Organization** **Effective Term** **Year**

3. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
4. Complete the **Course Proposal** section with the course information requesting to be reactivated.

Course Proposal

Subject **Catalog Number** **Units Min** **Units Max** Repeatable

Course Short Title (16 character limit) **Course Long Title** (80 character limit)

Is Course Cross-Listed?
 Yes No

Course Classification CS#1 **Course CS# 2 (Lab Activity)** (if applicable)

Enrollment Limit Per Section **Course Offered** **Grading Basis**

Catalog Description
 Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Catalog Description here.

Select Course Designation(s) that would apply to proposal

Service Learning Outcome Online Course

Course designation requests will first be reviewed by their respective committees.

5. **Upload** all required **documents**.

Please upload the following documents:

Memo of Support *

Memo of Support

A memo is required only if the proposal affects another department.

Catalog Requirement with Copy Edits *

(1) The Catalog Requirements page needs to be copied and pasted into a Word document, and add markups (strikethrough what is old, and insert the changes in red text).
(2) Followed by a new clean version of the catalog.

Catalog Requirement with Copy Edits (attach document) (required)

1) Copy of the current catalog with markups, 2) followed by a new clean version.

Justification *

Justification (attach document) (required)

Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

New Syllabus *

New Syllabus (attach document) (required)

Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

6. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.

Actions

Ready to Submit

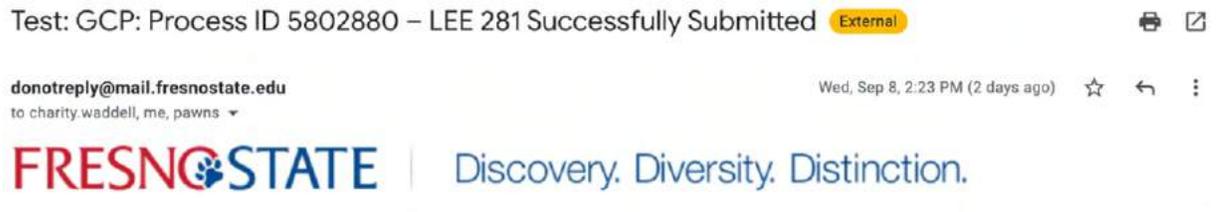
To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions

Ready to Submit

7. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



****This email is from the Test environment****

Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the [OnBase OnBase Web Client](#).

For additional instructions please follow the steps within the [user guide](#).

For any questions regarding this process, please contact [Joanne Ramirez](#) at the Division of Research and Graduate Studies or call the office at (559) 278-2448.

T-Course Conversion Proposal Process

1. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

I would like to submit a:
 Program Proposal Course Proposal Catalog Change (not associated with a course proposal)

Request Type
 T-Course Conversion

Process ID (Office Use Only) **Create Date**
 10/20/2021

Program Coordinator **Department Name** **EMPL ID**

College / School Name **Academic Organization** **Effective Term** **Year**

2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
3. Enter the **Existing T-Course Information** to be converted.

Existing T-Course Information

T-Course Subject **T-Course Number** **PeopleSoft Long Course Title**

4. Complete the **Course Proposal** section, enter the **course information** the T-Course will be converted to.

Course Proposal

Subject **Catalog Number** **Units Min** **Units Max** Repeatable

Course Short Title (16 character limit) **Course Long Title** (80 character limit)

Is Course Cross-Listed?
 Yes No **Cross-listed courses will share the same Course ID and Title.**

Course Classification CS#1 **Course CS# 2 (Lab Activity)** (if applicable)

Enrollment Limit Per Section **Course Offered** **Grading Basis**

Catalog Description
 Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Catalog Description here.

Select Course Designation(s) that would apply to proposal

Service Learning Outcome **Online Course**
 Course designation requests will first be reviewed by their respective committees.

5. **Upload** all required **documents**.

Please upload the following documents:

Memo of Support *
Memo of Support
 A memo is required only if the proposal affects another department.

Catalog Requirement with Copy Edits *
(1) The Catalog Requirements page needs to be copied and pasted into a Word document, and add markups (strikethrough what is old, and insert the changes in red text).
(2) Followed by a new clean version of the catalog.
Catalog Requirement with Copy Edits (attach document) (required)
 1) Copy of the current catalog with markups, 2) followed by a new clean version.

Justification *
Justification (attach document) (required)
 Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

New Syllabus *
New Syllabus (attach document) (required)
 Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

6. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.

