

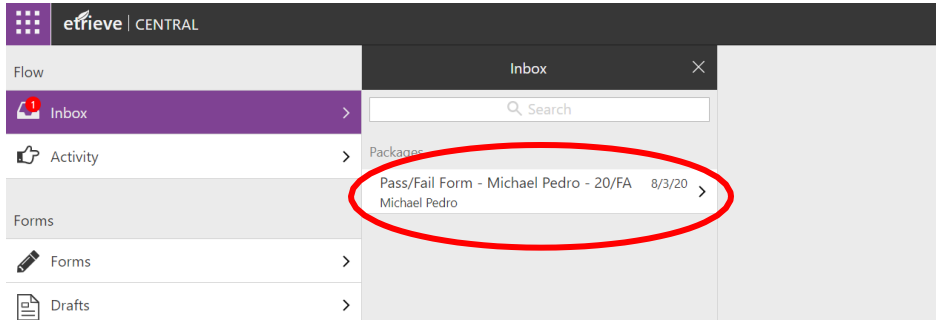
Approving Electronic Forms through Etrieve

When a student completes an electronic form that requires approval, each required approver will receive an email informing them that they need to take action on a form. Click on the link provided to get to Etrieve (edocs.naz.edu).

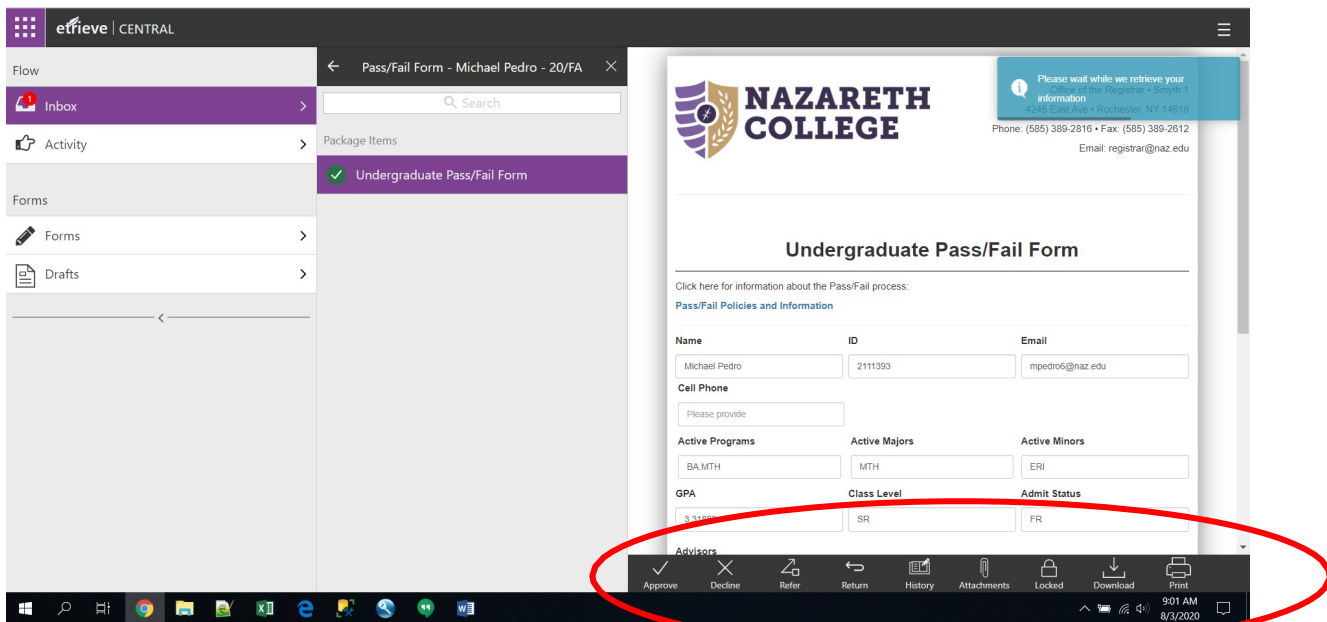
Log in to Etrieve with your Nazareth username and password.

Go to your e-docs Inbox.

Here is a sample of a Pass/Fail form in the Inbox. Click on it to open it.



Review the form and select the appropriate action from the bottom options:



Approve – Approves the form/request, and routes it to the Registrar’s Office (in this case)

Decline – Declines the form/request. It will then be routed to the form owner (Reg. Office in this case) for a final decline.

Refer – Allows the instructor/advisor to route the form to another person for review/comment. Referred actors don’t replace approvers, so the form will come back to the instructor/advisor after the referred actor is done with it.

History – View the history of the petition. Comments can be added/reviewed here.

Attachments – Reviewers can attach supporting documents.

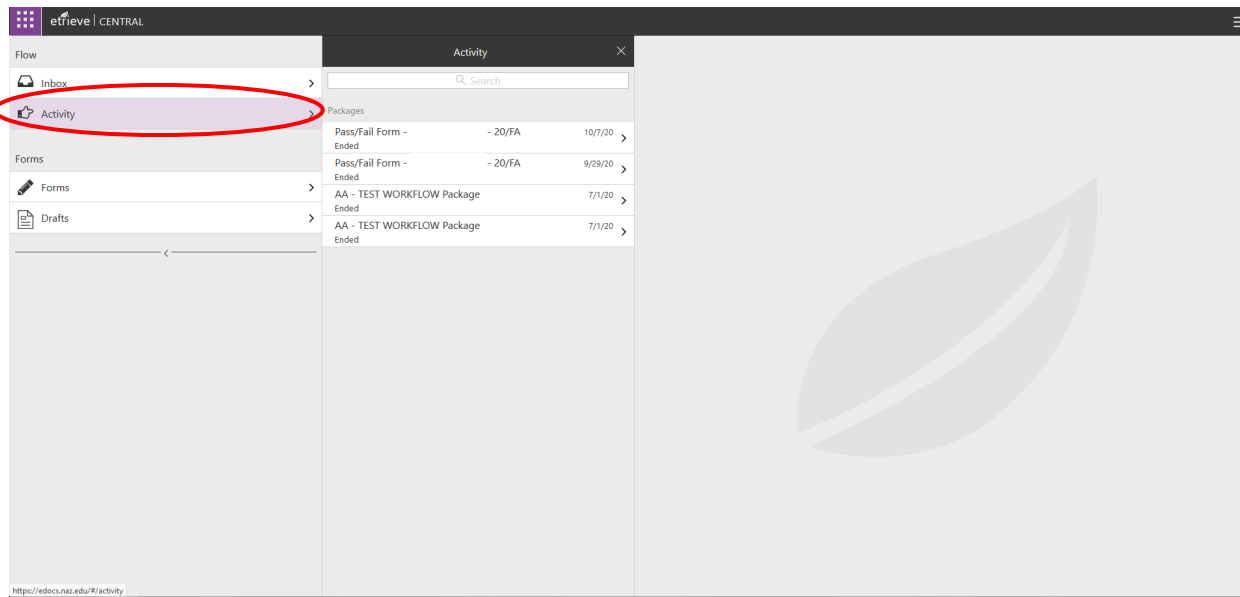
Locked – Indicates that the values on the petition cannot be changed

Download – Can download a PDF copy of the form

Print – Can print a copy of the form

Reviewing the Status of Electronic Forms in Etrieve

To check the status of form, click Activity and then select the form you want to check from the list that appears.



When you have selected a form, a History box appear, which you can scroll through to review that status of the form. Forms that have been approved TEST by Alicia Collins in the Registrar's Office and show "Workflow Ended" have been fully processed.

