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#### **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

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### Complete Work Item

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

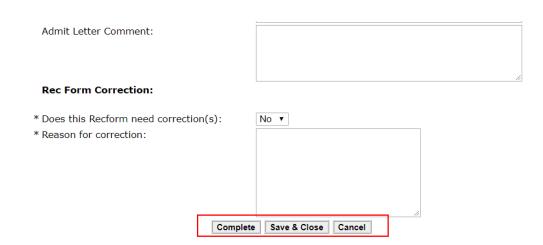
"Save & Close" button will save any changes on the form but will not complete the work item.

"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.

Worklist RecForm-W2	
RecForm-W2	
Click here to View the Applicant's Xtender Document	🗸 Complete 🔞 Save & Close 📡 Cancel
Eastern Michigan University Graduate Admissions Recommendation Form - W2	
Applicant's Information Applicant Name: Lakshmi Aruna Bathina Term: 202020 - Winter 2020 App Nbr: 1	
Department Code: VBE of of Department Code: VBE of Program Code: MS-ET Program Description: ET-Master of Science Major: Code: CNS Major: Construction Management Concentration: Degree: Waster of Science	
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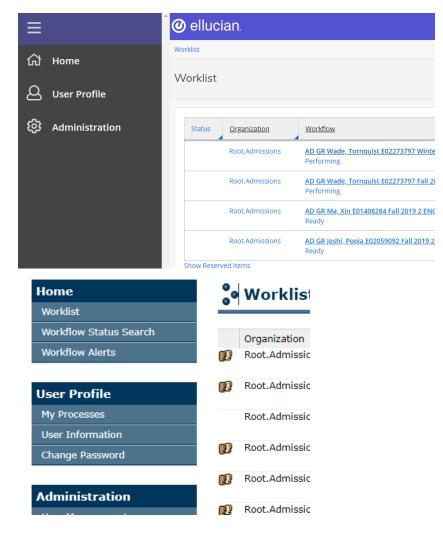


When you are at the bottom of the rec form, there is a "Top" button you can use to jump back to the top to complete/save/cancel.

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#### Navigating within Workflow

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



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	Show Reserved Items

# Home

<u>Worklist</u>

Workflow Status Search

Workflow Alerts



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## Show Reserved Work Item

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 AD UG Wilhelm, Peyton E02204850 Fall 2020 1 EET 1584 Ready
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 AD GR Aprameya, Vaishnavi E02272216 Fall 2020 3 ACFN MS-BU FNCE Ready
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Show Reserved Items

## Release Reserved Work Item

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

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