

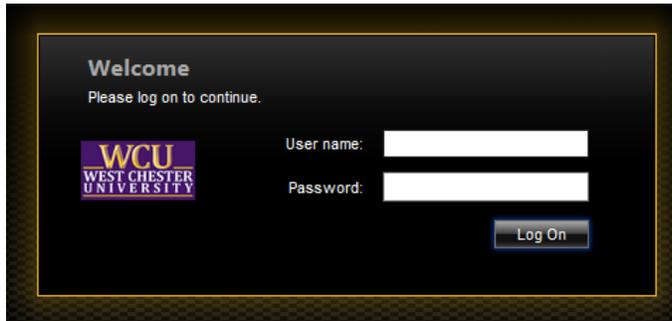
# Tenure & Promotion with OnBase: Reviewer User Guide

## Steps to Review Tenure & Promotion Applicants

- A. Obtain access to the Unity Client
- B. Navigate to Workflow within Unity Client
- C. Complete assigned Review Forms

## Accessing the Unity Client (on Mac)

1. Open Chrome, Firefox, or Safari and go to <https://ramcloud.wcupa.edu>.
2. Enter your WCU email address and password to access RamCloud.



3. Check "Agree" and then "Install."
4. In Downloads, find and launch CitrixReceiverWeb.dmg.

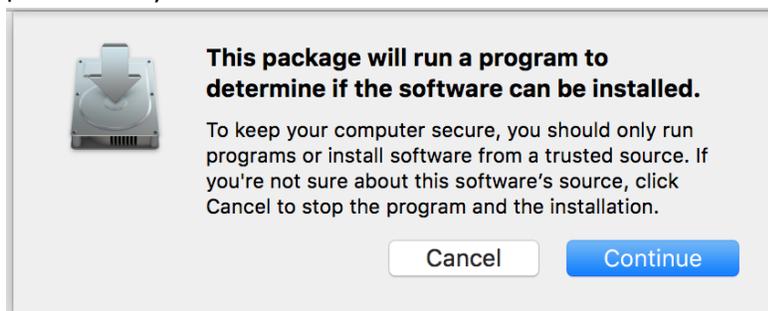


5. Install Citrix Receiver.



Install Citrix Receiver

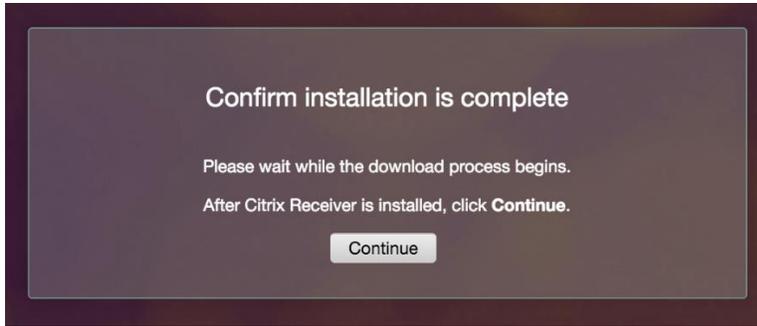
6. Select "Continue," then "Agree," then "Install" (You may need to enter your Mac password).



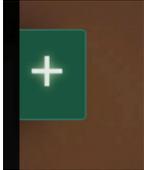
7. Select "Continue" then "Install"
8. Select "Close."

Close

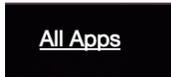
9. Now that Citrix Receiver is installed, navigate back to your web browser and select "Continue."



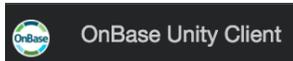
10. Select the + icon on the left side of your screen.



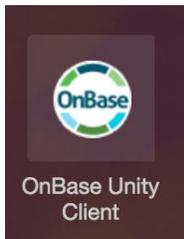
11. Select "All Apps"



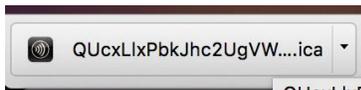
12. In the menu, select "OnBase Unity Client" to load it onto your virtual desktop.



13. Go to the desktop and click on the "OnBase Unity Client" icon.



14. A new download will appear, which you will need to select. The name is unique each time.



15. Click on the Citrix Viewer in your task bar to display the OnBase Unity login screen.

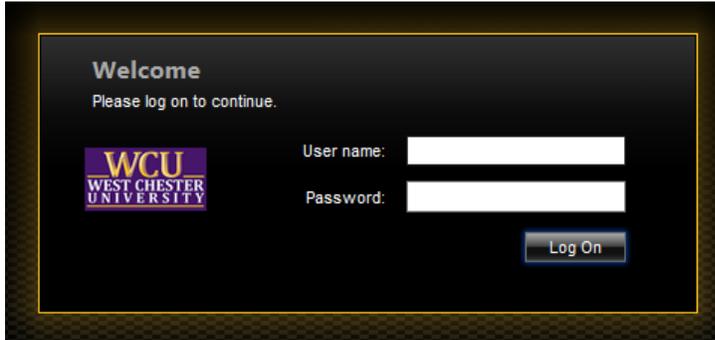


16. Enter your Username (your WCU email address) and Password to access the system.



## Accessing the Unity Client (on PC)

1. Open Chrome, Firefox, or Internet Explorer and go to <https://ramcloud.wcupa.edu>.
2. Enter your WCU email address and password to access RamCloud.



