

## DocFinity User Guide

This document provides instructions on using DocFinity – a web-based Enterprise Content Management system – to submit, review, approve, and search for curricular changes submitted to the CAS Academic Council. The scenarios presented in this guide are intended as a suggestion to familiarize you with the system and its features.

**DocFinity Log-In Page:**      docfinity10.luc.edu

### IMPORTANT:

DocFinity is protected by a firewall on Loyola’s network. This means that if you are not accessing DocFinity and the eForms from the on-campus network, you will need to use Loyola Secure Access (LSA) to log on.

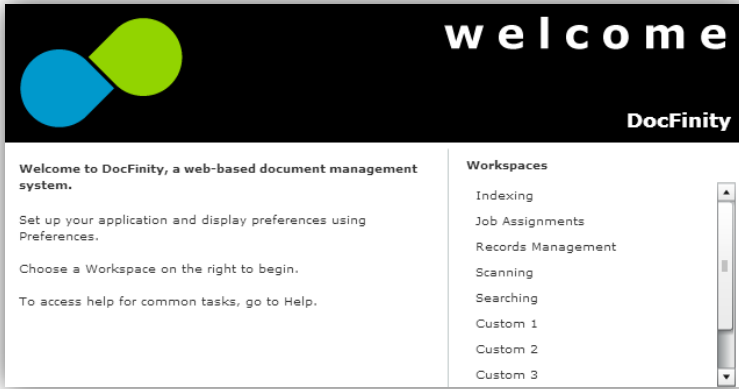
For more information on LSA, please visit the following link: <http://luc.edu/uiso/resources/lisa.shtml>

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Setting up your work space (General)

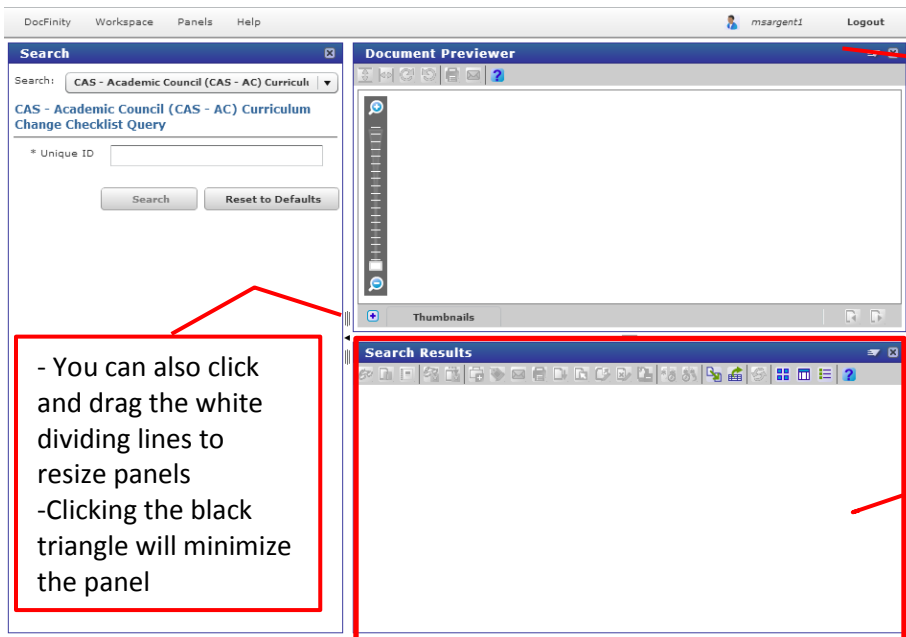
- The Workspaces section in the welcome screen shows various workspaces you have permission to access. In DocFinity, each workspace consists of one or more panels grouped by job functions; for more information on workspaces, please refer to the user guides provided on the DocFinity login page.



Users for this project will primarily use the following workspaces:

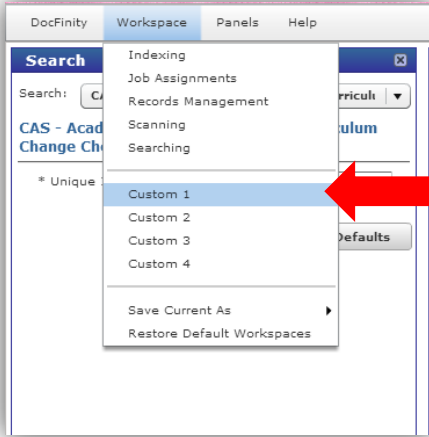
- 1) **Custom 1:** For filling out and submitting eForms
- 2) **Searching:** For searching curricular change submissions
- 3) **Job Assignments:** For reviewing/approving/commenting on submissions
- 4) **Indexing:** For uploading documents into your submission, (Couse Inventory forms, syllabi, etc)

- Select the Searching workspace.
- You can customize any workspace by adding and removing panels. You can also re-arrange panels within your workspace by dragging them to the position you prefer.