Actions

Ready to Submit

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions

Ready to Submit

7. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:

Test: GCP: Process ID 5802880 – LEE 281 Successfully Submitted External  

donotreply@mail.fresnostate.edu Wed, Sep 8, 2:23 PM (2 days ago)   
to charity.waddell, me, pawns ▾

FRESNO STATE | Discovery. Diversity. Distinction.

****This email is from the Test environment****

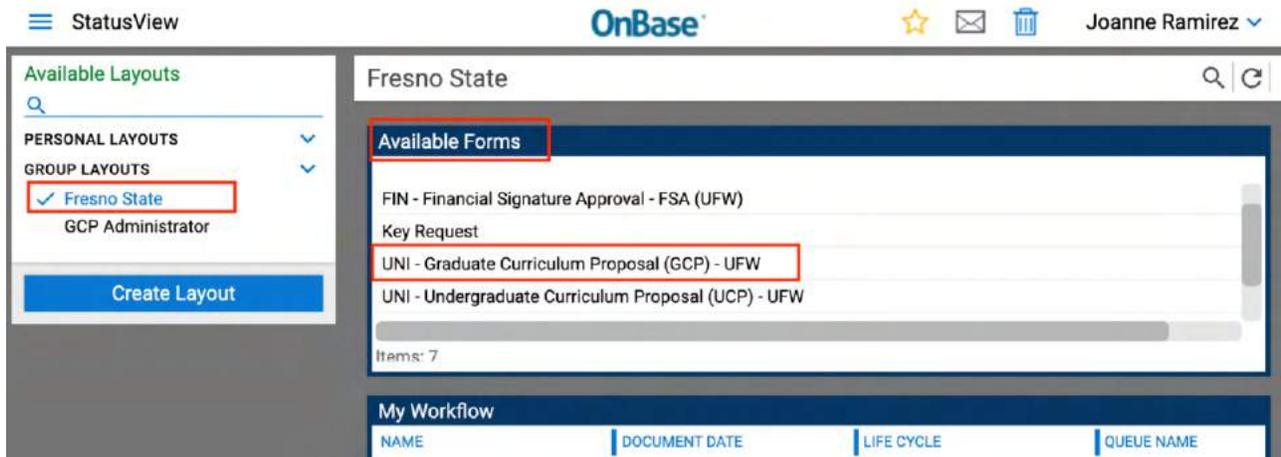
Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the [OnBase OnBase Web Client](#).

For additional instructions please follow the steps within the [user guide](#).

For any questions regarding this process, please contact [Joanne Ramirez](#) at the Division of Research and Graduate Studies or call the office at (559) 278-2448.

How to Submit a Catalog Change Proposal (not associated with a course proposal)

1. Under **Available Forms** double-click **UNI-Graduate Curriculum Proposal (GCP) – UFW**



2. Select **Catalog Change (not associated with a course proposal)**. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

3. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
4. Complete the **Catalog Proposal** section. A dropdown menu will appear to select the **Type of Program**.

5. **Upload** all required documents.

Examples of required documentation:

Please upload the following documents:

Memo of Support *

Memo of Support

A memo is required only if the proposal affects another department.

Catalog Requirement with Copy Edits *

(1) The Catalog Requirements page needs to be copied and pasted into a Word document, and add markups (strikethrough what is old, and insert the changes in red text).
 (2) Followed by a new clean version of the catalog.

Catalog Requirement with Copy Edits (attach document) (required)

Required for all EXISTING program proposals.

Justification *

Justification (attach document) (required)

Required for all EXISTING program proposals.

8. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.

Actions

Ready to Submit

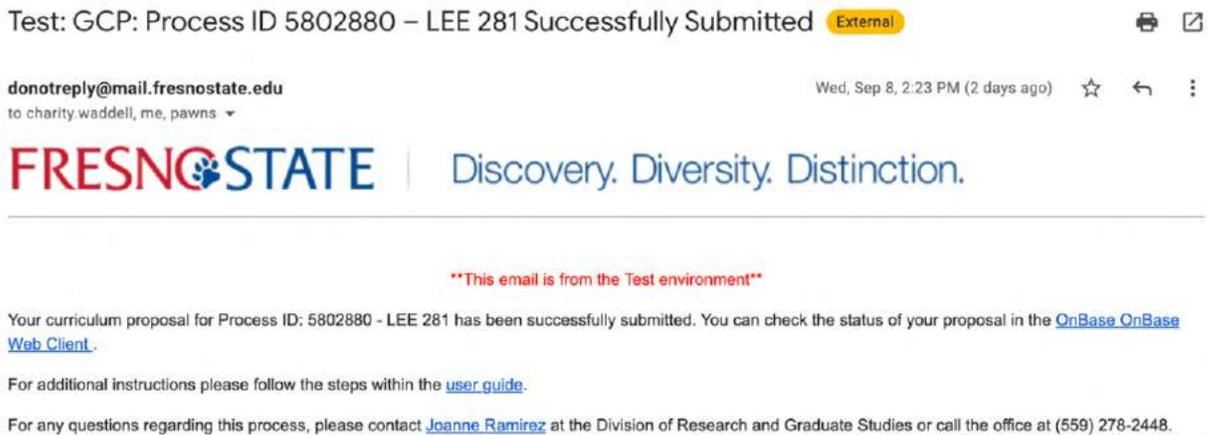
To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions

