

E-Doc Lite Application and Recommendation for Advanced Degree  
Quick Reference Guide

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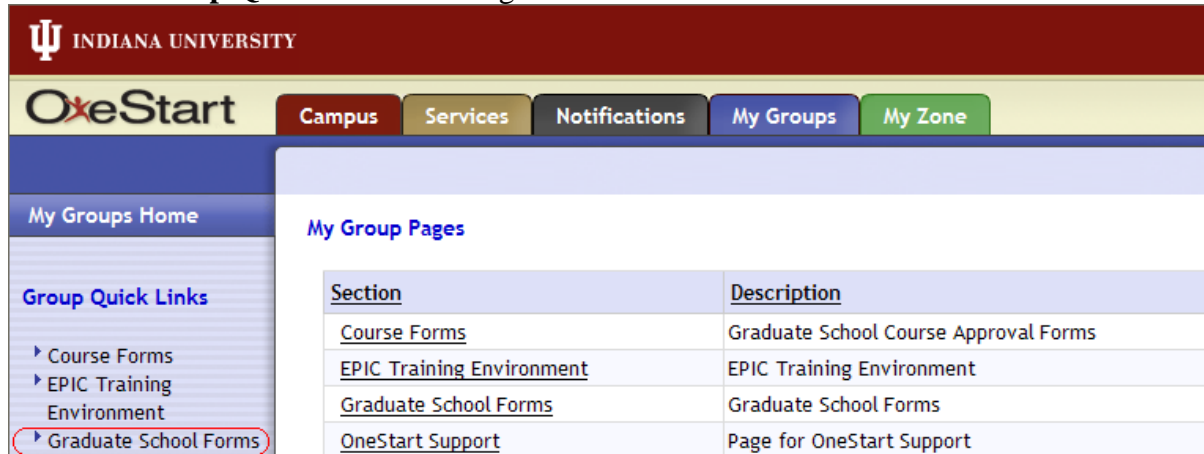
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## Accessing the System

Log in to Onestart: Go to [www.iub.edu](http://www.iub.edu) >> The OneStart link will be in the campus tools section on the bottom right of the form >> Click the OneStart Link and log in

## Where is the Advanced Degree form located?

The Advanced Degree form is located in OneStart in the **Graduate School Forms** page under the **Group Quick Links** heading.



The screenshot shows the OneStart website interface. At the top is the Indiana University logo and name. Below that is the OneStart logo and a navigation bar with tabs for Campus, Services, Notifications, My Groups, and My Zone. On the left is a sidebar with 'My Groups Home' and 'Group Quick Links'. Under 'Group Quick Links', there are three items: 'Course Forms', 'EPIC Training Environment', and 'Graduate School Forms', which is highlighted with a red box. The main content area is titled 'My Group Pages' and contains a table with two columns: 'Section' and 'Description'.

Section	Description
<a href="#">Course Forms</a>	Graduate School Course Approval Forms
<a href="#">EPIC Training Environment</a>	EPIC Training Environment
<a href="#">Graduate School Forms</a>	Graduate School Forms
<a href="#">OneStart Support</a>	Page for OneStart Support

## Entering Data Into the Application Form

- You will only complete the **application** portion of this form which is the first section. The recommendation section is for your department to complete.
- The document will route based on what you select for Department and Major and when applicable what you select for Dual Degree.
- When you are finished scroll to the bottom of the form to click the submit button, unless you want to print it first, see instructions for printing below.

## Printing your request

The E-Doc system archives your requests, so you don't have to print them, but you may want or need to. The best way to do this is before submitting your request.

Follow these steps to print:

1. **Save** the edoc
2. **Print** the edoc using either the IE print icon or by going to File >> Print
3. Click the **Approve** button after the document has successfully printed

## Submitting Your Form

Click the submit button at the bottom of the form (you will have to scroll past the

Recommendation section):

## How does the system know who to route your form to?

The form routes based on what you selected for your department, major, and if you've indicated that you have a dual degree, so be sure to select the correct ones.