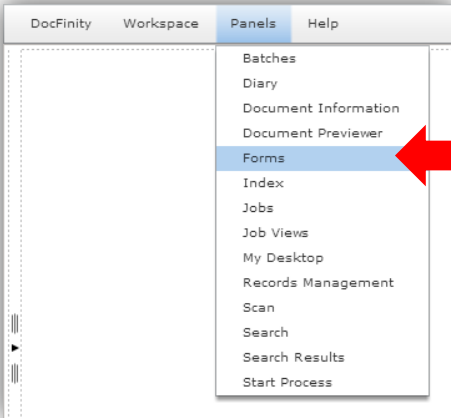


- In this project, you will not need to use the Document Previewer window very often. To remove it from the workspace, select the “x” at the upper right corner of the panel. You may save the settings you have applied to the Searching workspace so that it opens your custom view each time you use it. In the Workspace tab select “Save Current As”, and select the Searching workspace.

## Setting up your work space (Submitter)

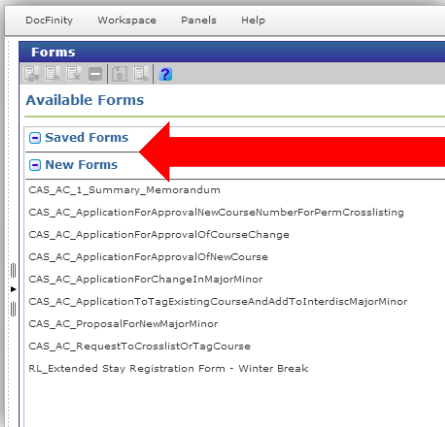


Select the “Custom 1” workspace. This will open a blank workspace that you can customize. Because you will be filling out several eForms, it will be helpful to create a custom layout for this task.



You can add panels to your workspace by selecting them within the Panels tab.

Adding the Forms panel will allow you to access all the curricular change eForms.



The Forms panel shows you both new and saved forms. Saved forms are eForms that you start, but do not submit right away (submit vs. save is explained further on the following page)

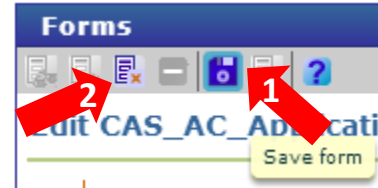
You may save the settings you have applied to “Custom 1” so that the Forms panel is opened each time you use it. In the Workspace tab select “Save Current As”, and select

## eForms – Quick Tips

**To save a form and complete it later:**

You are able to save and exit the form before completing it.

- 1) Select the “save form” icon, and it will be saved.
- 2) To exit the form, select the “close form” icon.
- 3) To resume working on saved forms, go to the “saved forms” section of the Forms panel. Forms will remain in this panel until all required fields are entered and the form is submitted

**If the Submit button does not allow you to click it:**

This means there are required fields within the form that have not been filled out, please review the document for completeness. You will only be allowed to submit when all required fields have been entered.

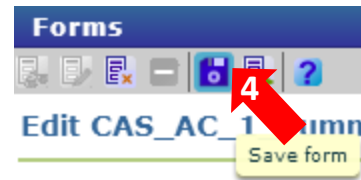
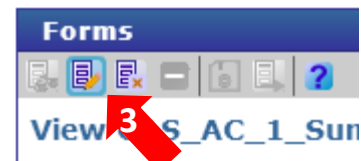


- **What does “Submit” mean:** When you finish filling out a curricular change eForm and select the “submit” button at the bottom, this sends the form into DocFinity and it becomes searchable by any user with Access to Academic Council. It **DOES NOT** submit the form directly to Academic Council, but rather, sends the eForm into DocFinity while you compile any additional documents to complete your submission. The submitter indicates the curricular change package is ready for review by affected departments by updating the document status (page 8).

**To edit a form you have already submitted:**

You are able to edit eForms throughout the submission and review process.