Ready to Submit

9. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



How to Submit a Program Proposal

- Under **Available Forms** double-click **UNI-Graduate Curriculum Proposal (GCP) – UFW**

The screenshot shows the OnBase interface for Fresno State. On the left, under 'Available Layouts', 'Fresno State' is selected under 'GROUP LAYOUTS'. The main area shows 'Available Forms' with a list of forms. 'UNI - Graduate Curriculum Proposal (GCP) - UFW' is highlighted with a red box. Below the list is a 'My Workflow' table with columns: NAME, DOCUMENT DATE, LIFE CYCLE, and QUEUE NAME.

- Select **Program Proposal**. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

The screenshot shows the Fresno State Graduate Curriculum Proposal (GCP) form. The 'UNI - Graduate Curriculum Proposal (GCP)' section is highlighted. Below this, there is a description of the form and a note that proposals must be approved by the Graduate Curriculum Subcommittee and received by the Dean of Research and Graduate Studies by April 1. The 'I would like to submit a:' section has 'Program Proposal' selected. The form includes fields for Process ID (Office Use Only), Create Date (10/21/2021), Program Coordinator, Department Name, EMPL ID, College / School Name, Academic Organization, Effective Term, and Year.

- Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- Complete the **Program Proposal** section, select the **Type of Proposal**.

The screenshot shows the 'Program Proposal' section of the form. The 'This will be a:' section has 'New Program' selected. Other options are 'Revision', 'Reactivate', and 'Suspend'.

10. A dropdown menu will appear to select the **Type of Program**.

The screenshot shows a form with three main sections. The first section is a dropdown menu labeled 'Type of Program' which is open, showing three options: 'Master's (or Ed.S.)', 'Doctorate', and 'Advanced Certificate'. The second section is a text input field labeled 'Program Code'. The third section is a text input field labeled 'Program Name (filled in from the Program Code entered)'. Below these fields, there is a question: 'Does this admission requirements?' with a radio button next to it.

11. Based on the **type of proposal** and **program**, the required information on the form will vary:

- **New Program** – Enter the new **Program Name**. If it is a new degree, it will need to be on the Academic Master Plan before it can be submitted.

The screenshot shows a 'Program Proposal' form. At the top, it says 'This will be a:' followed by four radio buttons: 'New Program' (selected), 'Revision', 'Reactivate', and 'Suspend'. Below this, there is a dropdown menu for 'Type of Program' and a text input field for 'Program Name'. At the bottom, there is a question: 'Has the planned Degree Proposal been added to the Academic Master Plan?' with two radio buttons: 'Yes' and 'No'.

- **Revision** – The **active Program Code** will need to be entered.

The screenshot shows a 'Program Proposal' form. At the top, it says 'This will be a:' followed by four radio buttons: 'New Program', 'Revision' (selected), 'Reactivate', and 'Suspend'. Below this, there is a dropdown menu for 'Type of Program', a text input field for 'Program Code', and a text input field for 'Program Name (filled in from the Program Code entered)'. At the bottom, there is a question: 'Does this revision affect admission requirements?' with two radio buttons: 'Yes' and 'No'.

- **Reactivate** – The **inactive Program Name** and **Program Code** will need to be entered.

The screenshot shows a 'Program Proposal' form. At the top, it says 'This will be a:' followed by four radio buttons: 'New Program', 'Revision', 'Reactivate' (selected), and 'Suspend'. Below this, there is a dropdown menu for 'Type of Program', a text input field for 'Program Code', and a text input field for 'Program Name'.

- **Suspend** – The **active Program Code** will need to be entered.

