

GR – Final Exam Unity

Form Submission

The form is available to the **Faculty and GTA** OnBase user group.

The Thesis Chair should access and submit the form from one of these locations:

- 1) [OnBase Web AutoLogin](#): hamburger menu, New Form
- 2) OnBase Unity Client: Forms
- 3) [Form Central](#)
- 4) [Graduate Office webpage](#): (Faculty menu drop-down)
 - a.) Enter the student's E# and Tab. (This will auto-populate the student's first and last name.)
 - b.) Enter the Title of the Thesis.
 - c.) The Thesis Chair's UserID and Name is recorded as well as the date the form is being submitted. This serves as the Thesis Chair's Approval.

GR – Final Exam Unity

EMPORIA STATE
UNIVERSITY

Student Info

Student E# (ex: E12345678) *

Student First Name

Student Last Name

Department Name *

Term

Degree *

☒ Final Exam Passed

Date *

☐ Thesis/Dissertation Approval

Date

Thesis/Dissertation Title

By electronically signing this form, we agree the aforementioned student has successfully completed the necessary requirements for the Final Exam within his/her major department.

Chair/Advisor UserID

Name

Date

Committee Members – Click Add to insert a row

Enter the UserID (ex: chornet) of each Committee Member

Add

UserID (ex: chornet)

Name

Submit

- d.) Click the Add button on the right side of the screen to add a row for each Thesis Committee member.
- e.) Enter the Committee member's UserID (ex: chornet) and Tab. (This will auto-populate the committee member's name.) Verify the correct name was populated.
- f.) When finished added Committee members, click the Submit button.

GR – Final Exam Unity
EMPORIA STATE
UNIVERSITY

Student Info

| | | |
|--|--|---|
| Student E# (ex: E12345678) * | Student First Name | Student Last Name |
| <input type="text" value="E12345678"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Department Name * | Term | Degree * |
| <input type="text" value="English"/> | <input type="text" value="2022 Spring"/> | <input type="text" value="EDS"/> |
| <input checked="" type="checkbox"/> Final Exam Passed <div style="float: right;"> Date * <input type="text" value="9/17/2021"/> </div> | | |
| <input type="checkbox"/> Thesis/Dissertation Approval <div style="float: right;"> Date <input type="text" value=""/> </div> | | |
| Thesis/Dissertation Title <input type="text" value=""/> | | |
| By electronically signing this form, we agree the aforementioned student has successfully completed the necessary requirements for the Final Exam within his/her major department. | | |
| Chair/Advisor UserID | Name | Date |
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value="09/09/2021"/> |

Committee Members – Click Add to insert a row

| Enter the UserID (ex: chornet) of each Committee Member | | |
|---|--|---------------------------------------|
| UserID (ex: chornet) | Name | |
| <input type="text" value="CHORNET"/> | <input type="text" value="Corky Hornet"/> | <input type="button" value="Remove"/> |
| <input type="text" value="SHEADRIC"/> | <input type="text" value="Skylar Headrick"/> | <input type="button" value="Remove"/> |

Thesis Committee Approval

After the form is submitted, the Committee members will receive an email with a link to the form. This link will take the user to the OnBase Workflow queue.

The committee member can review the form and then click the **Approve Thesis/Dissertation** task button. The Committee member's approval will be recorded on the form.

The screenshot displays the OnBase interface. On the left, there's a sidebar with 'OnBase' logo and navigation options like 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main area shows an 'Inbox' with a list of tasks. The task 'GR - Final Exam Unity' is selected, showing its details. Below the inbox, the form for 'GR - Final Exam Unity' is visible, featuring fields for Student Info, Department Name, Term, Degree, and a section for Committee Members.

| NAME | ENTRY DATE |
|--|-----------------------------|
| GR - Thesis/Dissertation Signature Form [redacted] | 10/5/2020 - Wait Committee |
| GR - Thesis/Dissertation Signature Form [redacted] | 10/29/2020 - Wait Committee |
| GR - Final Exam Unity [redacted] | 4/15/2021 - Wait Committee |
| GR - Final Exam Unity [redacted] | 9/9/2021 - Wait Committee |

Items: 4
Approve Thesis/Dissertation

GR - Final Exam Unity

EMPORIA STATE UNIVERSITY

Student Info

Student E# (ex: E12345678) * Student First Name Student Last Name
[redacted] [redacted] [redacted]

Department Name * Term Degree *
ENGLISH 2022 Spring EDS

☒ Final Exam Passed Date *
09/17/2021

☐ Thesis/Dissertation Approval Date Thesis/Dissertation Title

By electronically signing this form, we agree the aforementioned student has successfully completed the necessary requirements for the Final Exam within his/her major department.

