



# OnBase User Guide for Academic Advisers: 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>

---

## Index

<b>Connecting to OnBase</b>	<b>2</b>
<b>Reviewing an agreement at the Initial Stage &amp; logging in to OnBase</b>	<b>3</b>
<b>Reviewing an agreement at the Interim Stage</b>	<b>7</b>
<b>Reviewing an agreement at the Final Stage</b>	<b>9</b>
<b>Appendix 1 – Adding OnBase to your Google Chrome Whitelist</b>	<b>11</b>
<b>Appendix 2 – Disabling the pop-up blocker in Microsoft Edge</b>	<b>12</b>
<b>Appendix 3 – Creating a PDF of an agreement</b>	<b>13</b>
<b>Appendix 4 - Adding your queue to your favourites in Onbase</b>	<b>15</b>
<b>Appendix 5 – P2P OnBase Process Summary</b>	<b>16</b>
<b>Appendix 6 – P2P Timeline</b>	<b>18</b>

---

# 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

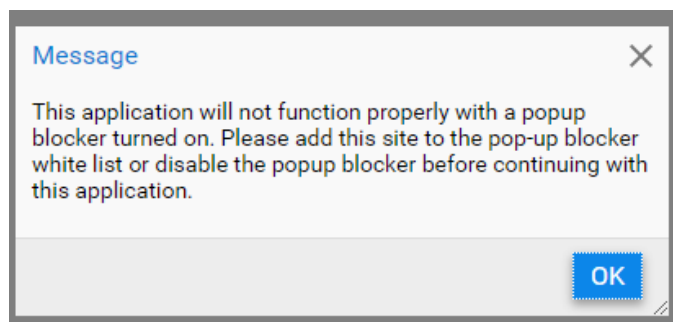
This is because OnBase is inside the University's firewall.

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 12) – Disabling the pop-up blocker for the OnBase site

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

1. When your Pathway to Permanency Academic submits a new Academic Development Agreement 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.

ESSEX

User name

Password

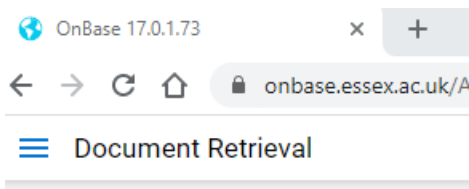
Login

User name without '@essex.co.uk'

Your usual University password

- 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 the Head of Department.

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



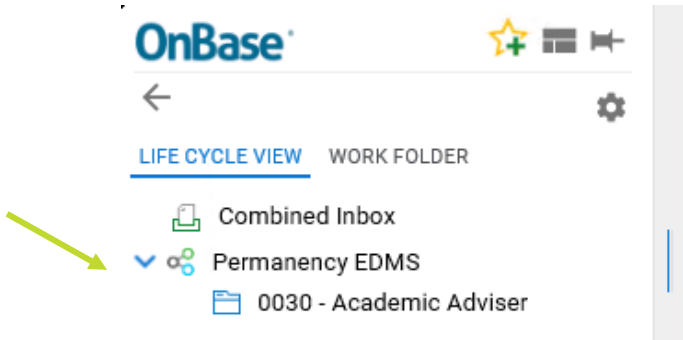
Or 3 bars with 'Custom Queries' next to it

 Custom Queries

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

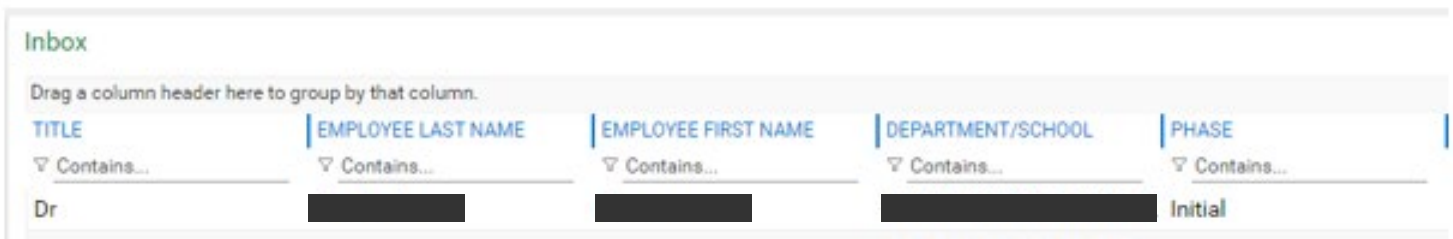


5. You will then see the Life Cycle View. By selecting the arrow next to the Permanency EDMS heading, on the left hand side of the screen under Combined Inbox, your queue will appear. Queue is the name used to describe the Academic Development Agreements waiting for your consideration.