- 1) In the Search workspace, enter the unique ID for your form, (you can search for the document using any criteria you would like, unique ID is the suggested search criteria ).
- 2) In the Search Results panel, double click on the form you would like to edit. This will open the form within the forms panel.
- 3) Select the “edit existing form” icon.
- 4) Make your edits, then select the “save form” icon to save your changes.
- 5) You can now select the close form icon, or close the panel.



- **Templates:** At this time, the ability to use an eForm as a template does not exist. If you find yourself entering repetitive information in your eForms, the best solution is to copy and paste this information into DocFinity. We have made a request with the vendor to add this requested functionality to their queue for consideration in a future release.

## Submitting a curricular change

- **IMPORTANT:** You must initiate the curricular change process by filling out the “Summary/Cover Sheet” eForm, this form provides an overview of the curricular change you are requesting, and it generates the Unique ID you will use to link all the forms in your curricular change.  
The only information you are required to enter is your department, and the curriculum change you are requesting. You can edit the form later to fill in additional details as you compile your submission.
- If you have set up the Forms panel in the Custom 1 workspace (page 2), you can fill out and submit forms within that workspace. You can also open a Forms panel in any workspace you are in by selecting the Panels tab, and then Forms.
- The form will auto-populate your UVID, and the date you begin filling out the form
- The “Unique ID” field is auto-populated on the Summary/Cover Sheet when the form is submitted, it will be automatically emailed to you as a reminder. This unique identifier is important, because you will be asked to enter it into each eForm that you fill out to complete your request for a curricular change. Entering this unique ID into all associated documents allows DocFinity to link them together as a package when they are routed for review and approval.
- **IMPORTANT:** If you are filling out multiple Summary Memorandum eForms on the same day, with the intention that your curricular change requests remain separate, you must add an additional number at the end of the Unique ID for each additional Summary Memorandum you submit. For example:

### 1. Enter a unique ID for your submission according to the following guidelines:

Enter your UVID and the date you are submitting this form in the mmddyyyy format (example: mlettie01022014)

msargent104292015

**To start separate submissions on the same day, you can create a different Unique ID by adding a number. In the case of the ID shown here, the separate ID could be:**

**msargent1042920151**

- When you select the curriculum change you are requesting, Item#3 on the Summary Memo is auto-populated with a list of all forms that may apply to this change. This is a STATIC list; meaning that you cannot click on the forms within the list, it is meant to serve as a reminder of other forms that may pertain to the curriculum change you are requesting. You can submit any combination of these forms necessary to complete your submission.

2. Select the curriculum change you are requesting:

3. The following applications are being submitted to Academic Council as a group (list):

EFORM_NAME
PROPOSAL FOR A NEW MAJOR
PROGRAM DIRECTOR'S APPLICATION TO TAG EXISTING COURSE AND ADD TO INTERDISC. MAJOR OR MINOR
APPLICATION FOR APPROVAL OF A COURSE CHANGE
APPLICATION FOR APPROVAL OF A NEW COURSE
CHAIRPERSON'S APPROVAL OF NEW COURSE NUMBER W/ PERMANENT CROSS LISTING W/ EXISTING COURSE
SUMMARY MEMORANDUM
COURSE MEMORANDUM

5. An overview of the proposed changes is summarized in the following chart:  
 All elements of the major/minor as it stands now are summarized (described by categories, n...  
 Changes column indicate, as applicable, only those items that are proposed changes. One gr...  
 \* Number of proposed change(s) to add

Item	Current Major/Minor
Major/Minor Title	

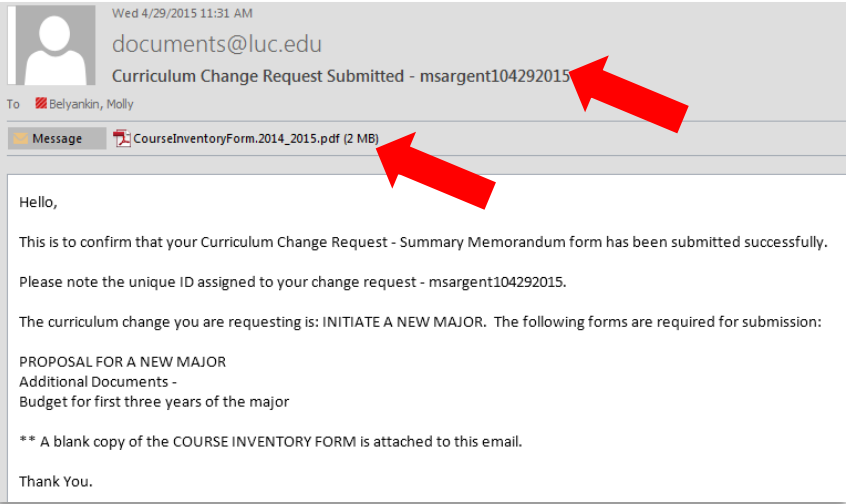
You can enter the number of majors or minors that will be changed in the text box of #5, hitting enter will expand the grid to accommodate the number of changes you indicated.

