

# OnBase User Guide for Executive Deans: Academic Development Agreements

This guide is a resource to help you complete the electronic application form for Pathway to Permanency in the OnBase system. Information regarding the procedure, and guidance on the content of the form, can be found [here](#).

OnBase is a web based system that you access via this link (you can add this address to your favourites in your browser by using the star icon in your browser):

<https://onbase.essex.ac.uk/AppNetEP3/Login.aspx>

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# Connecting to OnBase

To access OnBase you need to either:

- Log on to your University of Essex desktop on your computer at the University, or
- Connect to the University via VPN

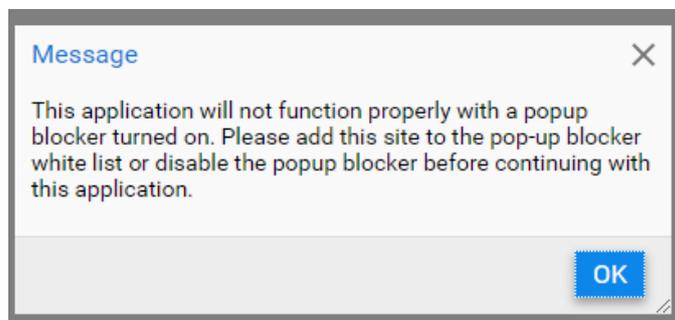
This is because OnBase is inside the University's firewall.

If you need to arrange a VPN connection to the University, the instructions from IT about what you need to do are [here](#)

For full functionality of OnBase you need to use Microsoft Edge or Google Chrome, or Firefox or Safari for MAC users, other browsers may provide reduced functionality and stop you from being able to edit the Agreement. If either Microsoft Edge, Google Chrome, Firefox or Safari are not your default browser, copy link above and paste into Microsoft Edge, Google Chrome, Firefox or Safari to open it.

Please ensure when you have finished working in OnBase, that you close your browser or the tab for OnBase.

You may get this message when you try to log on for the first time.

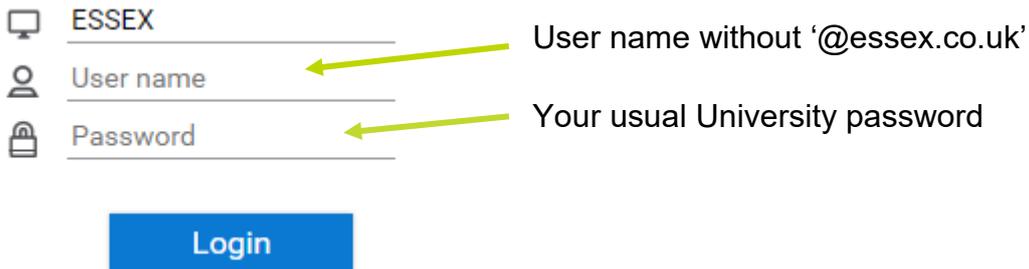


If you do, please follow the instructions in the Appendices, at the end of this guide:

- [Appendix 1 for Google Chrome](#) (Page 11) – Adding the OnBase site to your white list
- [Appendix 2 for Microsoft Edge](#) (Page 13) – Disabling the pop-up blocker for the OnBase site

# Reviewing an agreement at the Initial Stage & logging in to OnBase

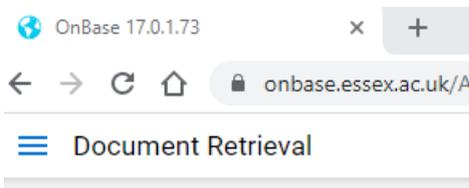
1. When a Head of Department submits a Pathway to Permanency Academic's new Academic Development Agreement for you to review, you will receive an email.
2. To view the Agreement, log in to OnBase. You log in to OnBase by using your normal University of Essex user details, you don't need to use the '@essex.ac.uk' part of your user name and your password is your University of Essex password.



The screenshot shows a login form with three input fields and a 'Login' button. The first field is labeled 'ESSEX' and has a yellow arrow pointing to it with the text 'User name without '@essex.co.uk''. The second field is labeled 'User name' and has a yellow arrow pointing to it with the text 'Your usual University password'. The third field is labeled 'Password' and has a yellow arrow pointing to it with the text 'Your usual University password'. Below the fields is a blue 'Login' button.

- Please note. While you may be able to log into Onbase using your full username (i.e. with the '@essex.co.uk'), you will not be able to perform workflow actions on documents in your queue in your, e.g. submit the agreement to ASC.