6. To view the agreements, select the queue by clicking on it.

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):

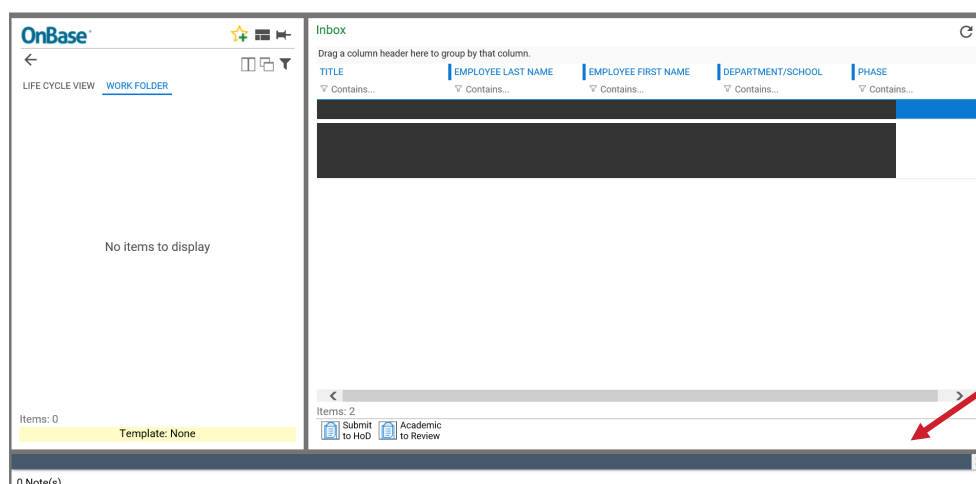


Select the Agreement you want to view, by clicking on it and it will open below the Inbox. The Targets and Performance Indicators are for the full 3 years of the Pathway to Permanency period.

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.

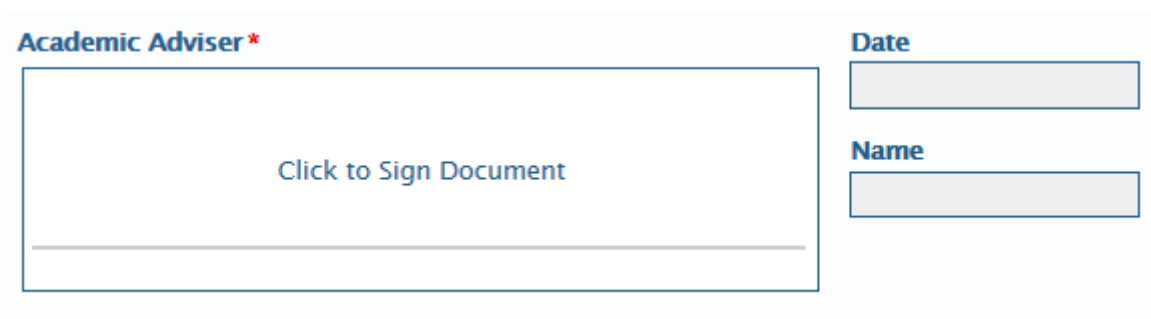


By dragging upwards with your mouse, the agreement will be displayed.



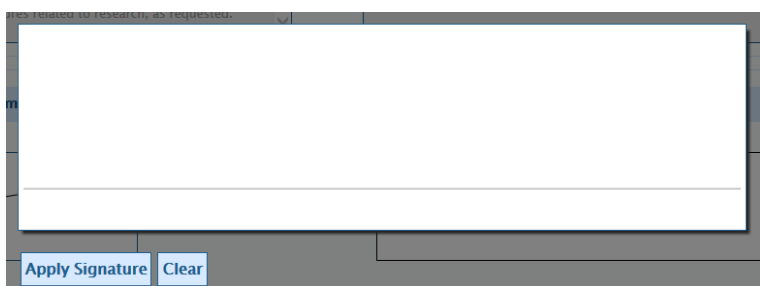
If you would like to view the contents of the Agreement in a larger format, you can create a PDF of the Agreement as explained at [Appendix 3](#) on page 13.