The screenshot shows a 'Program Proposal' form. At the top, it says 'This will be a:' followed by four radio buttons: 'New Program', 'Revision', 'Reactivate', and 'Suspend' (selected). Below this, there is a dropdown menu for 'Type of Program', a text input field for 'Program Code', and a text input field for 'Program Name (filled in from the Program Code entered)'.

12. **Upload** all required documents.

Examples of required documentation:

Please upload the following documents:

Memo of Support * Memo of Support <input type="button" value="Attach"/> A memo is required only if the proposal affects another department.
Program Proposal * Program Proposal <input type="button" value="Attach"/> Required for all NEW program proposals.
Substantive Change Program Screening Form (WASC) * Substantive Change Program Screening Form (WASC) <input type="button" value="Attach"/> Required for all NEW program proposals.
Catalog Requirement with Copy Edits * (1) The Catalog Requirements page needs to be copied and pasted into a Word document, and add markups (strikethrough what is old, and insert the changes in red text). (2) Followed by a new clean version of the catalog. Catalog Requirement with Copy Edits (attach document) (required) <input type="button" value="Attach"/> Required for all EXISTING program proposals.
Justification * Justification (attach document) (required) <input type="button" value="Attach"/> Required for all EXISTING program proposals.

10. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and click **Submit**.

Actions
<input checked="" type="checkbox"/> Ready to Submit <input type="button" value="Submit"/>

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions
<input type="checkbox"/> Ready to Submit <input type="button" value="Save"/>

11. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:

Test: GCP: Process ID 5802880 – LEE 281 Successfully Submitted External  

donotreply@mail.fresnostate.edu Wed, Sep 8, 2:23 PM (2 days ago)   
to charity.waddell, me, pawns ▾

FRESNO STATE | Discovery. Diversity. Distinction.

****This email is from the Test environment****

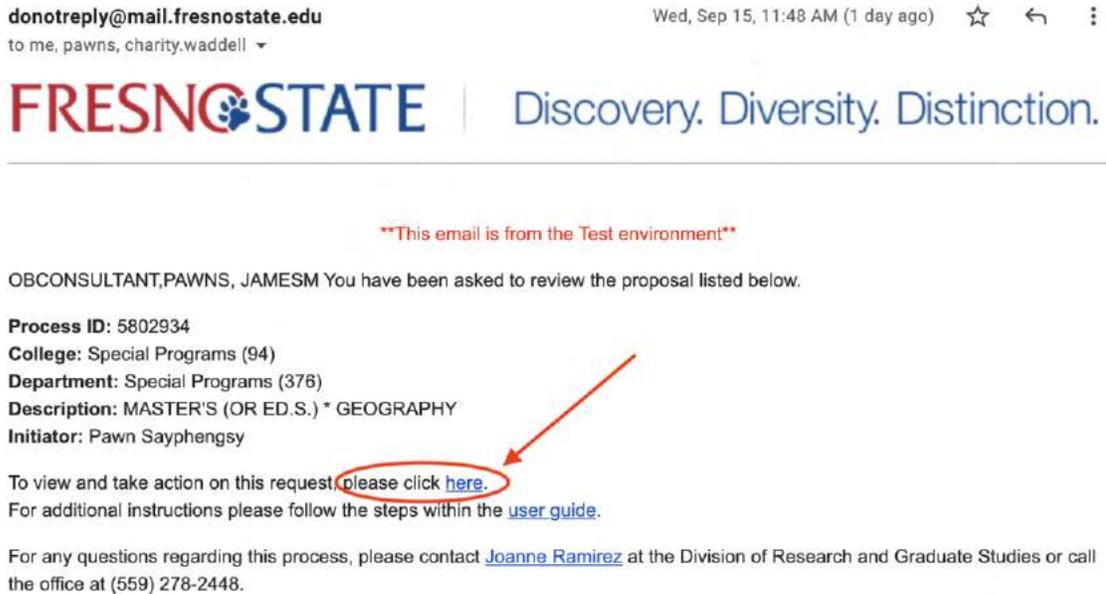
Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the [OnBase OnBase Web Client](#).

For additional instructions please follow the steps within the [user guide](#).

