Reference Guide: Viewing Approvers for an eDoc Workflow

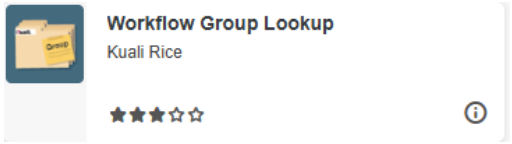
This guide explains how to view the members of an eDoc approval workgroup. These workgroups control who receives and approves graduate student eDocs before they go to IGS.

Use this process to:

- Determine who is currently assigned as an approver for an eDoc.
- Verify routing before a document is submitted.
- Identify whether a requested user has already been added to an approval workgroup.

Steps to View Workgroup Members

1. From One.IU.edu, find and open the Workflow Group Lookup application.



2. Select the Group Namespace from the drop-down menu

Do not attempt to use the Group Name or Group Description fields to search, as these will only return results with names that exactly match the search criteria.

a. Select the document you are trying to look up. The documents used by IU Indianapolis Graduate School are:
   - UGS.CANDIDACY - UGS - Nomination to Candidacy
   - UGS.COMMITTEE - UGS - Nomination of Research Committee
   - UGS.PHDDEFENSE - UGS.PhDDefense - eDocLite – UGS
   - UGS.MAAdvDeg - eDocLite – UGS.MAAdvDeg

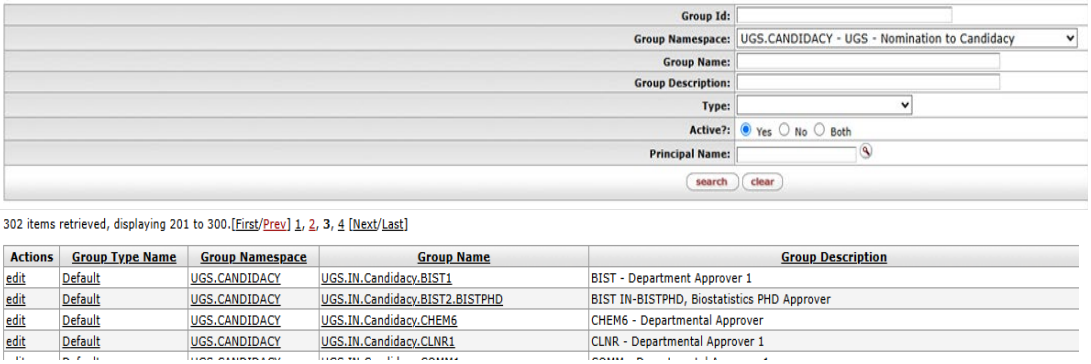
b. Click Search

3. Find the Appropriate Department Group.

a. Review the list of groups. Sort the Group Name column to make searching easier. Group names starting with "UGS.BL" (Bloomington) may be ignored; all IU groups will start with "UGS.IN".

b. Scroll to the group associated with your department.

Example:

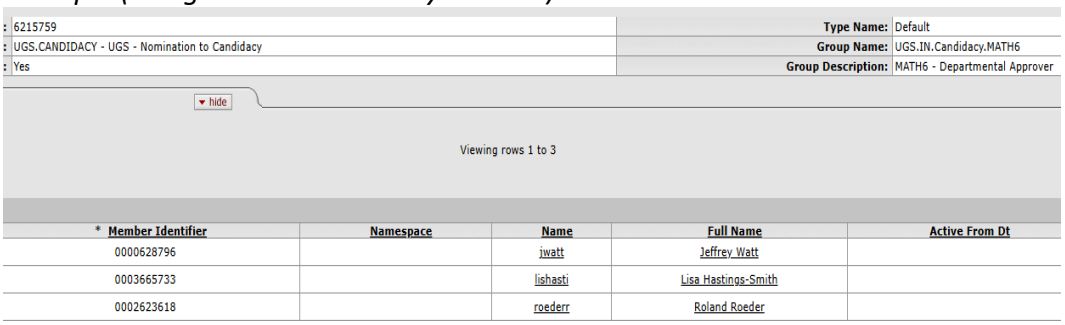


Note that Group Description has an inconsistent naming format; for sorting purposes use Group Name.

4. View Group Membership

a. Click the desired workgroup's Group Name.
b. View Group Maintenance Document: this page displays the users assigned to that workgroup. These individuals are the current approvers for that eDoc routing path.

Example (using UGS.IN.Candidacy.MATH6):



6215759		**Type Name:**	Default
UGS.CANDIDACY - UGS - Nomination to Candidacy		**Group Name:**	UGS.IN.Candidacy.MATH6
Yes		**Group Description:**	MATH6 - Departmental Approver

hide

Viewing rows 1 to 3

* Member Identifier	Namespace	Name	Full Name	Active From Dt
0000628796		jwatt	Jeffrey Watt	
0003665733		lishasti	Lisa Hastings-Smith	
0002623618		roederr	Roland Roeder	

Important Notes

- Approvers must be added to the appropriate workgroup before an eDoc is initiated. Documents already in workflow will not automatically recognize newly added approvers.
- If you do not see an expected approver, submit the Add/Remove User Access Request (FireForm) found in One.IU; ensure that the request has been completed before starting a new eDoc.