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. To approve and submit to the Head of Department for approval, on forms with a signature box:
  - On forms showing a signature box, sign the form at the bottom of the screen, by clicking inside the Academic Adviser box




The screenshot shows a form titled "Academic Adviser\*" with a large rectangular box containing the text "Click to Sign Document". To the right of this box are two input fields: "Date" and "Name", each with a corresponding empty text box.


- To apply your 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 application interface with a large white box for the signature. Below the box are two buttons: "Apply Signature" and "Clear".

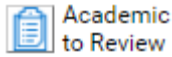
- Select the 'Save' button at the bottom of the form.
- Select the Submit to HoD button which is at the bottom of your Inbox.  Submit to HoD
- An email will automatically be sent to the Head of Department to inform them the Agreement is ready for their review and the Agreement will leave your queue.

9. Forms created after June 2023 do not have a signature box, to approve and submit to the Head of Department for Approval:

- Select the 'Save' button at the bottom of the form.
- Select the Submit to HoD button which is at the bottom of your Inbox.  Submit to HoD

- An email will automatically be sent to the Head of Department to inform them the Agreement is ready for their review and the Agreement will leave your queue.

10. If the form needs revisions, return the form to the Academic for the revisions to be made, by selecting the Academic to Review Button, also at the bottom of your Inbox. Again the agreement will leave your queue.



You then need to discuss the revisions needed with the Academic

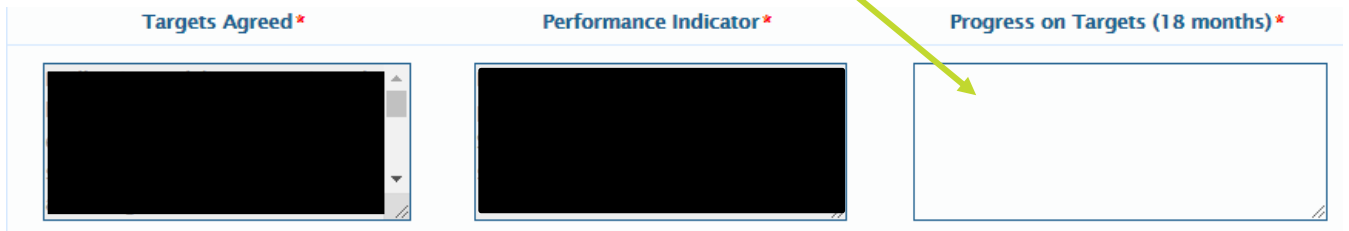
11. When the Academic makes the revisions they will re-submit the form for your agreement. You will then receive another email and need to follow the process from points 3 to 6, or select your queue in favourites, to access the agreement and review again. Then follow the process at either point 8 (approve) or 9 (further revisions needed).

12. If the Head of Department, Executive Dean, Academic Staffing Committee or the Academic Staffing Committee Chair returns the form to the Academic for further revisions, you will also be notified by email. The process will vary slightly depending on where in the cycle the form is:

- When the form is resubmitted, after either the Head of Department or Executive Dean has asked for revisions, it starts the process again. Once the Academic has made the revisions, the form will come to you for approval and you will 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 9 (further revisions needed).
- When the Academic Staffing Committee or the Academic Staffing Committee Chair asks for revisions and the Academic resubmits the form, it will go straight to the Academic Staffing Committee Chair.
- Any revisions that are needed will be discussed with you and the Academic by the Head of Department.

