



User Guide for completing the Dean Review of Department Head responses in PAWS - Last Updated: July 2012

As each department head completes their month end review task in PAWS, a Dean Confirmation task will be created within workflow so that the dean may review all department heads' month end responses. An email will be sent to the Dean to notify them when the department head has completed their review task. **Please note that if a proxy has been specified, the proxy will NOT receive email notification that the confirmation task is ready to complete.**

To complete the confirmation task, please perform the following steps:

Step	Action															
1.	Log into PAWS – http://paws.usask.ca/ .															
2.	Click on the Admin Services tab and locate the “Workflow Worklist” channel.															
3.	<p>In this channel, you should see a link reading “Month End Review for” including the month and the org code of the department you are reviewing the task for. Check that the activity type is “Dean Confirmation”.</p> <div data-bbox="261 940 1430 1262" style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Organization</th> <th style="text-align: left;">Workflow Name</th> <th style="text-align: left;">Activity</th> <th style="text-align: left;">Created</th> <th style="text-align: left;">Details</th> </tr> </thead> <tbody> <tr> <td>Root.Finance</td> <td>Month End Review for May - 5XXX - Test Orgn - JLB721 Ready</td> <td>Month End Review</td> <td>10-Jul-2012 11:03:53 AM</td> <td></td> </tr> <tr> <td>Root.Finance</td> <td>Month End Review for May - 3XXX - Test Orgn - JLB721</td> <td>Dean Confirmation</td> <td>10-Jul-2012 09:47:56 AM</td> <td></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"> Refresh Show Entire Worklist Open Workflow </p> </div> <p>Click the link to access the confirmation task. You may see more than one task listed. If you do not see any tasks listed, then the department heads in your area have not yet completed their review.</p>	Organization	Workflow Name	Activity	Created	Details	Root.Finance	Month End Review for May - 5XXX - Test Orgn - JLB721 Ready	Month End Review	10-Jul-2012 11:03:53 AM		Root.Finance	Month End Review for May - 3XXX - Test Orgn - JLB721	Dean Confirmation	10-Jul-2012 09:47:56 AM	
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4.	<p>You will now see the department head’s response to their Month End review questions.</p> <div data-bbox="261 1440 1419 1938" style="border: 1px solid #ccc; padding: 10px;"> <p>Month End Review Results of 3XXX - Test Orgn for May</p> <p>The month end statements have been reviewed: Yes</p> <p>The month end statements have been found to be reasonable: Yes</p> <p>Prior month end followup has been completed: Yes</p> <p>Notes: <input style="width: 100%;" type="text" value="N/A"/></p> <p>* I have reviewed the results from the department and have found them to be reasonable:</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No (Require more information from the Department Head) </p> <p>* Review Notes: <input style="width: 100%;" type="text"/></p> <p style="font-size: small;">Notes will be displayed to the Department Head only if more information is requested.</p> <p style="text-align: center;"> <input type="button" value="Complete"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/> </p> </div>															



	<p>Please answer the question “I have reviewed the results from the department and found them to be reasonable” by clicking the appropriate radio button (required). If you require additional information from the department head, select “No” and add your request/comments in the “Review Notes” area. When you complete the workflow, the task will be sent back to the department head and they will be able to see the notes you have made, and they will be able add to or edit their responses to address your reply.</p> <p>If you are satisfied with the department head’s responses, select “Yes” and enter any additional information or N/A if you have nothing to add. These notes will not be sent back to the department head upon your completion of the task. **Notes are mandatory, if you do not have any additional information for review, please enter N/A in the notes area.**</p>
5.	<div style="text-align: center;"> <input type="button" value="Complete"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/> </div> <p>To submit your answers click the <u>Complete</u> button. No further changes can be made and your answers will be recorded. This will remove the task from your Workflow Worklist as it is now complete.</p> <p>To save any work in progress for completion at a later time, click the <u>Save & Close</u> button.</p> <p>To quit the task, click the <u>Cancel</u> button. Your work will not be saved.</p>
6.	<p>Log out of PAWS if desired.</p>

Questions? (e) unifisupport@usask.ca or (p) 966-8783