

How to Login to OnBase Web Client

1. Go to the **OnBase Web Client** link <https://imaging.fresnostate.edu/>
NOTE: Make sure the browser pop-up are not blocked.
2. Type your Fresno State username and password, click the **Login** button. Duo Security authentication will be required if you have not logged into OnBase using the current browser.

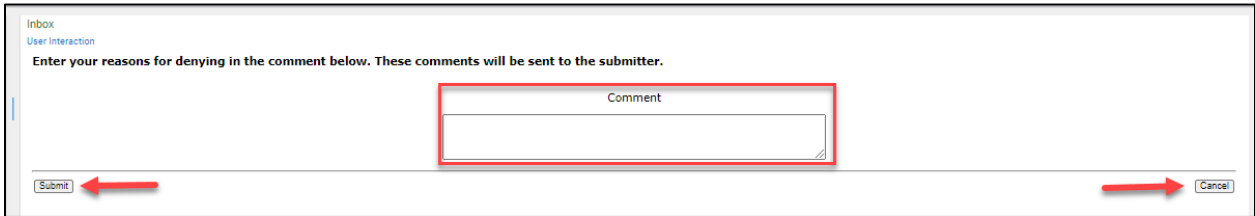
How to Take Action to a New Financial Signature Approval (FSA) for

1. Go to **Home** page, click on the **dropdown menu** button at the top navigation bar.
2. A side panel will expand. Click **Open Status View**.

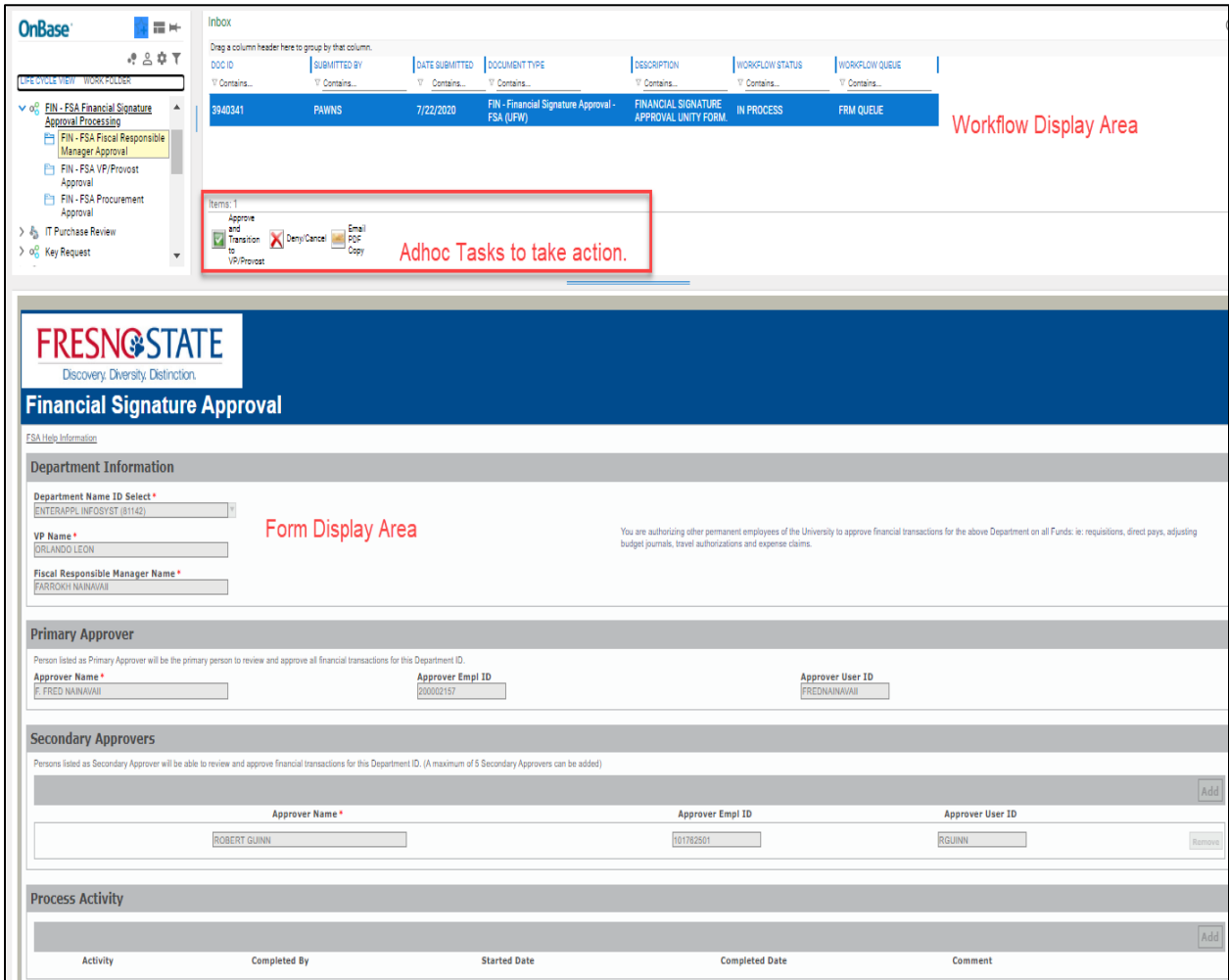
3. A new window will display, under the Group Layouts the default will be to **Fresno State** status view. A side window will display and under **My Workitems**, this will display all the items that you will need to approve. Find the **FIN – FSA Financial Signature Approval Processing** and Double click.

