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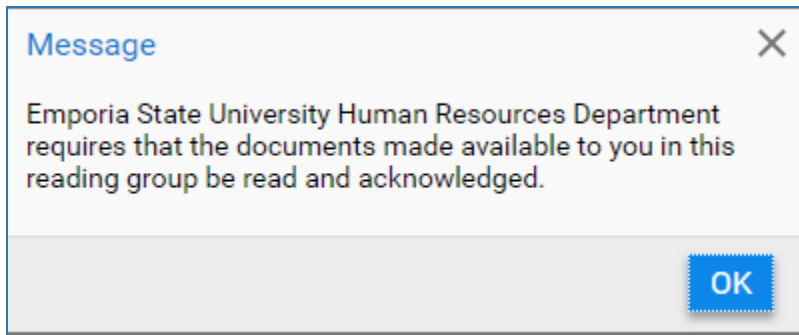
Whenever a document has been added to this reading group, you will receive a notification similar to this:

EMPORIA STATE
U N I V E R S I T Y

ONBASE AUTOMATIC NOTIFICATION

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.

Document Name: HR - Policy - Comp Time Agreement
Deadline date to read the document: 12/14/2017
Usage Policy : Emporia State University Human Resources Department requires that the documents made available to you in this reading group be read and acknowledged.

For detailed instructions about OnBase Reading Groups, please refer to the following document:

https://share.emporia.edu/onbase/DKT-HowToUseReadingGroups.pdf

If you have questions regarding the legitimacy of this email, contact the ESU IT Helpdesk at 620-341-5555 or helpdesk@emporia.edu.

Click the link after Document Name to open OnBase. Mac users must use Chrome or FireFox (not Safari). Cell phones are not recommended.
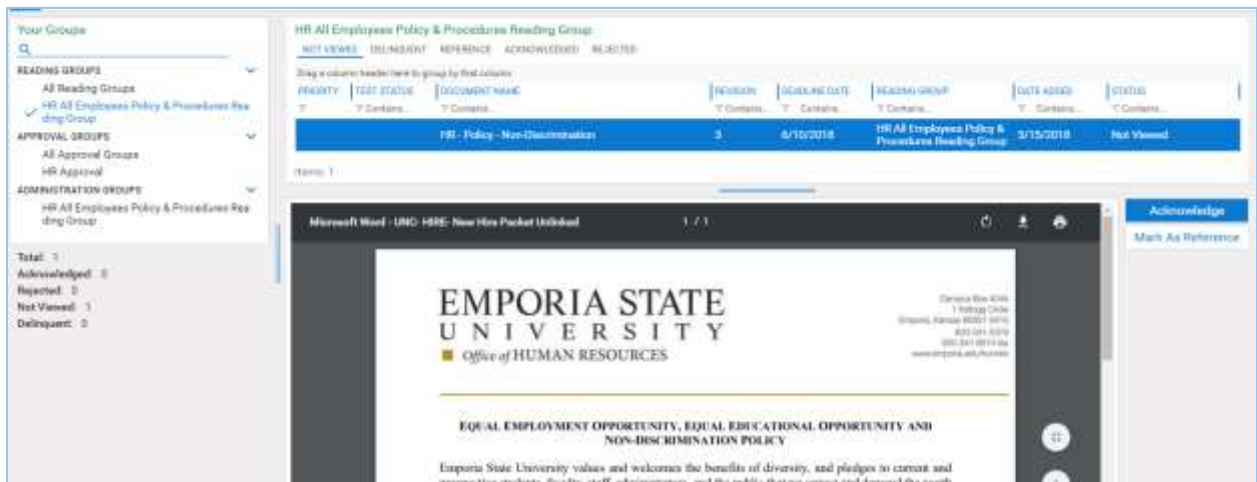
When you click the link, OnBase will open, click OK to the popup message.

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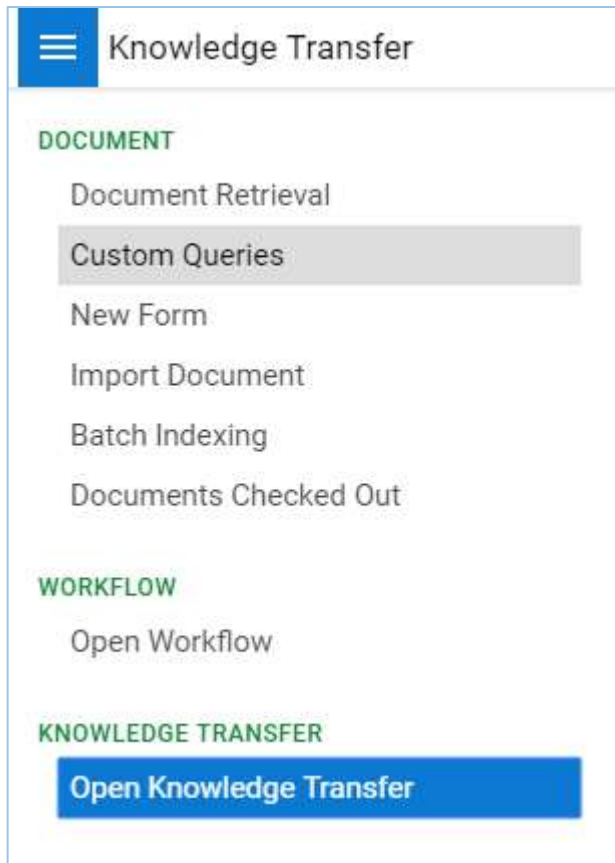

Maximize your browser and drag the blue bar down to view all documents. **Double click any document in the list to view, read and acknowledge.**
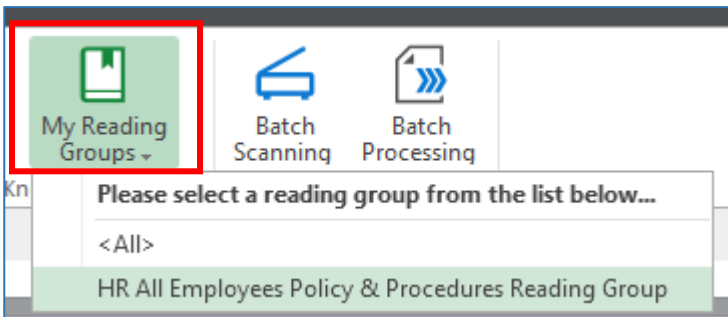

Read and acknowledge all documents in the list. You can log back into OnBase at any time to review any policy and/or acknowledgement.

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.