

Contents

Default View.....	1
Complete Work Item.....	2
Navigating within Workflow	3
Show Reserved Work Item.....	5
Release Reserved Work Item.....	5

Default View

When log in, default page is work list. Click on each item in the worklist to start working on the recommendation form. Please note: By clicking on a work item, you are reserving the item for yourself, till you release the work item, other team members won't be able see this work item on their worklist.

Click [here](#) for instructions on how to release reserved work items

Click [here](#) for instructions on how to show all items reserved

The screenshot shows the Ellucian Worklist interface. The top navigation bar includes the Ellucian logo, a 'Logout' button, and a 'Help' button. Below the navigation bar, there's a 'Worklist' section with an 'Advanced Search' button and a search input field labeled 'Workflow Specifics Name'. The main content area displays a table of work items with the following columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table contains four items, all with a status of 'Ready' and a priority of 'Normal'. The first item is 'AD GR Wade, Teronquist E02273797 Winter 2020 5 MUSD MM-AS MUED' with activity 'GradSchoolReviewQueue' and created on '09-Sep-2019 09:45:17 AM'. The second item is 'AD GR Wade, Teronquist E02273797 Fall 2019 1 MATH MS-AS MTH' with activity 'GradCoordGRReformReview' and created on '09-Sep-2019 09:34:29 AM'. The third item is 'AD GR Ma, Xin E01408284 Fall 2019 2 ENGT MS-TC OULM' with activity 'IntGRPrepRcm' and created on '16-May-2019 11:31:14 AM'. The fourth item is 'AD GR Joshi, Pooja E02059092 Fall 2019 2 PGBA MBA-BU IS' with activity 'IntGRPrepRcm' and created on '16-May-2019 11:31:11 AM'. Below the table, there's a 'Show Reserved Items' link and a pagination control showing '1 - 4 of 4' with 'First', 'Previous', 'Next', and 'Last' buttons, and a 'Go to page' dropdown.

Status	Organization	Workflow	Activity	Priority	Created	View Details
Ready	Root.Admissions	AD GR Wade, Teronquist E02273797 Winter 2020 5 MUSD MM-AS MUED	GradSchoolReviewQueue	Normal	09-Sep-2019 09:45:17 AM	View Details
Ready	Root.Admissions	AD GR Wade, Teronquist E02273797 Fall 2019 1 MATH MS-AS MTH	GradCoordGRReformReview	Normal	09-Sep-2019 09:34:29 AM	View Details
Ready	Root.Admissions	AD GR Ma, Xin E01408284 Fall 2019 2 ENGT MS-TC OULM	IntGRPrepRcm	Normal	16-May-2019 11:31:14 AM	View Details
Ready	Root.Admissions	AD GR Joshi, Pooja E02059092 Fall 2019 2 PGBA MBA-BU IS	IntGRPrepRcm	Normal	16-May-2019 11:31:11 AM	View Details

[Show Reserved Items](#)

1 - 4 of 4 First Previous Next Last Go to page: 1

The screenshot shows the Ellucian Worklist interface. The top navigation bar includes the Ellucian logo, a 'Logout' button, and a 'Help' button. Below the navigation bar, there's a 'Worklist' section with an 'Advanced Search' button and a search input field labeled 'Workflow Specifics Name'. The main content area displays a table of work items with the following columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table contains ten items, all with a status of 'Ready' and a priority of 'Normal'. The first item is 'AD GR Kilian, Rebecca E01251935 Winter 2020 2 SPCD MA-ED CSD' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:37:39 AM'. The second item is 'AD GR Olson, Mykenzie E01830836 Winter 2020 2 SPCD MA-ED CSD' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:30:42 AM'. The third item is 'AD IG Ames, Seencer E02276933 Fall 2020 1 EXPL 1589' with activity 'Disciplinary Form' and created on '11-Oct-2019 09:30:09 AM'. The fourth item is 'AD GR Bull, Madeline E02272267 Winter 2020 1 SPCD MA-ED CSD' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:48:55 AM'. The fifth item is 'AD GR Allier, Sarah E01153549 Winter 2020 3 SPCD MA-ED CSD' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:46:51 AM'. The sixth item is 'AD GR Czuz, Joanne E02064264 Winter 2020 3 NUR MSN-HH GPCN' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:43:08 AM'. The seventh item is 'AD GR Morgan, Steven E02272088 Winter 2020 1 SPCD MA-ED CSD' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:38:21 AM'. The eighth item is 'AD GR Lynch, Shelby E01474043 Winter 2020 2 SPCD MA-ED CSD' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:34:51 AM'. The ninth item is 'AD IG Wilhelm, Peyton E02204850 Fall 2020 1 EET 1584' with activity 'Disciplinary Form' and created on '11-Oct-2019 09:33:04 AM'. The tenth item is 'AD GR Aerameva, Valshnavi E02272216 Fall 2020 3 ACTN MS-BU FNCE' with activity 'ProcessorDecoQueueGB' and created on '11-Oct-2019 09:31:31 AM'. Below the table, there's a 'Show Reserved Items' link and a pagination control showing '1 - 10 of 770' with 'First', 'Previous', 'Next', and 'Last' buttons, and a 'Go to page' dropdown.