3. When OnBase opens you will see a screen with 3 bars in the top left hand corner with either 'Document Retrieval' next to it



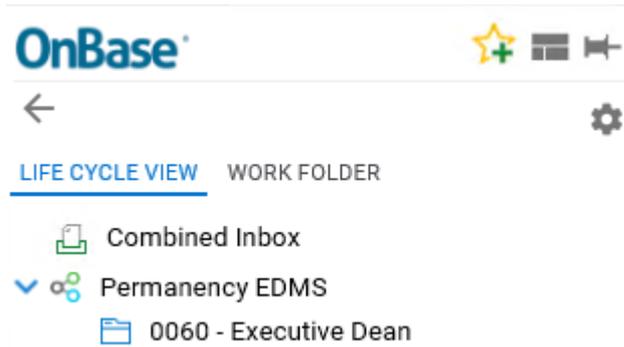
Or 3 bars with 'Custom Queries' next to it

 Custom Queries

4. By clicking on the 3 bars the following a menu of options will appear, select 'Open Workflow' by clicking on it

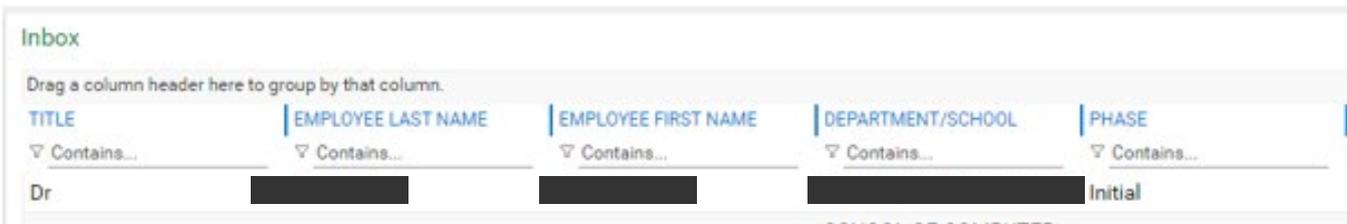


5. You will then see the 'Life Cycle View'. By selecting the arrow next to the 'Permanency EDMS' heading, on the left hand side of the screen under 'Combined Inbox', your queue will appear. Queue is the name used to describe the Academic Development Agreements waiting for your consideration.



6. To view the agreements, select the queue by clicking on it.  0060 - Executive Dean

Your Inbox will open and the agreements will be displayed at the top of the main screen in a list as shown below (the name in this example has been blanked out):

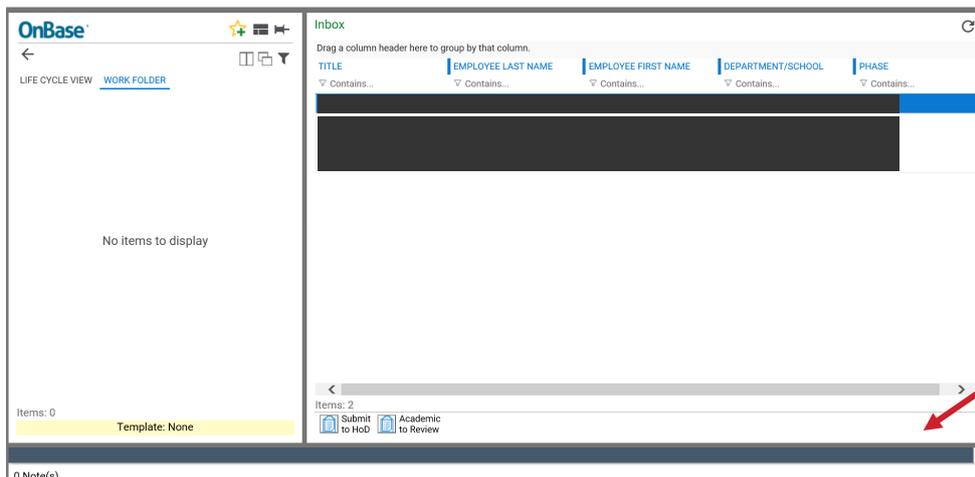


Select the agreement you want to view, by clicking on it, and the form will open below the Inbox. The Targets and Performance Indicators are for the full 3 years of the Pathway to Permanency period.

If you are unable to see the agreement below your inbox and what you see looks something like the image below, then move your mouse to the bottom of the screen as illustrated by the red arrow and the area will highlight in yellow and your cursor will look like this.



By dragging upwards with your mouse, the agreement will be displayed.



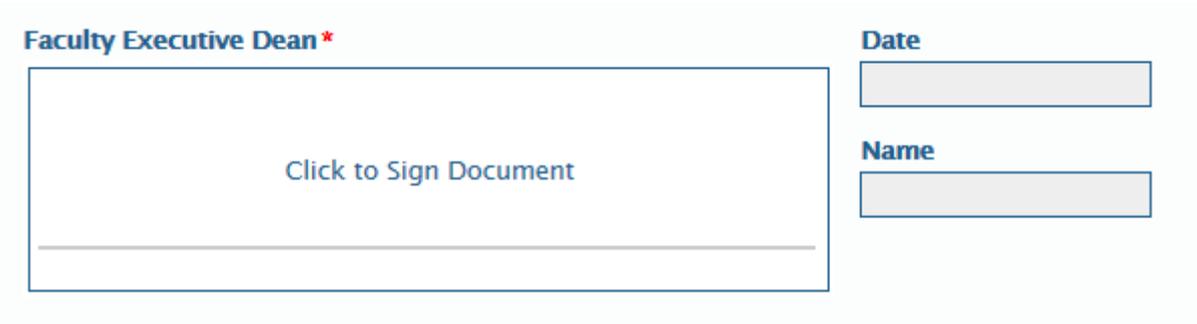
If you would like to view the contents of the Agreement in a larger format, you can create a PDF of the Agreement as explained at [Appendix 3](#) on page 13.