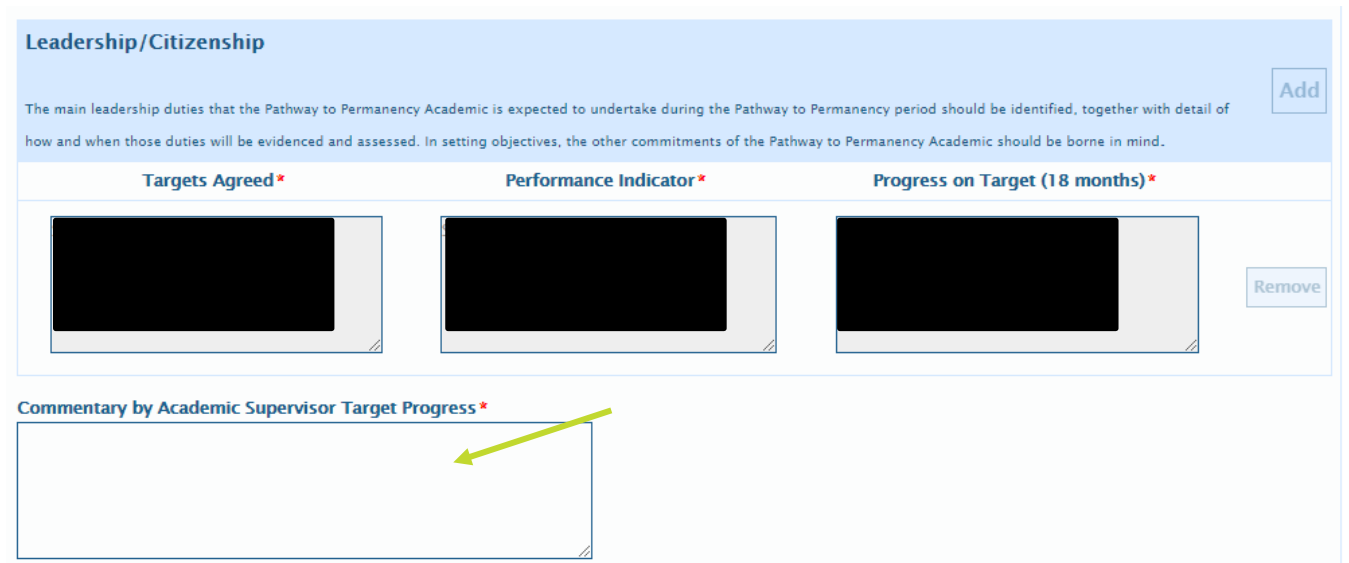
# Reviewing an agreement at the Interim Stage

1. When your Pathway to Permanency Academic submits their 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-like structure with three columns. The first column is titled 'Targets Agreed\*', the second is 'Performance Indicator\*', and the third is 'Progress on Targets (18 months)\*'. Each column contains a large, empty rectangular box. A yellow arrow points from the top right towards the 'Progress on Targets' box.


4. To approve, and submit to the Head of Department for review, complete the commentary boxes at the bottom of each section of the form. The illustration below shows the commentary box under the Leadership section.



The screenshot shows a section titled 'Leadership/Citizenship'. Below the title is a paragraph of text: 'The main leadership duties that the Pathway to Permanency Academic is expected to undertake during the Pathway to Permanency period should be identified, together with detail of how and when those duties will be evidenced and assessed. In setting objectives, the other commitments of the Pathway to Permanency Academic should be borne in mind.' To the right of this text is an 'Add' button. Below the text are three columns: 'Targets Agreed\*', 'Performance Indicator\*', and 'Progress on Target (18 months)\*'. Each column contains a large, empty rectangular box. To the right of these boxes is a 'Remove' button. Below the columns is a large rectangular box labeled 'Commentary by Academic Supervisor Target Progress\*'. A yellow arrow points to this box.

- When you have completed all the commentary boxes select the 'Save' button at the bottom of the form. Please note on some older forms this button may say 'Apply Signature' 
- You do not need to complete the form all in one go. As long as you enter something in each of the commentary boxes (this can be something as simple as just 1 letter), you can select Save at the bottom of the screen and return to it at a later time
- **Please note:** The OnBase form will time out after 45 minutes if you leave it open. This means any entries you have already made without saving, and any entries you make

when you return to the agreement, will not save when you try to save them. So it is advisable to save the form if you need to leave it at any time

- When you have saved the form and want to submit it to your HoD for review, Select the 'Submit to HoD' button which is at the bottom of your Inbox.  Submit to HoD
- On forms with signature boxes, there is no requirement to sign the form at this stage, the signature boxes only apply to the creation of the initial agreement.
- An email is automatically be sent to the HoD telling them it is ready for review.