Keep scrolling through the blank space until you reach the next section of the eForm, or the submit button.

Submit

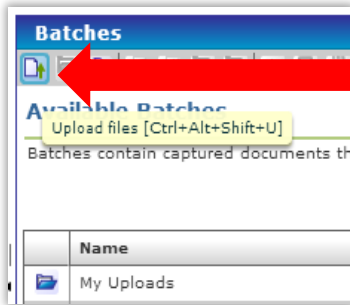
**IMPORTANT:** You may note that several eForms have large areas of blank space as you scroll through them. This space serves as a placeholder to accommodate areas within the eForm that are expandable, such as question #5, (above).

- Upon clicking the “Submit” button on the Summary/Cover Sheet, an auto-generated email will be sent to you. Note that it includes your submission’s Unique ID in the subject line, along with a Course Inventory form that you will have to download and fill out, then upload into DocFinity.



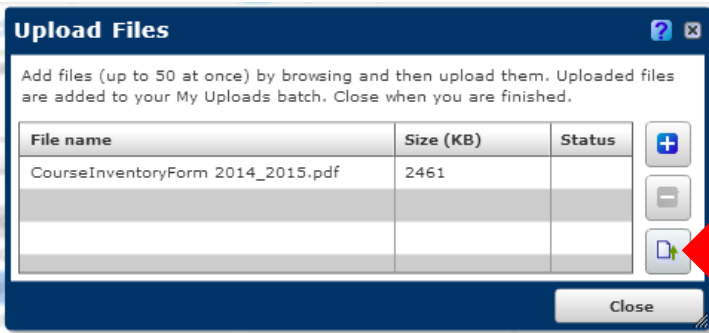
Now that you have your Unique ID, you can fill out any additional eForms you intend to include with your submission, and upload any supplemental documents you have filled out, such as the Course Inventory Form, or syllabi.

- To upload documents into DocFinity, select “Indexing” in the Workspace tab. This automatically opens the Batches and Index panel as well.

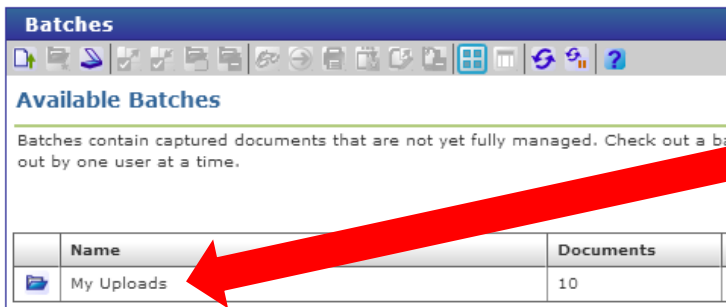


In the Batches panel, select the “Upload Files” icon

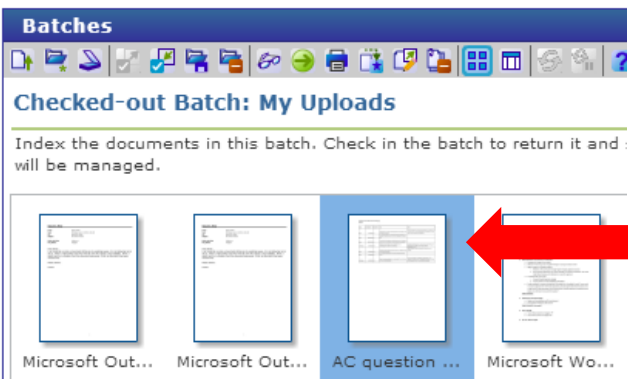
- The Upload Files Window will appear. Select the “Add File” icon, (the blue square with the “+”).