7. When you have accessed your queue for the first time you can set your queue as a favourite in OnBase, so in future when you have logged in you can go straight to your queue without having to follow the navigation in points 3 to 6. Details of how to do this can be found at [Appendix 4](#) page 14.

## 8. **Approval**

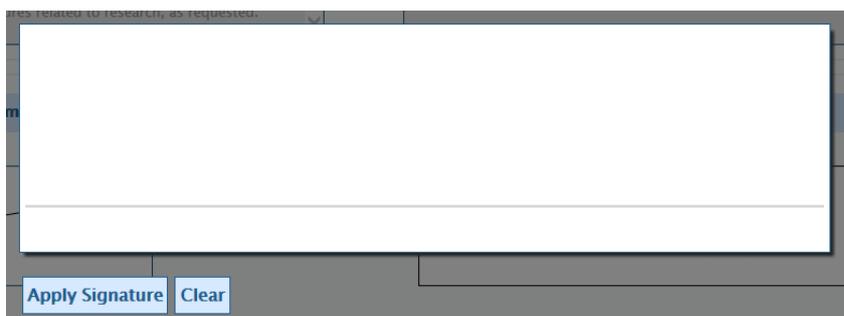
To approve and submit to Academic Staffing Committee for approval, on forms with a signature box:

- Sign the form at the bottom of the screen, by clicking inside the Faculty Executive Dean box.



The screenshot shows a form section for the Faculty Executive Dean. On the left, there is a large rectangular box with a blue border and the text "Click to Sign Document" centered inside. Above this box is the label "Faculty Executive Dean" in blue with a red asterisk. To the right of the box are two input fields: "Date" and "Name", both with blue borders and light gray backgrounds.

- To apply the signature to the form select the Apply Signature button that has appeared under your signature – your name and date will automatically pre-populate now.



The screenshot shows a signature box with a blue border. Below the box are two buttons: "Apply Signature" and "Clear". The "Apply Signature" button is highlighted with a blue background.

- Select the 'Save' button at the bottom of the form.



- Select the 'Approved by ED' button which is at the bottom of your Inbox.



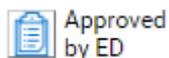
- An email will automatically be sent to the Academic Staffing Committee and People & Culture to inform them the form is ready for review.

9. Forms created after June 2023 do not have a signature box. To approve and submit to the Academic Staffing Committee for approval:

- Select the 'Save' button at the bottom of the form.



- Select the 'Approved by ED' button which is at the bottom of your Inbox.

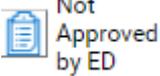


- An email will automatically be sent to the Academic Staffing Committee and People & Culture to inform them the form is ready for review.

10. If the Academic Staffing Committee Chair approves the Agreement, an email will be sent to you, the Academic, their Adviser and Head of Department, with their decision. The form will then go back to the Academic for them to continue the process.

### 11. **Revisions Needed**

If you decide the form needs revisions, return the form to the Academic for the amendments to be made:

- Select the 'Not Approved by ED' button at the bottom of your Inbox. 
- An email will be automatically sent to the Academic, their Adviser and Head of Department to inform them the Agreement needs revisions.
- Discuss the revisions you feel necessary with the Head of Department who will advise the Academic.

12. When the Academic makes the revisions and their Head of Department approve, they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 3 to 6, or select your queue in favourites, to access the agreement and review again. Then follow the process at either point 8 (approve) or 10 (further revisions needed).

### 13. **Academic Staffing Committee Requests Revisions**

If the Academic Staffing Committee returns the form to the Academic for further revisions, you, the Head of Department, the Academic and their Adviser will be notified by email.

The email to you and the Head of Department will include the notes made by Academic Staffing Committee explaining the revisions they have requested. The email to the Academic and their Adviser will not include these notes.

The Head of Department will then discuss the revisions needed with the Academic and their Adviser.

14. When the Academic has made the revisions, their Agreement will be resubmitted directly to the Academic Staffing Committee Chair. If they approve the agreement, an email will be sent to you, the Academic, their Adviser and Executive Dean, with their decision. The form will then go back to the Academic for them to continue the process.

15. **Academic Staffing Chair Requests Revisions**

If the Academic Staffing Committee Chair does not approve the agreement, the form will be returned to the Academic. You, the Academic, their Adviser and Head of Department will be notified by email.

The email to you and the Head of Department will include the notes made by the Academic Staffing Committee Chair explaining the revisions they have requested. The email to the Academic and their Adviser will not include these notes.

The Head of Department will then discuss the revisions needed with the Academic and their Adviser.

16. The Academic then makes the revisions and resubmits their Agreement directly to the Academic Staffing Committee Chair. If they approve the agreement, an email will be sent to you, the Academic, their Adviser and Head of Department, with their decision. The form will then go back to the Academic for them to continue the process.