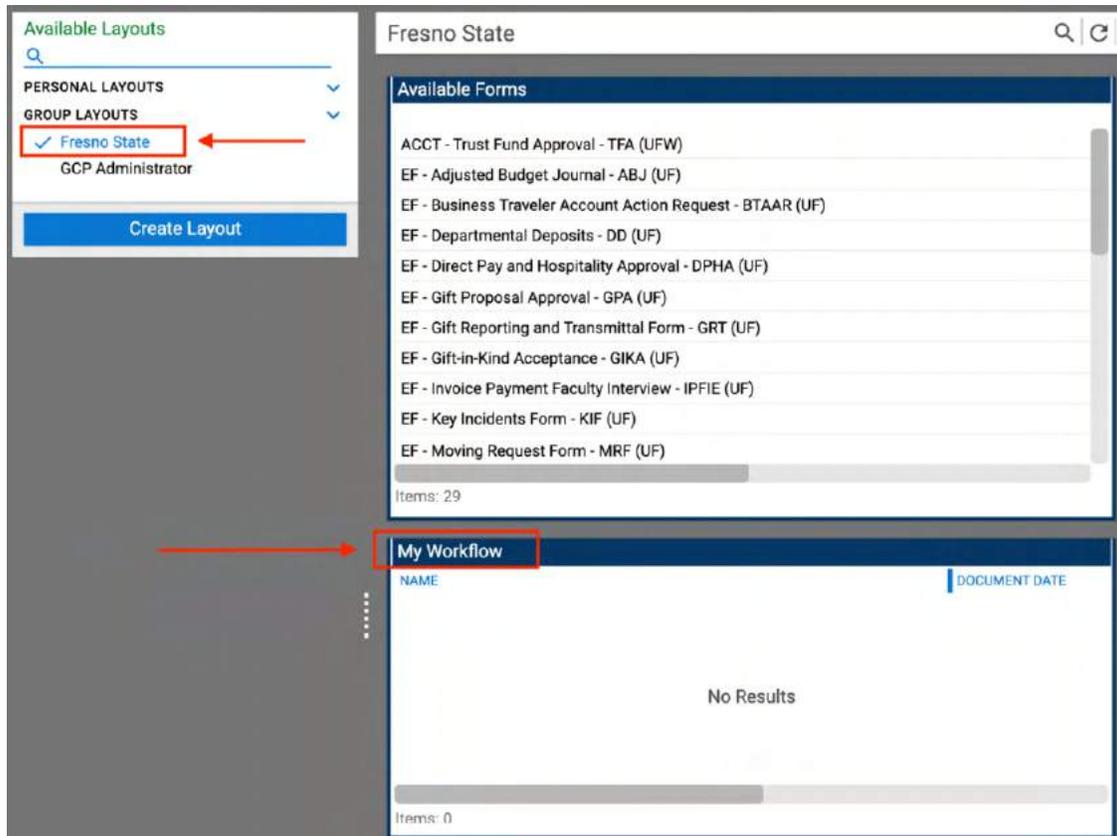
For any questions regarding this process, please contact [Joanne Ramirez](#) at the Division of Research and Graduate Studies or call the office at (559) 278-2448.

How to Review / Approve / Return a Proposal in the Queue

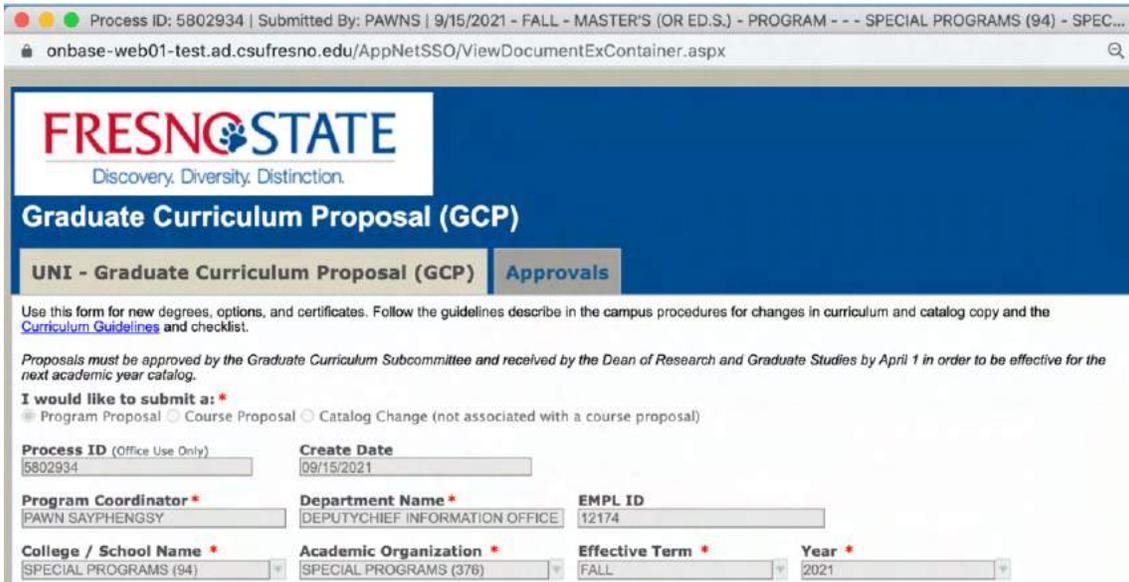
1. The **link** in the email notification will go directly to the **Fresno State OnBase** site where **My Workflow** menu is located. *Note – when you click on the link, you may be required to login first.*