Chair/Advisor UserID Name Date
[redacted] [redacted] 09/09/2021

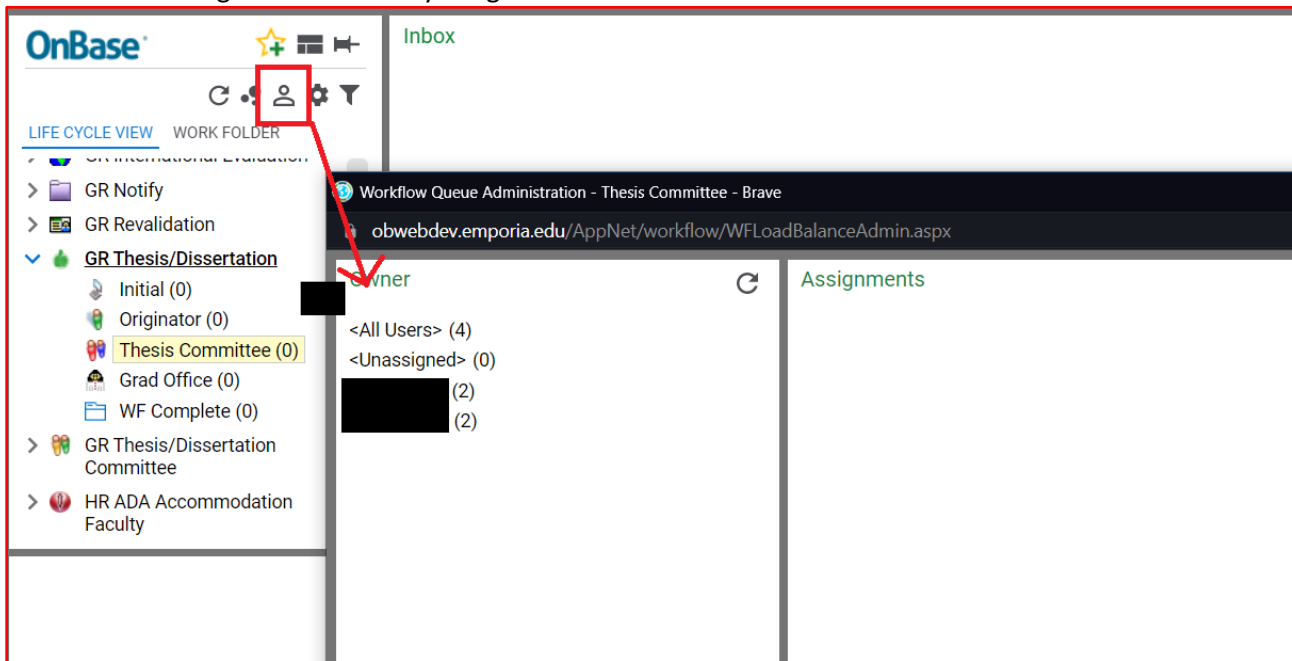
Committee Members - Click Add to insert a row

| UserID (ex: chornet) | Name |
|---|------|
| Enter the UserID (ex: chornet) of each Committee Member | |

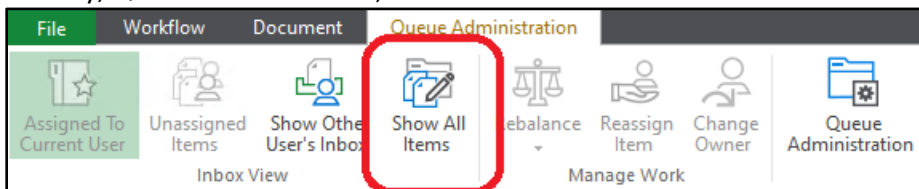
0 Note(s)

After the last committee member approves the form, it will automatically route to the Grad Office for processing.

NOTE: While in the Thesis Committee Queue, the Graduate Office Coordinator can click the Queue Administration icon to view and manage forms currently assigned to committee members.



In Unity, Queue Administration, Show All Items:



Graduate Office Queue

The Graduate Office Coordinator will be notified when a Thesis Signature form is fully approved. In the Graduate queue, the coordinator will:

- Enter the Department and Term values that will be used for document retrieval and foldering purposes.
- After keying the values, click the Save button.
- When done, click the **Grad Office Done** task button to Auto-Folder the document and remove it from workflow.

OnBase®

LIFE CYCLE VIEW **WORK FOLDER**

No items to display

Items: 0

Inbox

Drag a column header here to group by that column.

NAME

Contains...

GR - Final Exam Unity

9/9/2021 - Wait Grad

ENTRY DATE

On...

9/9/2021 11:36:43 AM

Items: 1

☒ Grad Office Done

☐ Return to Originator

Committee Members – Click Add to insert a row

Enter the UserID (ex: chornet) of each Committee Member

| UserID (ex: chornet) | Name |
|----------------------|------|
|----------------------|------|

Add

Committee Approvals

Approval Records

| UserID | Name | Approved Date |
|--------|------|---------------|
|--------|------|---------------|

Add

Grad Office Only

Attach Non-ESU Approval (0)

GR – DEGREE PLAN

Attach GR – DEGREE PLAN

A.

Sys Manager Only

Submit

B.