# Reviewing an agreement at the Interim Stage

1. When the Head of Department submits an Interim agreement for review, you will receive an email.
2. To access the agreement you should follow the same process as at the initial stage (see points 3 to 6 on pages 3 and 4) or select your queue from your Favourites in OnBase.
3. The Academic will have updated their progress on each target in the 'Progress on Targets' boxes beside each Performance Indicator and Target.

The screenshot shows a table with three columns. The first column is labeled 'Targets Agreed\*' and is redacted with a black box. The second column is labeled 'Performance Indicator\*' and is also redacted with a black box. The third column is labeled 'Progress on Targets (18 months)\*' and is empty. A yellow arrow points from the top right of the second column to the top left of the third column.

4. The Academic Adviser and the HoD will have added completed in the commentary boxes under each section of the agreement (Educations, Research & Leadership).
5. To approve, and submit to ASC for review:
  - Select the 'Approved by ED' button which is at the bottom of your Inbox  Approved by ED
  - On forms with a signature box, there is no requirement to sign or save the form at this stage.
  - An email is automatically be sent to ASC to inform them the Agreement is ready for them to review.
6. If you decide the form needs revisions, return the form to the Academic for the amendments to be made:
  - Select the 'Not Approved by ED' button at the bottom of your Inbox.  Not Approved by ED
  - An email is automatically be sent to the Academic, their Adviser and Head of Department to inform them the form needs revisions.
  - Discuss the revisions you feel are necessary with the Head of Department who will discuss with the Academic.
7. When the Academic makes the amendments and their HoD approves, they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 2 to 7 or 8 again.

8. The form now follows the same process it did in the initial stage. (See from point 12 on page 6).

## Reviewing an agreement at the Final Stage

1. When the Head of Department submits a Final agreement for review, you will receive an email.
2. To access the agreement you should follow the same process as at the initial stage (see points 3 to 6 on pages 3 and 4) or select your queue from your Favourites in OnBase.
3. At this stage there are 2 tabs that for the agreement

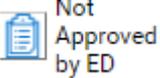


You need to review the information on both tabs of the agreement.

4. On the Permanency and Promotion tab the Academic will have updated their progress on each target in the 'Final Outcome by end of probation period' boxes beside each Performance Indicator and Target.

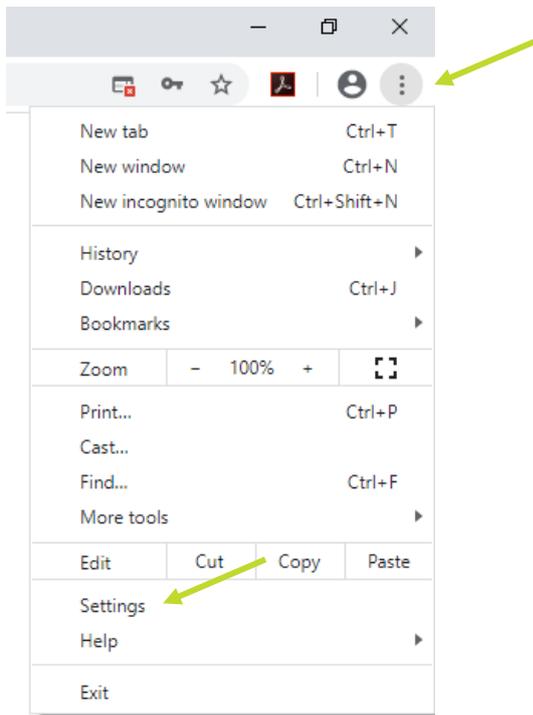


5. The Academic Adviser and the HoD will have added completed in the commentary boxes under each section of the agreement (Educations, Research & Leadership).
6. On the Annual Review tab the Academic will have added additional information and the HoD will have made further comments.
7. To approve, and submit to ASC for review:
  - Select the 'Approved by ED' button which is at the bottom of your Inbox  Approved by ED
  - On forms with a signature box, there is no requirement to sign or save the form at this stage.
  - An email is automatically be sent to ASC to inform them the Agreement is ready for them to review

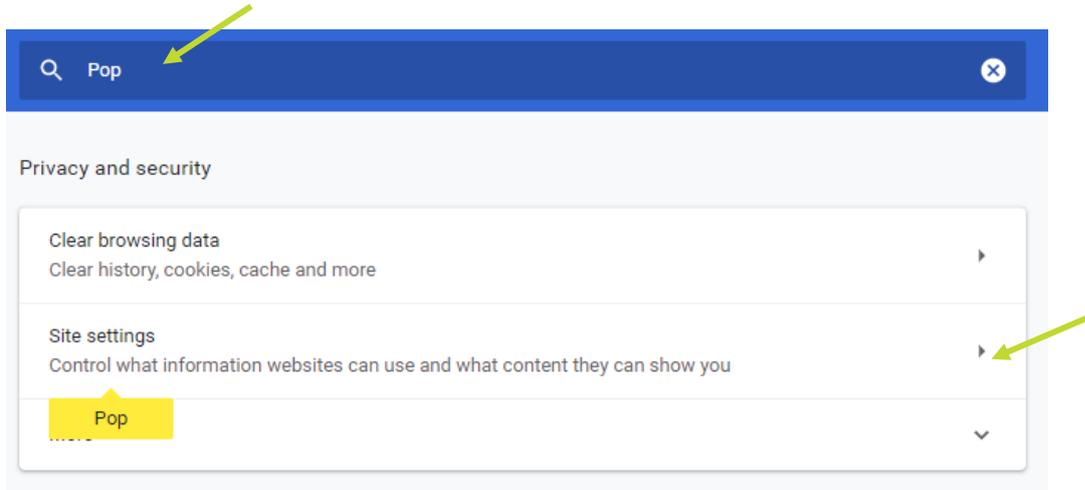
8. If you decide the form needs revisions, return the form to the Academic for the amendments to be made:
- Select the 'Not Approved by ED' button at the bottom of your Inbox.  Not Approved by ED
  - An email is automatically be sent to the Academic, their Adviser and Head of Department to inform them the form needs revisions.
  - Discuss the revisions you feel are necessary with the Head of Department who will discuss with the Academic.
9. When the Academic makes the amendments and their HoD approves, they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 2 to 7 or 8 again.
10. The form now follows the same process it did in the initial stage. (See from point 12 on page 6).