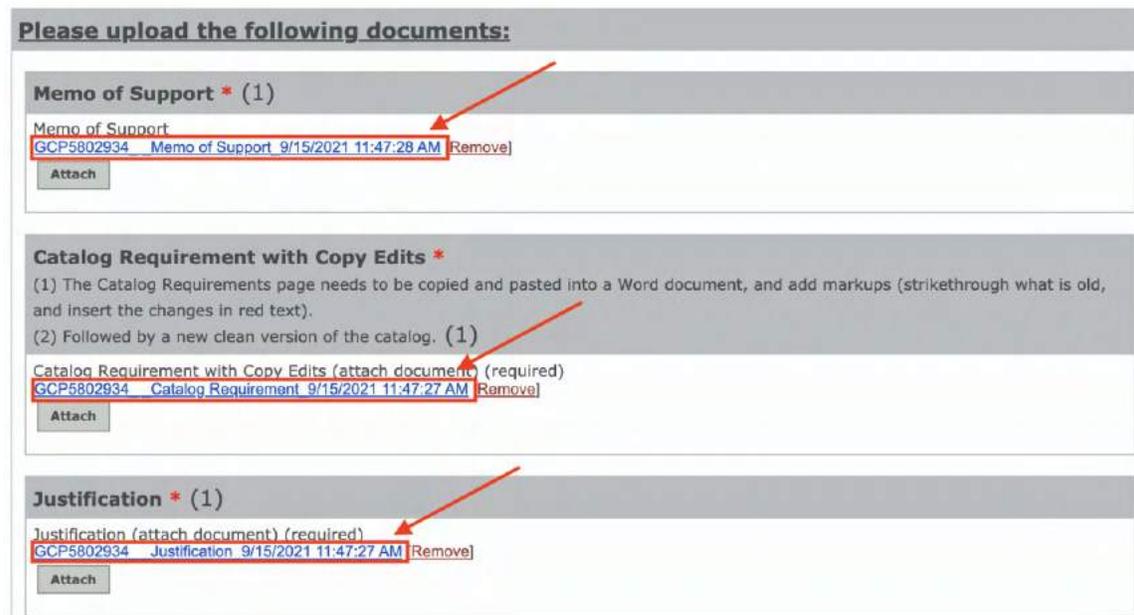
2. Under **Group Layouts—Fresno State** should be selected. Under **My Workflow** find the proposal needing review, and double-click on it.



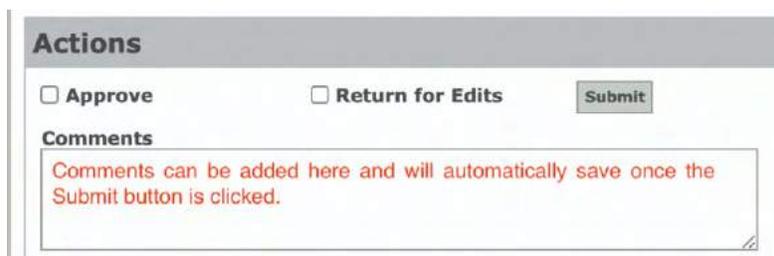
- After you double-click the proposal, a separate window will pop-up for the **Form Workflow**



- Towards the bottom of the form, click on the attachment name to view and/or download.