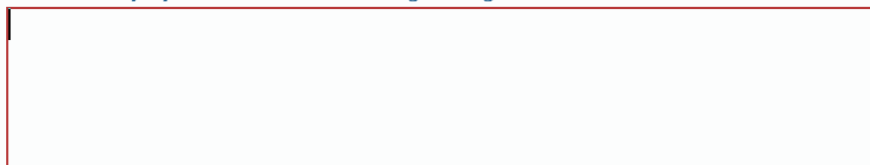
5. Please note. An interim agreement cannot be submitted to the Head of Department for review until 14 months after the Academics start date.

6. If you have not completed a section of the form when you try to Save it you will see a message in a yellow banner similar to the one illustrated below:



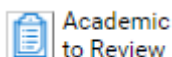
If you click on the underlined part of the message, OnBase takes you directly to the section that needs completed, and it will be outlined in red, as illustrated:

Commentary by Academic Adviser Target Progress \*



When you complete the section and tab, the yellow message will disappear. There will be a yellow message for each section that needs to be completed.

7. If the form needs revisions, return the form to the Academic for the revisions to be made, by selecting the 'Academic to Review' button, also at the bottom of your Inbox.



You then need to discuss the revisions needed with the Academic.

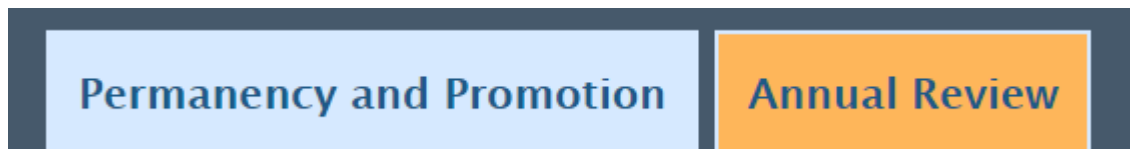
8. When the Academic makes the revisions and re-submits you will receive another email and need to follow the process from point 2 again.

9. The form now follows the same process it did in the initial stage. (See **point 11 page 6**).

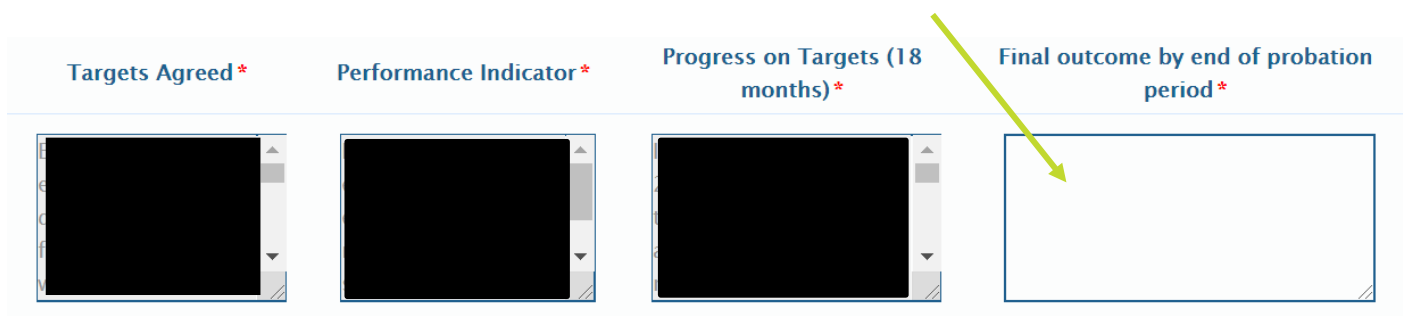


# Reviewing an agreement at the Final Stage

1. When your Pathway to Permanency Academic submits their 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



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. Then select the Annual Review tab to review the information the Academic has entered in this section. You do not need to enter any information on this tab, but you do need to check the information the Academic has added.
6. To approve, and submit to the HoD for review, complete the commentary boxes on the Permanency and Promotion tab at the bottom of each section of the form (Education, Research & Leadership), as illustrated below.



- As at the Interim stage, you do not need to complete the form all in one go. As long as you enter something in commentary boxes on the Pathway to Permanency tab, you can select Save at the bottom of the screen and return to it later.
- **Please note:** The OnBase form will time out after 45 minutes if you leave it open. This means any entries you have already made without saving and any entries you make

when you return to the agreement will not save when you try to save them. It is advisable to save the form if you need to leave it at any time.