NAME	DOCUMENT DATE	LIFE CYCLE	QUEUE NAME
FIN - Financial Signature Approval - FSA (UFW) FSA# 3940341 Submitted by: [redacted] on 7/22/2020 Dept: ENTERAPPL INFOYST (81142) VP: [redacted] FRM: [redacted]	7/22/2020	FIN - FSA Financial Signature Approval Processing	FIN - FSA Fiscal Responsible Manager Approval

- a. A new window with the work flow queues will display.
- b. The following actions can be taken as the Fiscal Responsible Manager or VP/Provost:
 - **Click on the Approve and Transition to VP/Provost** – This adhoc task will forward the request to the Department’s VP/Provost to review.
 - **Deny/Cancel** – This adhoc task will allow you to deny the request. A comment will be required when a request is Deny and Cancel. Enter the comment and then click on the “Submit” button or Click on “Cancel” button to go back to the workflow.



- **Email PDF Copy** – This adhoc task will send you a pdf copy of the form.



Workflow Display Area

DOC ID	SUBMITTED BY	DATE SUBMITTED	DOCUMENT TYPE	DESCRIPTION	WORKFLOW STATUS	WORKFLOW QUEUE
9340341	PAWNS	7/22/2020	FIN - Financial Signature Approval - FSA (JFW)	FINANCIAL SIGNATURE APPROVAL UNITY FORM	IN PROCESS	FRM QUEUE

Adhoc Tasks to take action.

Form Display Area

Department Information

Department Name ID Select *
ENTERAPPL INFOSYST (81142)

VP Name *
ORLANDO LEON

Fiscal Responsible Manager Name *
FREDNAINAWAI

Primary Approver

Person listed as Primary Approver will be the primary person to review and approve all financial transactions for this Department ID.

Approver Name *
F. FRED NAINAWAI

Approver Empl ID
260002157

Approver User ID
FREDNAINAWAI

Secondary Approvers

Persons listed as Secondary Approver will be able to review and approve financial transactions for this Department ID. (A maximum of 5 Secondary Approvers can be added)

Approver Name *	Approver Empl ID	Approver User ID
ROBERT GUINN	101762901	RGUINN

Process Activity

Activity	Completed By	Started Date	Completed Date	Comment
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