Select the files you would like to upload, (such as the course inventory form that you saved to your computer), then select the “upload file” icon, or hit the enter key to upload into DocFinity. Close the window when a green star appears in the “Status” column.



Documents that you upload into DocFinity are sent to your “My Uploads” folder, within the Batches panel. Double click on the folder to view its contents, (if it is not opened automatically).



Click on the document you would like to include in your submission.

In order to link documents to your curriculum change request, you must index these documents in the indexing panel.

- It is possible to copy and paste your Unique ID from your email into the index field. This information can also be manually entered.
- If you uploaded multiple documents that you would like to index as different document types, select “save metadata” after indexing each separate document.

Select “CAS – Academic Council” for Category, and select the document type that you are uploading

These remaining fields do not need to be filled out at this time

Complete indexing by selecting the “Commit batch” icon. The remaining index fields that were not required to be filled out at this stage will be auto-populated as the document moves through the approval process.

If all documents in your batch have been indexed, you will receive the following message:

If you choose not to index all the documents in your batch, you will receive the following message, and the incomplete documents will remain in your “My Uploads” folder



- When your curricular change requires the approval of a department or interdisciplinary program, you must select the department from a dropdown list within the form. When the document is submitted, the Department Chair or Interdisciplinary Program Director for the corresponding department will receive an email from DocFinity informing them that they must log in and review the curriculum change you are proposing, and indicate their approval in the Diary Entry panel.
- As you assemble your curricular change request and submit the additional eForms and supplemental documents necessary to support your request, it is important to note that other users are able to search for these documents. If a user searches for a curriculum change package that is not yet complete and ready for Curriculum Committee review, the status will read “Initial Submission.”
- Because it is possible for any user to see curriculum change requests that are not completely assembled, the submitter must indicate their package is ready for review by updating the package’s status to “submission complete.”

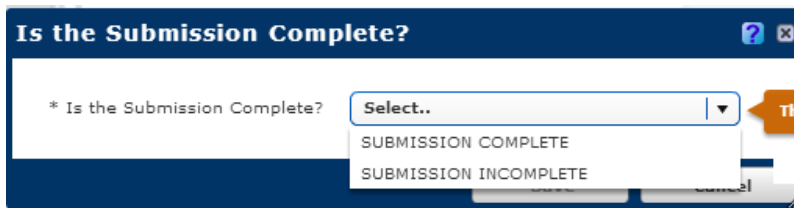
### Job Queue

Get a job queue by choosing a Job View (from the Job Views panel). Then choose one job to click

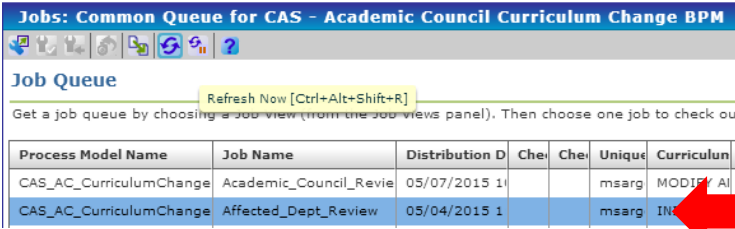
Process Model ID	Job Name	Status
CAS_AC_Curricu	Affected_Dept_Review	SUBMISSION COMPLETE
CAS_AC_Curricu	Affected_Dept_Review	SUBMISSION COMPLETE
CAS_AC_Curricu	Curriculum_Committee_R	READY FOR CURRICULUM COMMITTEE REVIEW
CAS_AC_Curricu	Submission_Review	SUBMISSION INCOMPLETE
CAS_AC_Curricu	Submission_Review	INITIAL SUBMISSION
CAS_AC_Curricu	Submission_Review	INITIAL SUBMISSION

- Submitter has indicated that their submission is complete and ready for the affected departments/ IDP's to review
- Package has been reviewed by affected depts.. and is ready for the Curriculum Committee
- This package is still being assembled by the submitter

- To indicate your curriculum change request package is ready for department/interdisciplinary review, open the Job Assignments Workspace
- In the Job Views panel, double click on the Common Queue for CAS
- This will open the Job Queue. Double click on the package that you would like to submit to affected departments for review.
- This will open a Tasks menu and Search Results panel listing all the forms that are a part of the curriculum change package that you must review. If you are a faculty member, or admin submitting on behalf of a chair, you must indicate that the package must be reviewed by your chair by selecting that option.
- When you have checked all tasks in the task menu, check the box next to the task description “is the Submission Complete?” Doing so will open a pop-up window asking whether or not the submission is complete. If your package is fully assembled and ready for departmental review, select “Submission Complete,” then select “Complete job” in the Jobs toolbar, (the wrench icon with a checkmark).