# Appendix 1 – Adding OnBase to your Google Chrome Whitelist

1. OK the message telling you to add the site to your white list
2. Click on the 3 dots in the top right hand corner of the screen and select Settings from the drop down menu that appears

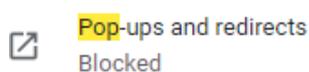


3. Type Pop into the search section at the top of the screen and the following options will appear

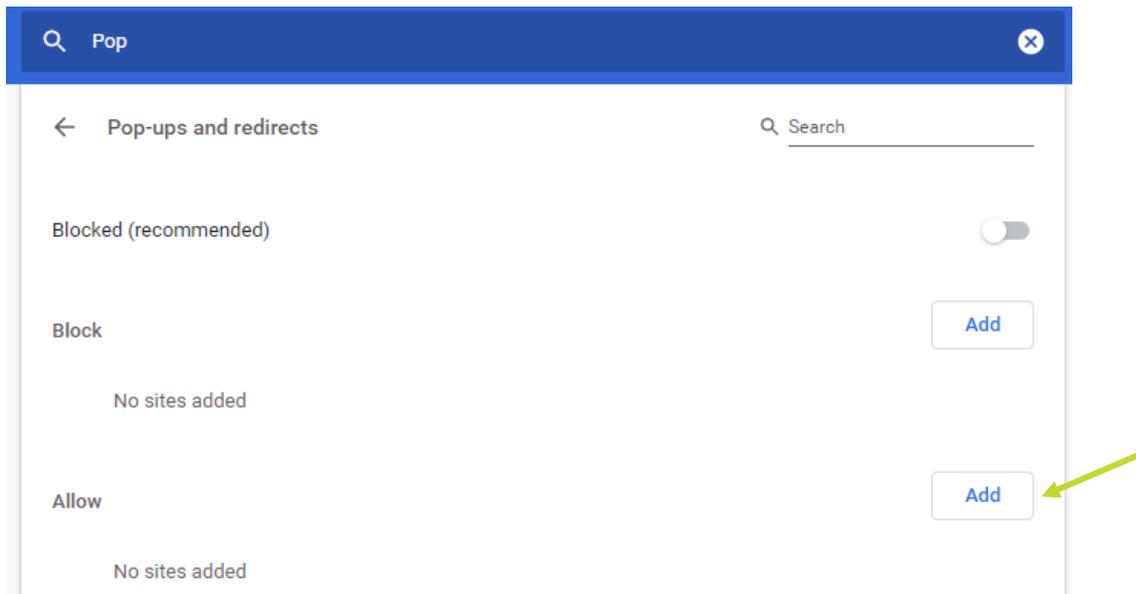


You need to click on the arrow next to the 2<sup>nd</sup> option – site settings

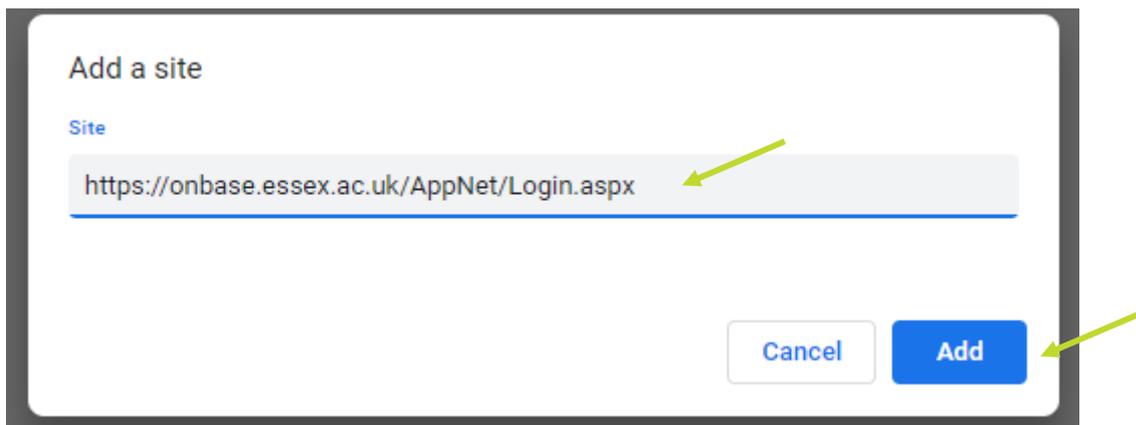
4. Then click the arrow next to Pop-ups and redirects