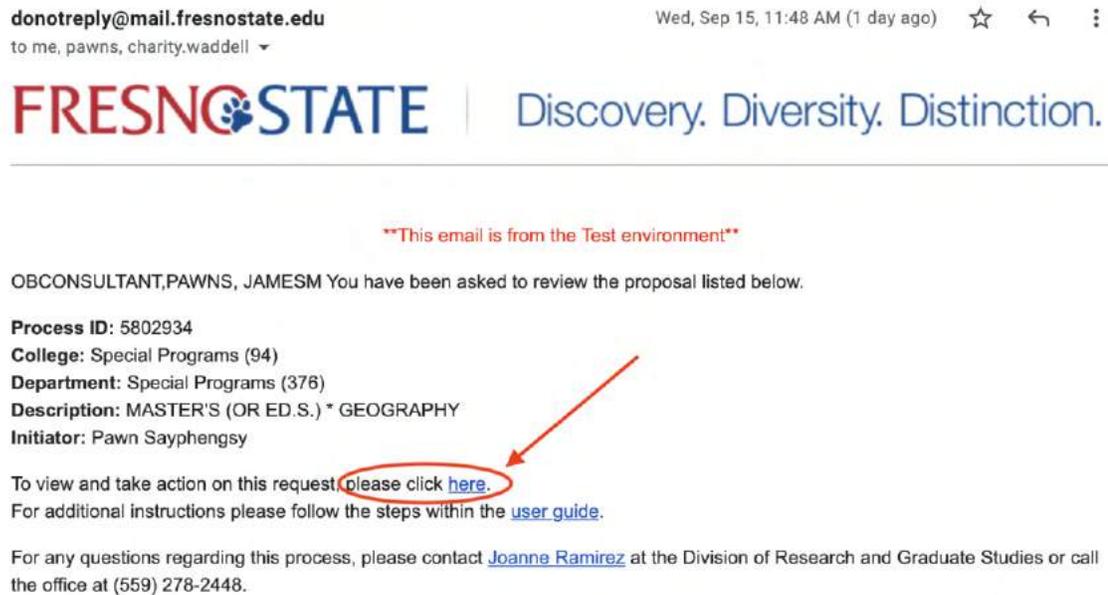


- To take **Action** on the proposal scroll to the bottom of the form. If there are no issues, check **Approve** and click **Submit**. The proposal will move on to the next step of the approval process. If there is additional work needed, check **Return for Edits** and click **Submit**.

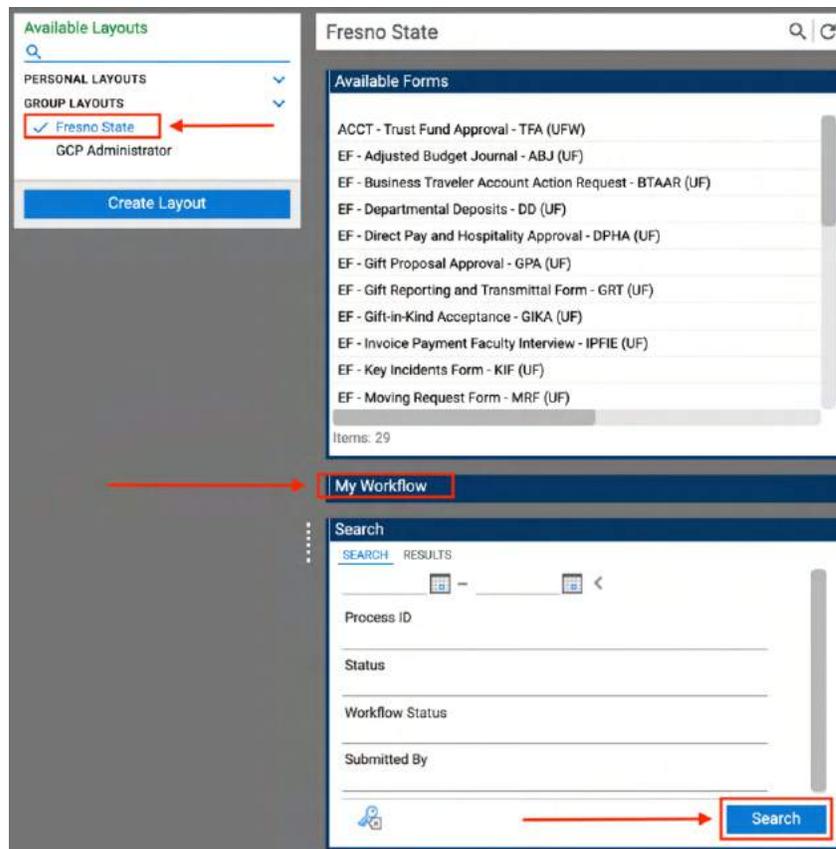


How to Search for a Saved Proposal or Check Status of a Proposal

1. The **link** in an email notification will go directly to the Fresno State OnBase site where the **My Workflow** menu is located. *Note – when you click on the link, you may be required to login first.*



2. Under **Group Layouts – Fresno State** should be selected. In the search box fill in any search criteria and click on the **Search** button.