- If you have not completed a section of the form, when you try to Save it you will see a message in a yellow banner similar to the one illustrated below:



If you click on the underlined part of the message, OnBase takes you directly to the section that needs completed, and it will be outlined in red, as illustrated:

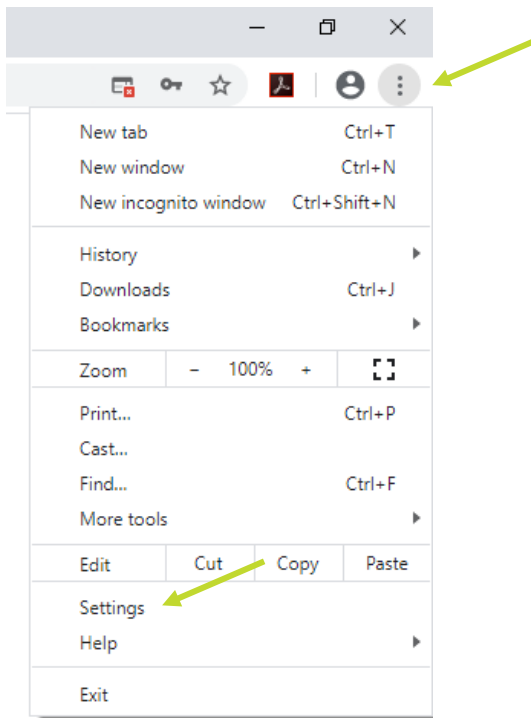
Commentary by Academic Adviser Target Progress \*

A red-outlined rectangular box representing a required field. The box is empty and is positioned below the text "Commentary by Academic Adviser Target Progress \*".

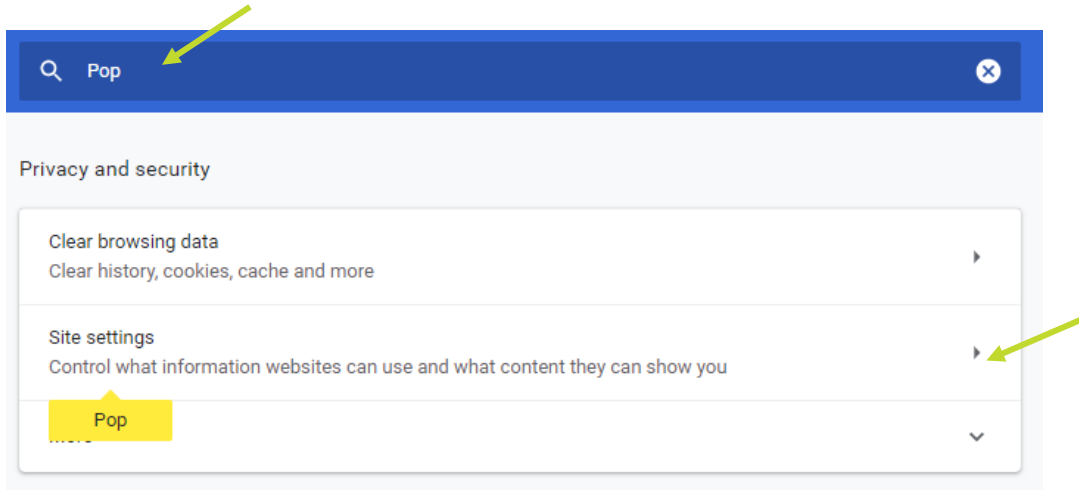
7. To submit to the HoD, select the 'Save' button and then select the 'Submit to HoD' button at the bottom of the Inbox. Please note that on some older forms the 'Save' button may say 'Apply Signature'
  - On forms with signature boxes, there is no requirement to sign the form at this stage, the signature boxes only apply to the creation of the initial agreement.
  - An email is automatically be sent to the HoD (or their nominated approver) 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 'Academic to Review' button at the bottom of the Inbox.  Academic to Review
  - Discuss the revisions you feel are necessary with the Academic.
9. When the Academic makes the revisions and re-submits you will receive another email and need to follow the process from point 2 again.
10. The form now follows the same process it did in the initial stage. (See point 11 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