5. On the following screen click on the Add button in the 'Allow' section.



6. Then copy and paste (or type) the web link into the box as shown below and click on Add



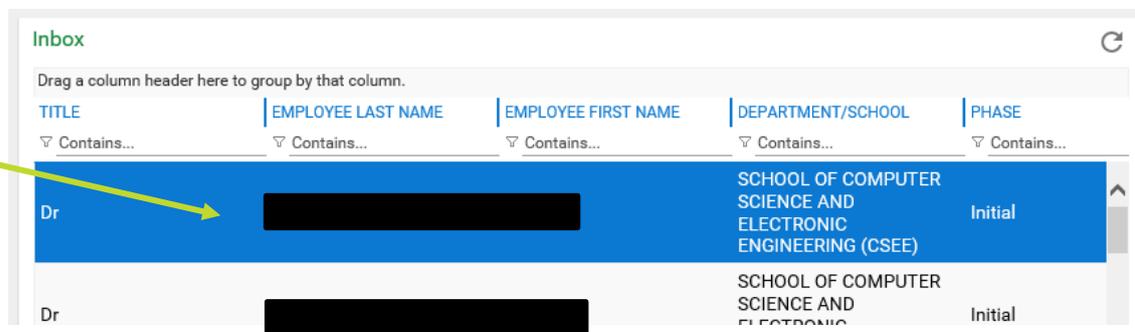
7. Then close the Settings screen and you will now be able to log in to OnBase.
8. Once the site is added to your white list you will not need to follow this process again.

## Appendix 2 – Disabling the pop-up blocker in Microsoft Edge

1. Open Microsoft Edge, select Menu (3 dots icon on top right corner of the browser) > Settings > Site permissions.
2. Select "Pop-ups and redirects".
3. Turn on "Block" to block pop-ups and turn off to allow pop-ups.

## Appendix 3 – Creating a PDF of an agreement

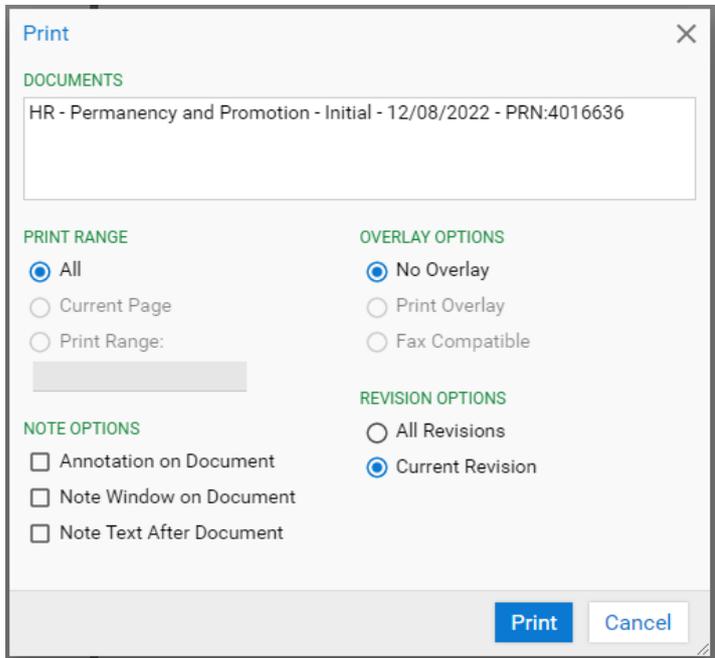
Right click the agreement you want to create a PDF in the inbox.