Tips for the Search Engine:

- Date ranges can be used.
- Process ID – full number must be used.
- Status – complete name of queues.
- Workflow Status – In process or archived.
- Submitted By – Fresno State username
- Use the Key icon to reset the search criteria.

Search Ability

- A submitter can search for a proposal at any step in the process.
- A reviewer can search for a proposal only when it is in their **My Workflow**.

3. After you click on the **Search button**, the search results will appear in the **Results tab**.

The screenshot shows the OnBase interface for a user named Joanne Ramirez. The main content area is titled 'Fresno State' and contains three sections: 'Available Forms', 'My Workflow', and 'Search'.

Available Forms: A list of document types including ACCT - Trust Fund Approval - TFA (UFW), EF - Adjusted Budget Journal - ABJ (UF), EF - Business Traveler Account Action Request - BTAAR (UF), EF - Departmental Deposits - DD (UF), EF - Direct Pay and Hospitality Approval - DPHA (UF), EF - Gift Proposal Approval - GPA (UF), EF - Gift Reporting and Transmittal Form - GRT (UF), EF - Gift-in-Kind Acceptance - GIKA (UF), EF - Invoice Payment Faculty Interview - IPPIE (UF), EF - Key Incidents Form - KIF (UF), EF - Moving Request Form - MRF (UF), and EF - Patti Cash Fund - PCF (UF). Items: 29.

My Workflow: A table with columns: NAME, DOCUMENT DATE, LIFE CYCLE, and QUEUE NAME. It lists two items submitted by JOARAMIREZ on 9/22/2021, both for 'Graduate Curriculum Proposal (GCP)' in the 'Division of Research & Graduate Studies' queue. Items: 2.

Search: A table with columns: PROCESS ID, SUBMITTED BY, DATE SUBMITTED, DOCUMENT TYPE, and QUEUE NAME. The 'RESULTS' tab is active. The table lists 10 items, including process IDs like 5495360, 5803398, 5803394, 4988689, 5803120, 5803395, 5803399, and 5242236. Items: 56.

- To view the **Workflow History**, double-click on the proposal in **Search Results** list.

PROCESS ID	SUBMITTED BY	DATE SUBMITTED	DOCUMENT TYPE	QUEUE NAME
5242236	JOARAMIREZ	8/8/2019	Key Request	COMPLETE
5803124	JOARAMIREZ	9/22/2021	UNI - Graduate Curriculum Proposal (GCP) - UFW	COMPLETE
5582598	JOARAMIREZ	3/18/2020	Key Request	COMPLETE
5803174	JOARAMIREZ	9/22/2021	UNI - Graduate Curriculum Proposal (GCP) - UFW	DIVISION OF RESE GRADUATE STUDI
5261638	JOARAMIREZ	8/20/2019	Key Request	COMPLETE
5249770	JOARAMIREZ	8/13/2019	Key Request	COMPLETE
5291231	JOARAMIREZ	9/4/2019	Key Request	COMPLETE

Items: 56

A separate window will pop-up for the **Form**. Use the scroll bar on the far right to scroll down and view the **Workflow History**.

New Syllabus * (1)

New Syllabus (attach document) (required)
[GCP5803174 LEE 266 New Syllabus 9/22/2021 1:26:44 PM](#) [\[Remove\]](#)

Workflow History ←

Workflow History

10/6/2021 10:59:29 AM :: Routed to DIVISION OF RESEARCH & GRADUATE STUDIES for review.
 10/6/2021 10:59:20 AM :: JAMES MARSHALL Approved.
 10/5/2021 10:17:58 AM :: Routed to DEAN OF DIVISION OF RESEARCH & GRADUATE for review.
 10/5/2021 10:17:48 AM :: MD FAYZUL PASHA Approved.
 9/30/2021 4:09:58 PM :: Routed to GRADUATE CURRICULUM SUBCOMMITTEE for review.
 9/30/2021 4:09:49 PM :: JOANNE RAMIREZ Approved.

- For **additional information**, click on the **Approvals** tab on the form. Here, each **approval step** can be seen including any **comments** added.

FRESNO STATE
Discovery. Diversity. Distinction.

Graduate Curriculum Proposal (GCP)

UNI - Graduate Curriculum Proposal (GCP) **Approvals** ←

GCP Meeting Date

Submitter Review

Created By

Received Date Submitted By Approved Date

Submitter Comments

Program Coordinator Review

Received Date Program Coordinator Approved Date

Program Coordinator Comments