3. Check "Agree" and then "Install."



4. Select "Run"



5. Click "Start"

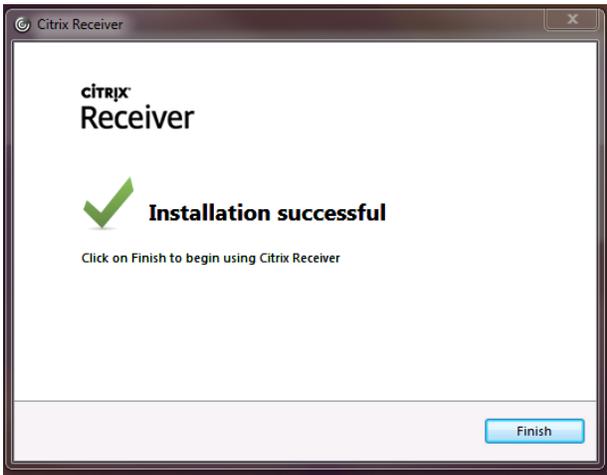


6. Check "Accept" and click "Next"

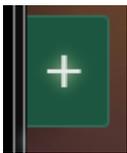


7. Click "Next" again, then "Install"

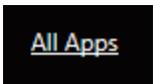
8. After Citrix Receiver installs (which will take a few minutes), click “Finish”



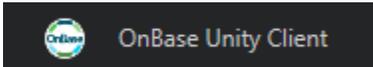
9. Select the + on the left side of the screen.



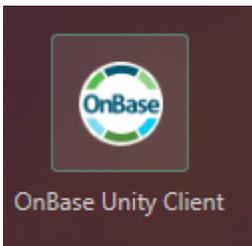
10. Select “All Apps”



11. Click on “OnBase Unity Client” – this will place an icon on your RamCloud Desktop.



12. Click the OnBase Unity Client icon on your RamCloud Desktop



13. Select “Permit Use”



14. Log in with your WCU email address and password.

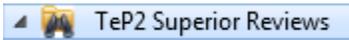
15. On future logins on the same machine, you should not have to install the Citrix Receiver client, so you should be able to skip steps 3 through 11.

## Reviewing Applicants

1. Now that you have logged into the OnBase Unity Client, select Workflow.



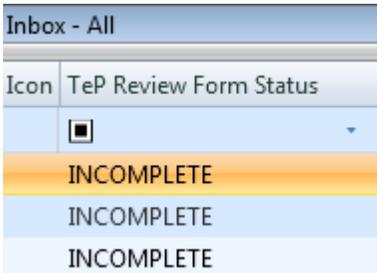
2. Expand the TeP2 Superior Reviews Workflow by clicking the triangle to the left.



3. Depending on your position, You will either see TeP2 Superior Review (all reviewers except Provost) or TeP2 Provost Review.



4. Select an Incomplete applicant to be reviewed in the Inbox panel.



5. In the Primary Viewer window you will see the TeP Superior Review Form.



6. Fill out the following on the form:
  - a. Recommendation

**Recommendation \***

- b. TeP Reviewer Rec Letter

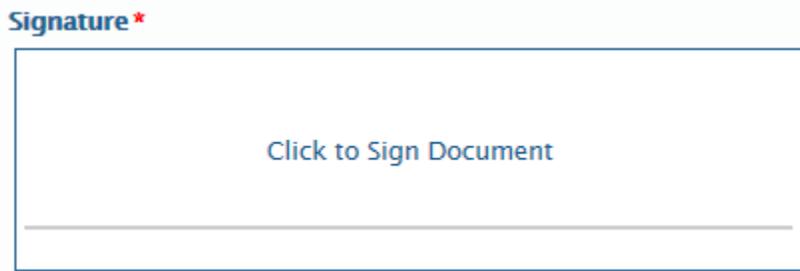
**TeP Reviewer Rec Letter \***

**Attach TeP Reviewer Rec Letter...**

- c. Date

**Date \***

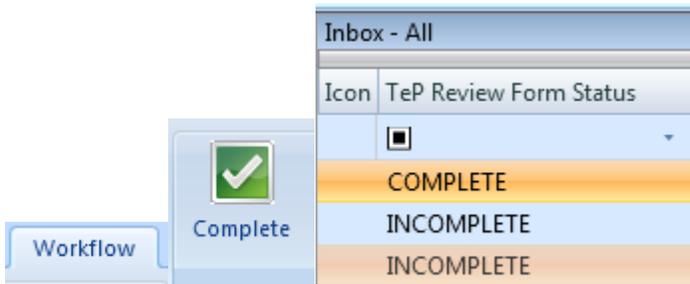
d. Signature box (not on Provost review forms)



7. Select Save at the bottom of the form to save your changes.



8. In the Workflow ribbon at the top of the OnBase Unity Client, select the Complete task to mark review forms as complete.



9. Repeat steps 4 through 8 for each applicant.