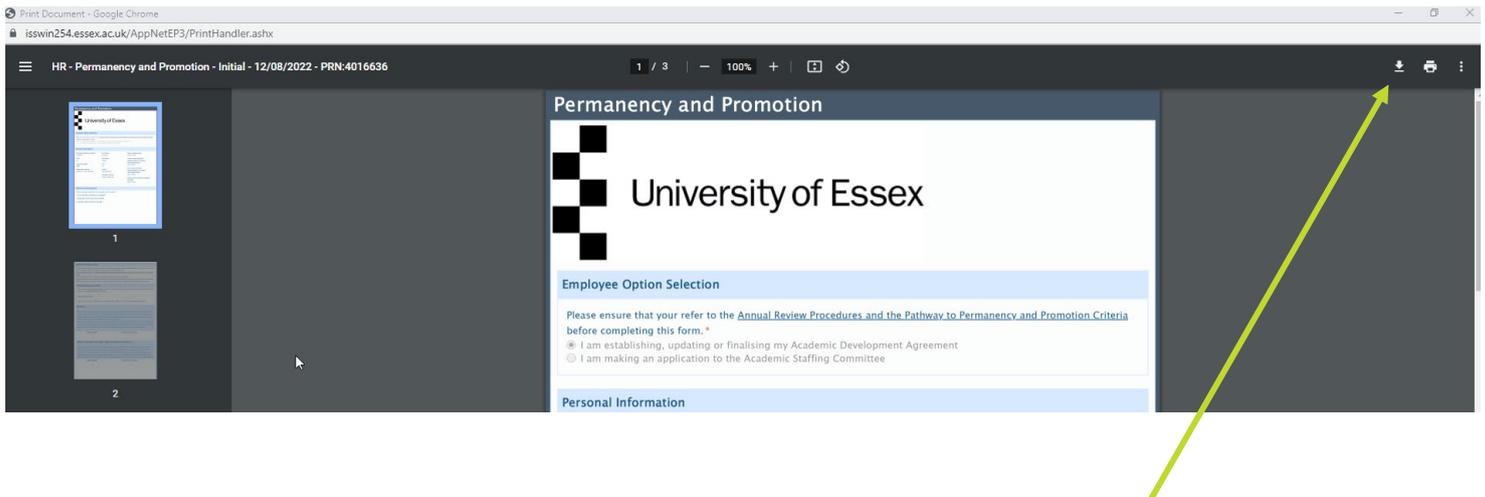
Select print from the menu displayed, as illustrated below, and you will get a menu with the option to print



You will then get the screen on the next page



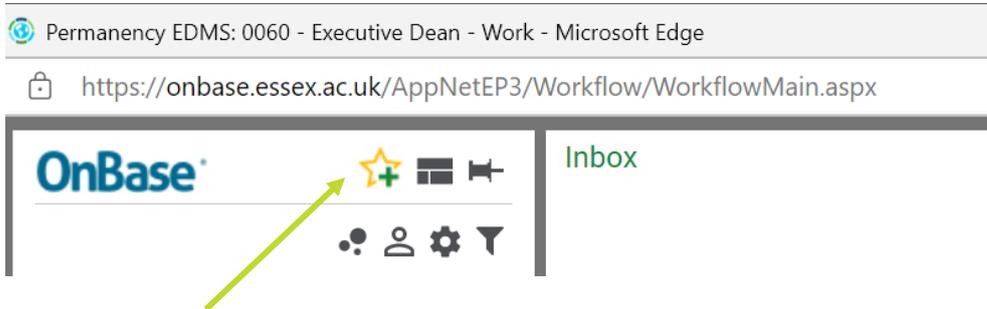
Select print (it may spin for a while) before this screen opens up:



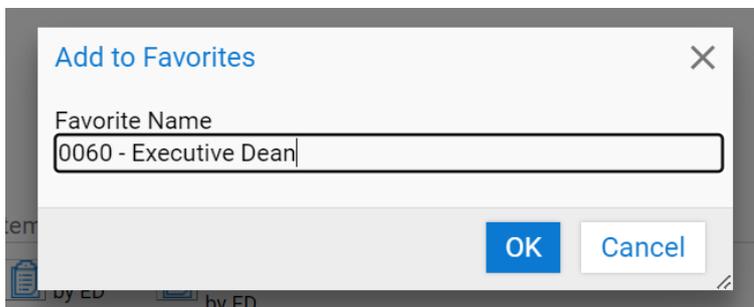
Select the download button in top right corner of the screen and you can then save the document.

# Appendix 4 - Adding your queue to your favourites in Onbase

When you have accessed your queue you will see the following in the top left corner of the screen:

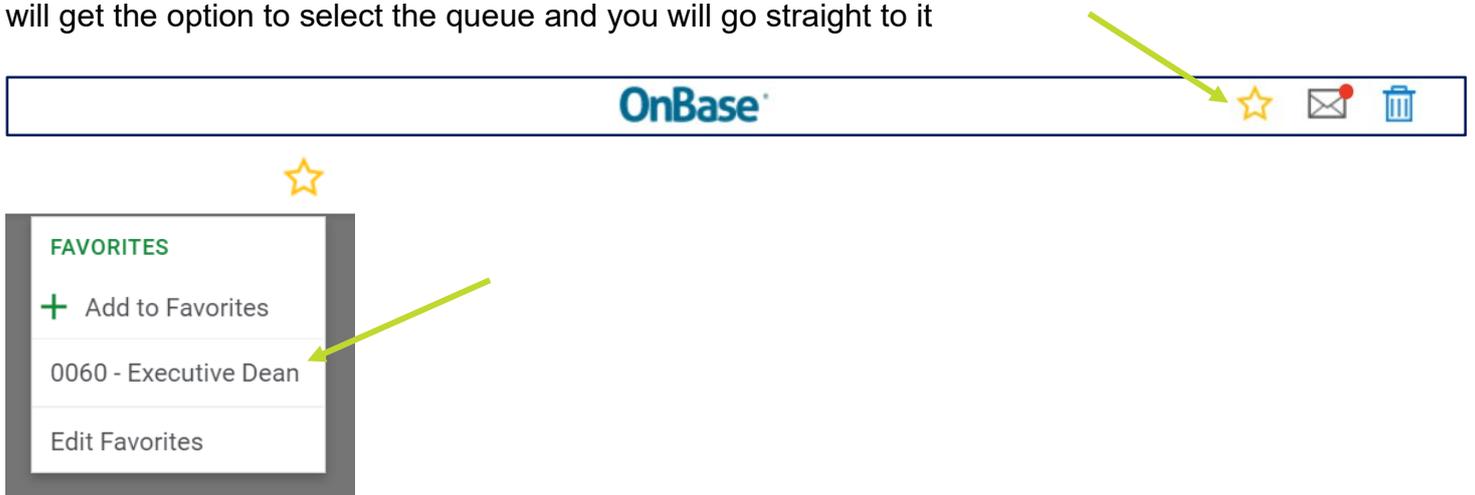


By clicking on the star with a plus in it, the following pop up will be displayed