Status	Organization	Workflow	Activity	Priority	Created	View Details
Ready	Root.Admissions	AD GR Kilian, Rebecca E01251935 Winter 2020 2 SPCD MA-ED CSD	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:37:39 AM	View Details
Ready	Root.Admissions	AD GR Olson, Mykenzie E01830836 Winter 2020 2 SPCD MA-ED CSD	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:30:42 AM	View Details
Ready	Root.Admissions	AD IG Ames, Seencer E02276933 Fall 2020 1 EXPL 1589	Disciplinary Form	Normal	11-Oct-2019 09:30:09 AM	View Details
Ready	Root.Admissions	AD GR Bull, Madeline E02272267 Winter 2020 1 SPCD MA-ED CSD	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:48:55 AM	View Details
Ready	Root.Admissions	AD GR Allier, Sarah E01153549 Winter 2020 3 SPCD MA-ED CSD	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:46:51 AM	View Details
Ready	Root.Admissions	AD GR Czuz, Joanne E02064264 Winter 2020 3 NUR MSN-HH GPCN	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:43:08 AM	View Details
Ready	Root.Admissions	AD GR Morgan, Steven E02272088 Winter 2020 1 SPCD MA-ED CSD	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:38:21 AM	View Details
Ready	Root.Admissions	AD GR Lynch, Shelby E01474043 Winter 2020 2 SPCD MA-ED CSD	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:34:51 AM	View Details
Ready	Root.Admissions	AD IG Wilhelm, Peyton E02204850 Fall 2020 1 EET 1584	Disciplinary Form	Normal	11-Oct-2019 09:33:04 AM	View Details
Ready	Root.Admissions	AD GR Aerameva, Valshnavi E02272216 Fall 2020 3 ACTN MS-BU FNCE	ProcessorDecoQueueGB	Normal	11-Oct-2019 09:31:31 AM	View Details

[Show Reserved Items](#)

1 - 10 of 770 First Previous Next Last Go to page: 1

Complete Work Item

Once click on a work item, fill out the recommendation form and click” Complete” to finish the form.

“Save & Close” button will save any changes on the form but will not complete the work item.

“Cancel” button will cancel your changes.

The old version of work flow has these 3 buttons on the bottom of the recommendation form while the new version has them on top right.

You can also click the “Worklist” link on top left of the page to go back to your worklist.

The screenshot shows the 'RecForm-W2' interface. At the top left, there is a 'Worklist' link highlighted with a red box. The main header is 'RecForm-W2'. Below it, there is a link 'Click here to View the Applicant's Xtender Document'. On the right side, there is a red box containing three buttons: 'Complete', 'Save & Close', and 'Cancel'. The form content includes 'Eastern Michigan University Graduate Admissions Recommendation Form - W2'. Under 'Applicant's Information', it lists: Applicant Name: Lakshmi Aruna Bathina, ID: E02274679, Term: 202020 - Winter 2020, App Nbr: 1, Department Code: VBE, Academic Department: Visual&Built Envrmt. School of, Program Code: MS-ET, Program Description: ET - Master of Science, Major Code: CNS, Major: Construction Management, Concentration: Master of Science. There is a 'Test Scores' table with columns for Date, Code, Score, and a section for 'For Admissions Office Use only' with fields for Admission Clerk, RCFM Date, Student Type, Admit Type, VISA, and INTL. The footer contains the copyright notice: © 1999-2018 Ellucian Company L.P. and its affiliates.

