

OnBase

Document Knowledge Transfer Reading Groups

Emporia State University and the IT OnBase team will soon be implementing a new method for employees to read and acknowledge important policy and documents called Document Knowledge Transfer (DKT).

Employees will first receive an email notification that “You have been added to a new reading group: HR All Employees Policy & Procedures Reading Group”. This is an automatic notification and no action is required.

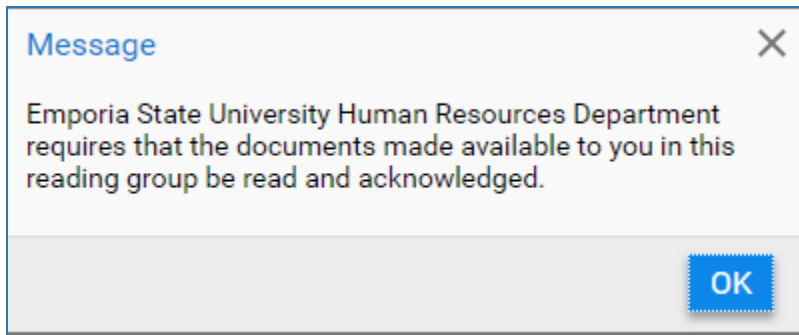
Whenever a document has been added to this reading group, you will receive a notification similar to this:



The image shows a screenshot of an email notification. At the top, there is a header with the Emporia State University logo, which consists of the words "EMPORIA STATE" in white on a black background, and "UNIVERSITY" in black on a gold background. Below the logo, the text "ONBASE AUTOMATIC NOTIFICATION" is centered in bold black font. The main body of the email contains the following text: "A document has been added to your ESU OnBase Reading Group. Please click the Document Name link below, a new window will open, double-click the document name, read and click to acknowledge." This is followed by "Document Name: [HR - Policy - Comp Time Agreement](#)" and "Deadline date to read the document: 12/14/2017". A paragraph then explains the usage policy: "Usage Policy : Emporia State University Human Resources Department requires that the documents made available to you in this reading group be read and acknowledged." Below this, it says "For detailed instructions about OnBase Reading Groups, please refer to the following document:" followed by a blue hyperlink: "<https://share.emporia.edu/onbase/DKT-HowToUseReadingGroups.pdf>". The final line of the email body says "If you have questions regarding the legitimacy of this email, contact the ESU IT Helpdesk at 620-341-5555 or helpdesk@emporia.edu." The entire email content is enclosed in a thin black border.

Click the link after Document Name to open OnBase. Mac users must use Chrome or FireFox (not Safari). Cell phones are not recommended.

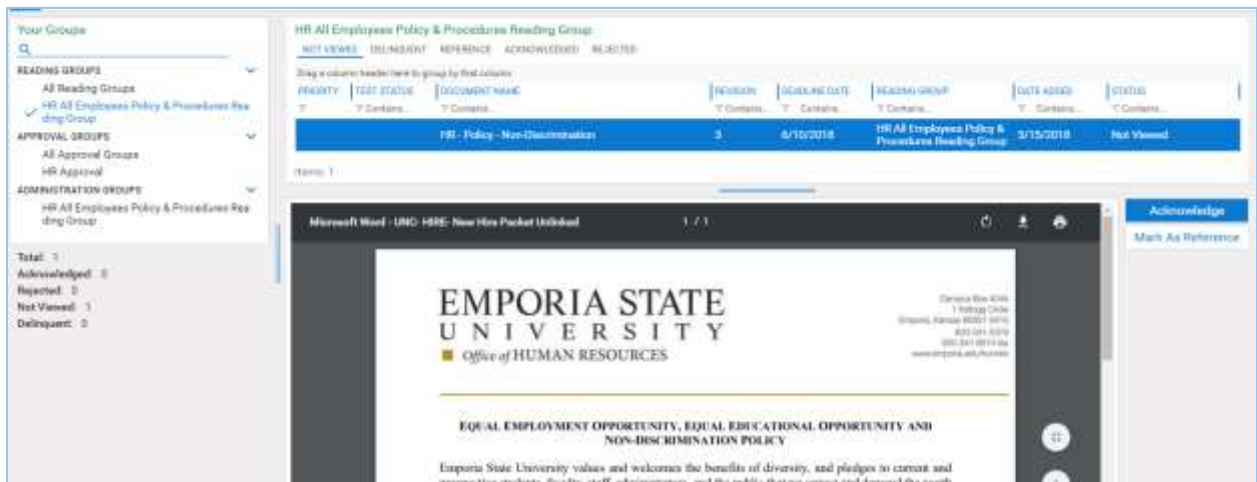
When you click the link, OnBase will open, click OK to the popup message.



You will see a list of reading status on the left, and document(s) to acknowledge in the top panel.

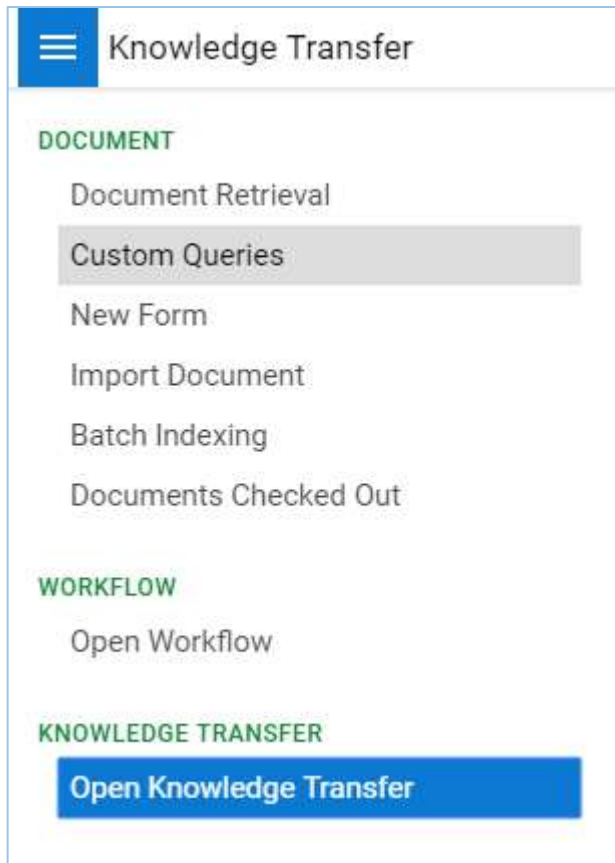


Maximize your browser and drag the blue bar down to view all documents. **Double click any document in the list to view, read and acknowledge.**

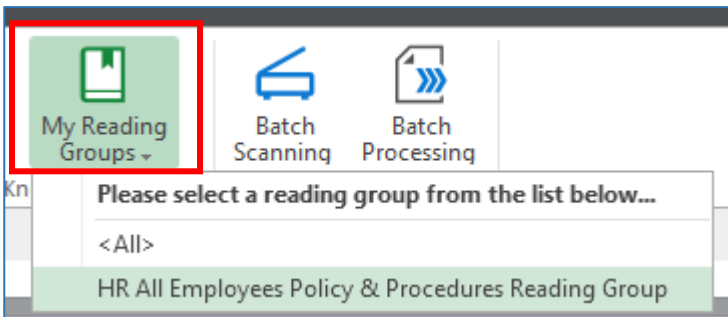


Read and acknowledge all documents in the list. You can log back into OnBase at any time to review any policy and/or acknowledgement.

Web client: <https://esuobweb.emporia.edu/appnet>



Unity Client:



For more information on OnBase, please check out our web pages at <http://www.emporia.edu/onbase>.