Click OK

Next time you log into Onbase, click on the yellow star in the menu bar at the top of the screen and you will get the option to select the queue and you will go straight to it



# Appendix 5 – P2P OnBase Process Summary

## New Academic

- 
- 2 weeks after the new academic starts they receive a link via email to their pre-populated agreement ready for them to start working on.
  - The link will also be available via HR Organiser
  - The agreement can be saved and recalled once started
  - Once ready for review the academic sends the form electronically to the academic advisor

## Academic Advisor

- 
- The Academic Advisor receives the form for review and to aid discussions around objective settings.
  - If revisions are required the academic advisor returns the form through Onbase to the academic to make the amendments to the agreement
  - If no revisions are required the academic advisor forwards the agreement to the HOD

## HOD

- 
- The HoD receives the agreement for review via Onbase
  - The HOD then reviews the agreement and uses the agreement to inform discussions between the Academic Advisor and the new academic.
  - If revisions are required the HOD returns the form through Onbase to the academic to make the amendments to the agreement
  - If no revisions are required the HOD forwards the agreement to the Executive Dean

## The Executive Dean

- 
- The Executive Dean receives the agreement for review via Onbase
  - The Executive Dean then reviews the agreement and uses the agreement to inform discussions between HOD and the academic advisor and the academic
  - If revisions are required the HOD returns the form through Onbase to the academic to make the amendments to the agreement

- 
- If no revisions are required the Executive Dean forwards the agreement to ASC

## **ASC**

- 
- ASC receive a link to the individual agreement which they can open outside of Onbase to preview prior to the ASC meeting or during the meeting.
  - ASC review the agreement and either approve, agree to extend or reject the agreement for further work before being presented to ASC via Chairs action.

## **ASC Secretary**

- ASC secretary will record the decision of the ASC via Onbase.
- If approved the ASC secretary will approve via Onbase and the agreement is moved to the next approval stage and returns to the academic to continue work on the agreement. If the agreement is not approved the feedback is recorded and returned for the agreement to be developed before resubmission

# Appendix 6 – P2P Timeline

The timeline below outlines the key points a Head of Department needs to consider throughout the three years of pathway to permanency.

## Month 01

- New Essex Academic welcomed
- Initial induction
- Essential online moodle training completed by New Essex Academic Set expectations
- HoD to meet with New Essex Academic
- Academic Sponsor to meet with New Essex Academic
- Begin to populate Academic Agreement and submit to ASC

## Month 06

- On-going one-to-ones between Academic Sponsor and New Essex Academic Reviewing initial objectives
- The New Essex Academic begins Cadenza training to gain Fellowship
- of the Higher Education Academy (HEA)
- Have a separate Mentor appointed if requested
- Make sure Academic Agreement has been signed off at ASC

## Month 12

- Annual review
- Discuss development and opportunities
- Review objectives
- Academic Sponsors on-going one-to-ones with New Essex Academic

## Month 18

- 18 month mid-point review with HoD

- Input into 18 month interim report and submit
- Review Cadenza and publication of research papers
- Submit report to ASC
- Review objectives
- HoD to give feedback to New Essex Academic
- Flag if there are any issues on either side in writing
- HoD to Inform HR of any problems

## **Month 24**

- Annual review
- Discuss development and opportunities
- Review objectives
- Academic Sponsor on-going one-to-ones with New Essex Academic

## **Month 30**

- Academic Sponsor on-going one-to-ones with New Essex Academic
- Ensure New Essex Academic is ready to submit permanency application

## **Month 36**

- Complete Academic Agreement
- Permanency application submission
- Departmental report submission
- Application reviewed by ASC
- HoD feeds back to the New Essex Academic
- HR informed if permanency is/is not granted
- Consider extension if individual has not made permanency

# Appendix 7 – Create an email with links to agreements in your queue

This is a facility to create an email with .html files of all the agreements in your queue for Departmental Senior Staff meetings.

Your workflow queue in Onbase has an icon 'Send Notification ED'.



Select the top agreement in your inbox and then select the Send Notification option.

This screen will now be displayed:



When you select 'Submit' an email will be generated to your Outlook Inbox with an .html file attached for every agreement in your workflow (Inbox). This may take a few minutes to arrive in your inbox

You can then edit out any agreements you do not wish to circulate and forward the email to the colleagues you wish to read the agreements.

You can also create PDFs of the .html files outside of OnBase if you wish.