Date	Code	Score	Date	Code	Score	Date	Code	Score
24-AUG-19	IL01	5.0						
24-AUG-19	IL02	5.5						
24-AUG-19	IL03	5.0						
24-AUG-19	IL04	6.0						
24-AUG-19	IL05	5.5						

For Admissions Office Use only	
Admission Clerk: RCFM Date:	Student Type: Admit Type: VISA: INTL:
N/A 10/14/2019	N N2 F1 Y

Admit Letter Comment:

A large rectangular text area for entering the Admit Letter Comment.

Rec Form Correction:

* Does this Recform need correction(s):

No ▼

* Reason for correction:

A rectangular text area for entering the reason for correction.

Complete Save & Close Cancel

When you are at the bottom of the rec form, there is a “Top” button you can use to jump back to the top to complete/save/cancel.

comment:

Top

Navigating within Workflow

New workflow has collapsed menu but all menu items remain the same once expanded (most users won't have Administration option)

Home

User Profile

Administration

ellucian

Worklist

Worklist

Status	Organization	Workflow
	Root.Admissions	AD GR Wade, Tornquist E02273797 Winte Performing
	Root.Admissions	AD GR Wade, Tornquist E02273797 Fall 2 Performing
	Root.Admissions	AD GR Ma, Xin E01408284 Fall 2019 2 ENC Ready
	Root.Admissions	AD GR Joshi, Pooja E02059092 Fall 2019 2 Ready

Show Reserved Items

Home

Worklist

Workflow Status Search

Workflow Alerts

User Profile

My Processes

User Information

Change Password

Administration

Worklist

Organization

Root.Admissic

Root.Admissic

Root.Admissic

Root.Admissic

Root.Admissic

Root.Admissic

☰

Back to Main Menu

Home

Worklist

Workflow Status Search

Workflow Alerts

ellucian.

Worklist

Worklist

Status	Organization	Workflow
Root.Admissions		AD GR Wade, Tornquist E02273797 Winter 2020 Performing
Root.Admissions		AD GR Wade, Tornquist E02273797 Fall 2019 1 M Performing
Root.Admissions		AD GR Ma, Xin E01408284 Fall 2019 2 ENGT MS-T Ready
Root.Admissions		AD GR Joshi, Pooja E02059092 Fall 2019 2 PGBA I Ready

[Show Reserved Items](#)

Home

Worklist

Workflow Status Search

Workflow Alerts

Worklist

Organization

Wo

Root.Admissions

AC

R

Show Reserved Work Item

The screenshot shows the ellucian Worklist interface. The top navigation bar includes the ellucian logo, a Logoff button, and a Help button. The main header area displays 'Worklist' and an 'Advanced Search' field. The table below lists work items with columns for Status, Organization, Workflow, Activity, Priority, Created, and View Details. The first four items are highlighted in blue. A red box highlights the 'Show Reserved Items' link at the bottom left of the table. The pagination bar at the bottom indicates '1 - 4 of 4' items.

Status	Organization	Workflow	Activity	Priority	Created	View Details
Performing	Root.Admissions	AD GR Wade, Termsulist E02273797 Winter 2020 5 MU5D MM-AS MUED	GradSchoolReviewQueue	Normal	09-Sep-2019 09:45:17 AM	
Performing	Root.Admissions	AD GR Wade, Termsulist E02273797 Fall 2019 1 MATH MS-AS MTH	GradCoordGRReformReview	Normal	09-Sep-2019 09:34:29 AM	
Ready	Root.Admissions	AD GR Ma, Xin E01408284 Fall 2019 2 ENGT MS-TC OULM	IntGRPrepRcm	Normal	16-May-2019 11:31:14 AM	
Ready	Root.Admissions	AD GR Joshi, Pooja E02059092 Fall 2019 2 PGBA MBA-BU IS	IntGRPrepRcm	Normal	16-May-2019 11:31:11 AM	

[Show Reserved Items](#)

1 - 4 of 4 | First | Previous | Next | Last | Go to page: 1

The screenshot shows the ellucian Worklist interface. The top navigation bar includes the ellucian logo, a Logoff button, and a Help button. The main header area displays 'Worklist' and an 'Advanced Search' field. The table below lists work items with columns for Organization, Workflow, Activity, Priority, Created, and View Details. The first four items are highlighted in blue. A red box highlights the 'Show Reserved Items' link at the bottom right of the table. The pagination bar at the bottom indicates '1 - 10 of 239' items.