## Questions

1. If you have questions about completing the form, please contact the Master's Recorder in the University Graduate School, 855-8853.
2. If you have a technical question about the form, contact Jennifer Rigsby, 855-8854 or [jjrigsby@indiana.edu](mailto:jjrigsby@indiana.edu).

## Tracking the Progress of Your Application

### How to Do a Document Search

#### Notifications>>Document Search

The E-Doc system offers a simple Document Search. You can search by you Network Id (if you are the one who submitted it), the Document Id, and the Date Created.

The screenshot shows the Indiana University OxeStart interface. At the top, there is a navigation bar with tabs for Campus, Services, Notifications (0), My Groups, and My Zone. Below this is a sidebar menu with options like Notifications Home, Action List, and Document Search. The main content area is titled 'Document Search' and features a search form with fields for Document Type, Initiator Network Id, Document Id, Date Created (with from/to date pickers), and an optional Name this search field. There are search and clear buttons at the bottom of the form.

1. Click the **Notifications** tab.
2. Click **Document Search** in the **Menu** on the left

3. Type in at least one criteria you would like to search by
4. Click the **search** button

Your results will be a list of all of the documents that meet the criteria you entered in the search screen.

You can also track the process of your application from the search results screen.

Click the **Route Log** button that is on the right side of the list of the search results

The Route Log has:

- the name of the workgroup that is currently responsible for approving the form in the **Actions Taken** section
- the names of the people who have already approved it in the **Pending Action Requests** section

**Document Id: 1195012**

Document Title	Routing Document Type 'UGS-MAAdvancedDegree.ParentDoctype'		
Document Type	UGS-MA App and Rec for Advanced Degree	Created	11:59 AM 09/11/2009
Initiator	Jennifer Kaladow	Last Modified	12:08 PM 09/11/2009
Route Status	ENROUTE	Last Approved	
Route Node(s)	UGS.MAAdvDeg.Department2	Finalized	

**Actions Taken**

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Jennifer Kaladow		12:02 PM 09/11/2009	
<a href="#">▶ show</a>	COMPLETED	Jennifer Kaladow		12:04 PM 09/11/2009	
<a href="#">▶ show</a>	APPROVED	Jennifer Rigsby		12:08 PM 09/11/2009	

**Pending Action Requests**

	Action	Requested Of	Time/Date	Annotation
<a href="#">▶ show</a>	IN ACTION LIST FYI	Matthew Boots	12:04 PM 09/11/2009	
<a href="#">▶ show</a>	IN ACTION LIST APPROVE	UGS.BL.MAAdvDeg.Test	12:08 PM 09/11/2009	

If you would like to see who is in a workgroup, click the workgroup name.

Document Id:	1195008
Workgroup Id:	1195008
Workgroup Name:	UGS.BL.MAAdvDeg.Test
Workgroup Type:	UGS.MAAdvDeg
Workgroup Active Indicator:	Active
Workgroup Members:	Jennifer Rigsby ( <a href="#">jvrigsby</a> )
Workgroup Description:	test Departmental approval



## Nodes

Nodes determine the route path the request takes for approval.

The following is the list of nodes, in order, for the application and recommendation system:

1. UGS.MAAdvDeg.UGSFYI – notification of form submission
2. UGS.MAAdvDeg.Major1
3. UGS.MAAdvDeg.Department1
4. UGS.MAAdvDeg.Major2
5. UGS.MAAdvDeg.Department2
6. UGS.MAAdvDeg.UGS.IUPUI
7. UGS.MAAdvDeg.UGS1
8. UGS.MAAdvDeg.DualDegree
9. UGS.MAAdvDeg.UGS2
10. UGS.MAAdvDeg.UGS.IUPUIFYI
11. UGS.MAAdvDeg.MajorFYI
12. UGS.MAAdvDeg.DeptFYI

All submitted documents will route through the system in this order. Some departments or schools might not use all of the nodes. That is fine. The system will skip a node or nodes if there isn't a person or workgroup associated with it. The document routes based on the department or major the student selects. There are two nodes for the department and major, this is to accommodate departments that have multiple people process the request (for example, one person completes the recommendation section and a different person approves it).