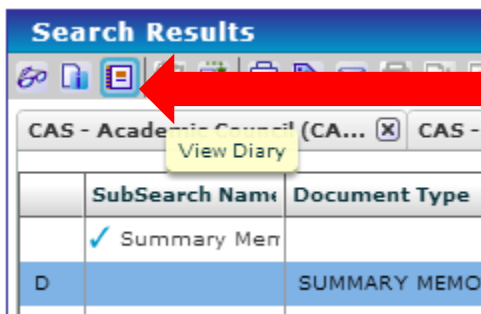


- Affected Departments, IDP's, and other reviewers must enter the Job Assignments workspace to approve or comment on a package.

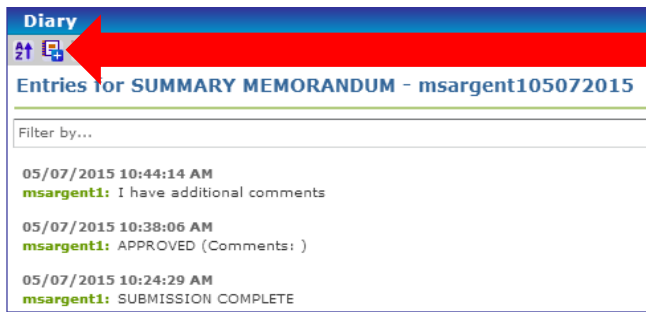


**To review and approve a curricular change submission:** In the Job Queue panel, double click on the job you would like to open Your selection will automatically be recorded as a diary entry for the document. You can also make detailed comments in the diary panel.

- This populates the Search Results panel with all the documents included in the curriculum change request you are reviewing. You can double click on each document to open and review its contents.



You may choose to enter detailed comments regarding your approval or disapproval of the package in the diary panel. Highlight the document you wish to comment on in the Search Results Panel, and select the "View Diary" icon.



Select the "add" icon, type your comments in text box in the Diary panel, then select the "Save" icon.

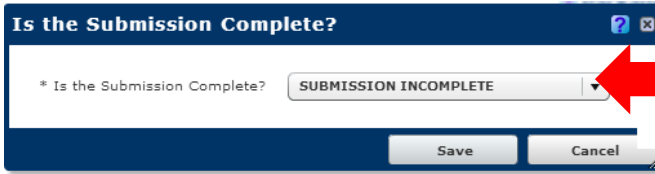
- Once you save your diary entry, it becomes a permanent comment in the document's history, and it is not possible to edit or delete it.

### Tasks

Work through the tasks for this job. When all required tasks (\*) are complete, the job can be completed; otherwise, return the job if necessary tasks are not done.

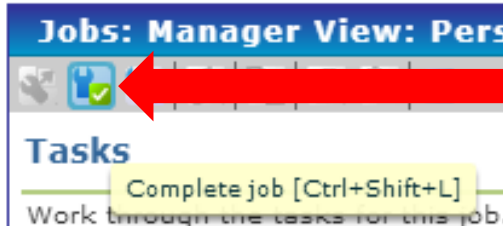
Complete	Task description
<input checked="" type="checkbox"/>	Run the Curriculum Change Checklist Query
<input checked="" type="checkbox"/>	* Select Approval Option

When you have completed your review of the document, you may choose to check the "Select Approval Option" box in the tasks panel to indicate whether the package is approved or rejected.



If you indicate the package is incomplete, an auto generated email will be sent to the submitter to inform them of this determination, and allow them to revise the package.

- Indicating that the package is complete will send it to the Curriculum Committee for review.