Organization	Workflow	Activity	Priority	Created	View Details
Root.Admissions	AD GR Kilian, Rebecca E01251935 Winter 2020 2 SPCD MA-ED CSD	ProcessorDecnQueueGR	Normal	11-Oct-2019 09:57:39 AM	
Root.Admissions	AD GR Olson, Mykenzie E01830836 Winter 2020 2 SPCD MA-ED CSD	ProcessorDecnQueueGR	Normal	11-Oct-2019 09:50:42 AM	
Root.Admissions	AD UG Ames, Spencer E02276933 Fall 2020 1 EXPL 1589	Disciplinary Form	Normal	11-Oct-2019 09:50:09 AM	
Root.Admissions	AD GR Bull, Madelaine E02272267 Winter 2020 1 SPCD MA-ED CSD	ProcessorDecnQueueGR	Normal	11-Oct-2019 09:48:55 AM	
Root.Admissions	AD GR Alber, Sarah E01153549 Winter 2020 3 SPCD MA-ED CSD	ProcessorDecnQueueGR	Normal	11-Oct-2019 09:46:51 AM	
Root.Admissions	AD GR Cruz, Joanne E02064264 Winter 2020 3 NUR MSN-HH GPCN	ProcessorGRRcmPrep	Normal	11-Oct-2019 09:43:08 AM	
Root.Admissions	AD GR Morgan, Steven E02272088 Winter 2020 1 SPCD MA-ED CSD	ProcessorDecnQueueGR	Normal	11-Oct-2019 09:38:21 AM	
Root.Admissions	AD GR Lynch, Shelby E01474043 Winter 2020 2 SPCD MA-ED CSD	ProcessorDecnQueueGR	Normal	11-Oct-2019 09:34:51 AM	
Root.Admissions	AD UG Wilhelm, Peyton E02204850 Fall 2020 1 EET 1584	Disciplinary Form	Normal	11-Oct-2019 09:33:04 AM	
Root.Admissions	AD GR Aprameya, Vaishnavi E02272216 Fall 2020 3 ACFN MS-BU FNCE	ProcessorGRRcmPrep	Normal	11-Oct-2019 09:31:31 AM	

[Show Reserved Items](#)

1 - 10 of 239 | First | Previous | Next | Last | Go to page: 1

Release Reserved Work Item

Click the magnifying glass icon then click release on the next page

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LogoffHelp

Worklist

Advanced SearchWorkflow Specifics Name

Status	Organization	Workflow	Activity	Priority	Created	View Details
	Root-Admissions	AD GR Wade_Tornquist E02273797 Winter 2020 5 MUUSD MM-AS MUED Performing	GradSchoolReviewQueue	Normal	09-Sep-2019 09:45:17 AM	
	Root-Admissions	AD GR Wade_Tornquist E02273797 Fall 2019 1 MATH M5-AS MTH Performing	GradCoordGRReformReview	Normal	09-Sep-2019 09:34:29 AM	
	Root-Admissions	AD GR Ma_Xin E01406284 Fall 2019 2 ENGT M5-TC OULM Ready	IntGRPrepRctm	Normal	16-May-2019 11:31:14 AM	
	Root-Admissions	AD GR Joshi_Pooja E02059092 Fall 2019 2 PGBA MBA-BU JS Ready	IntGRPrepRctm	Normal	16-May-2019 11:31:11 AM	

[Show Reserved Items](#)

1 - 4 of 4FirstPreviousNextLastGo to page:

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LogoffHelp

WorklistWork Item Details

Work Item Details

Organization: Root-Admissions

Workflow Name: [AD GR Wade_Tornquist E02273797 Winter 2020 5 MUUSD MM-AS MUED](#)

Activity Name: GradSchoolReviewQueue

Created Date: 09-Sep-2019 09:45:17 AM

Priority:

Normal

Status: Performing

StartReserveCompleteSkipReleaseStatusStop Workflow Request

[Workflow Attachments](#)NotesMetricsDetailsProxy

Attach File