

Tenure & Promotion with OnBase: Reviewer User Guide

Steps to Review Tenure & Promotion Applications

1. Log in to the OnBase Web Client

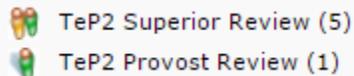
- a. Open one of the following browsers:
 - Internet Explorer 11
 - Chrome 49+
 - Firefox 45+
 - Firefox ESR 45
 - Safari 6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x
- b. Navigate to the OnBase Web Client login screen
https://onbase.wcupa.edu/AppNet_16/Login.aspx



- c. Enter your WCU username and password

2. Navigate to Workflow

- a. Single left-click on the pulldown menu triangle to the left of the world Document
- b. Select Workflow from the dropdown options (a new window will open with the Workflow interface)
- c. Single left-click on the triangle to the right of TeP2 Superior Reviews
- d. Single left-click on the appropriate workflow queue (TeP2 Superior Review or TeP2 Provost Review)



3. Review Documents

- a. Select one of the INCOMPLETE Review Forms

TeP Review Form Status	EMPLID	First Name	Last Name	Review Type
INCOMPLETE	5432100	ONBASE	TEST	TENURE
INCOMPLETE	5432100	ONBASE	TEST	TENURE
INCOMPLETE	5432100	ONBASE	TEST	PROMOTION
INCOMPLETE	5432100	ONBASE	TEST	PROMOTION

- b. The application documents for the candidate will be listed in the Work Folder on the left



- c. Double left-click on these documents to display them in the bottom window for review

4. Complete Review Form

- a. When you are ready to complete the Review Form and Attach your Recommendation Letter, select the INCOMPLETE review form again
- b. Use the dropdown to indicate your Recommendation

Recommendation *



- c. Use the Attach TeP Reviewer Rec Letter button to upload your Recommendation Letter

TeP Reviewer Rec Letter *

Attach TeP Reviewer Rec Letter

- d. Fill out Date and Signature boxes, if they appear

Date *

Signature *

Click to Sign Document

- e. Click the Save button

Save

- f. Now that you have filled out and saved the Review Form, you must indicate that it is complete by single left-clicking on the Complete button. **NOTE: This will email a copy of the Recommendation Letter to the Candidate.**

 Complete

- g. Follow steps a. through i. for each INCOMPLETE Review Form