You have now completed all the department/interdisciplinary program review tasks associated with this job. Select the "Complete Job" icon to finish. This updates the document status to Ready for

**Jobs: Common Queue for CAS - Academic Council Curriculum Change BPM**

Job Queue

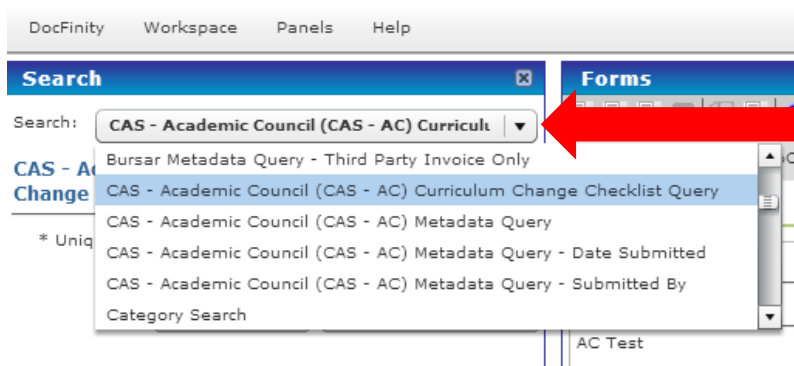
Get a job queue by choosing a Job View (from the Job Views panel). Then choose one job to check out and work on or manage.

Process Model Name	Job Name	Distribution	Ch	Ch	Uniqu	Curricul	Status
CAS_AC_CurriculumChan	Affected_Dept_Review	05/04/2015			msarg	INITIATI	SUBMISSION COMPLETE
CAS_AC_CurriculumChan	Affected_Dept_Review	05/06/2015			msarg	RE-NUMI	SUBMISSION COMPLETE
CAS_AC_CurriculumChan	Curriculum_Committee	05/04/2015			msarg	INITIATI	READY FOR CURRICULUM COMMITTEE REVIEW
CAS_AC_CurriculumChan	Curriculum_Committee	05/07/2015			msarg	MODIFY	READY FOR CURRICULUM COMMITTEE REVIEW
CAS_AC_CurriculumChan	Submission_Review	05/04/2015			mletti	INITIATI	SUBMISSION INCOMPLETE
CAS_AC_CurriculumChan	Submission_Review	05/06/2015			ekear	INITIATI	INITIAL SUBMISSION
CAS_AC_CurriculumChan	Submission_Review	05/06/2015			kkim	INITIATI	INITIAL SUBMISSION

- The steps to review the document and approve as a curriculum committee member, are the same as those for a department or interdisciplinary program. You can repeat the steps listed on pages 9-10 to complete the entire approval process that will occur in DocFinity prior to the Academic Council meeting.
- Once you have indicated your approval of the package as a member of the Curriculum Committee, the package will drop off the Job Queue. You can search for the package in the search panel, and will notice that the status has been updated to "Curriculum Committee Review Complete."

## Searching

- The four unique searches that have been created for Academic Council are as follows:
  1. **CAS - Academic Council (CAS - AC) Curriculum Change Checklist Query:** This search is primarily used within the workflow to find documents included in a curricular change package.
    - a. The search criteria for the Curriculum Change Checklist Query are limited to a single field: the Unique ID. These search results should look familiar, because these are the results that are shown within the workflow as you review and approve the curricular change package.
  2. **CAS - Academic Council (CAS - AC) Metadata Query; this is the main metadata query that you will use when searching**
    - a. **The Metadata Query search is intended to serve as the main query** for the Academic Council, those submitting curriculum changes, and those performing searches for past curriculum changes . The wide range of search fields allows users to search by a single item for a broad search result, or to combine several criteria when searching for a specific record.
  3. **CAS - Academic Council (CAS - AC) Metadata Query - Date Submitted;** this can be used to search by a date range of the Date Submitted field.
    - a. The Metadata Query – Date Submitted is intended to help the Academic Council search for packages submitted within a particular date range. This search will also be helpful to the Curriculum Committee if they want to search by package status to retrieve all curriculum change packages submitted since the last meeting that have been approved.
  4. **CAS - Academic Council (CAS - AC) Metadata Query - Submitted by;** this will only be accessible by submitters to retrieve the forms that they submitted.
    - a. The Metadata Query – Submitted by search is intended to help the Academic Council search for packages submitted by particular proposers, and submitting departments. This is also useful for the submitters themselves, if they would like to only search for forms they have submitted.



These searches are located in the Search panel

- To view forms in the search results, double click on the document type name and the form will open in the Forms panel. You can then select the “Edit Existing Form” icon if you would like to make changes, or close the form when you have finished reviewing it.
- You can widen the columns in the search results panel by hovering your mouse over the vertical line between the columns you would like to adjust
- You can also re-arrange the order of the columns by clicking on the heading of the column you would like to move, and dragging it to a new position