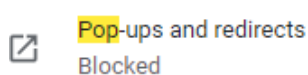


3. Type Pop into the search section at the top of the screen and the following options will appear

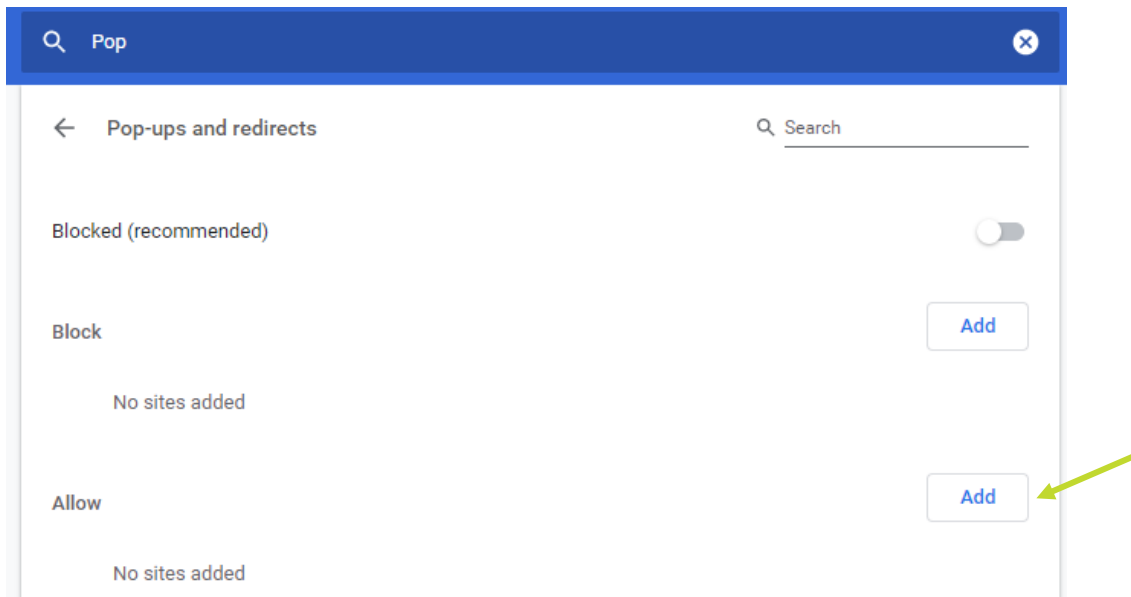


You need to click on the arrow next to the 2<sup>nd</sup> option – site settings

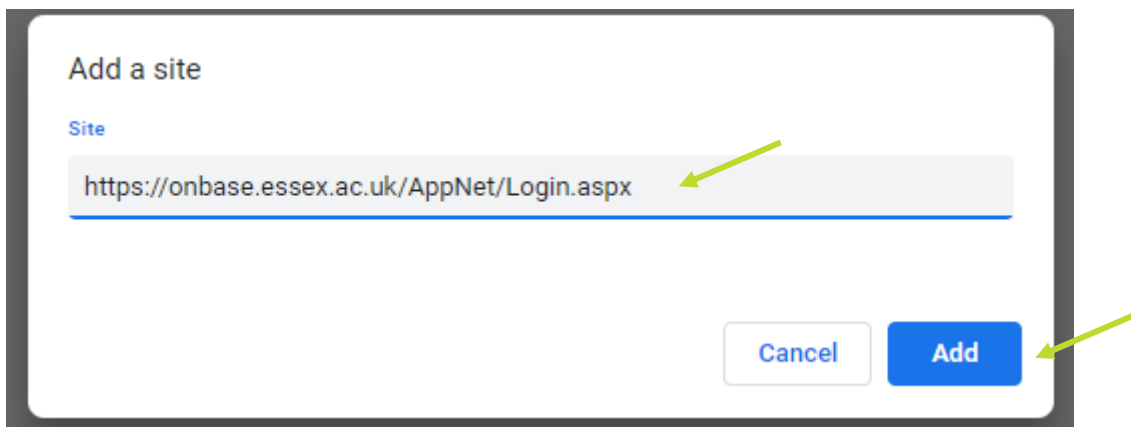
4. Then click the arrow next to Pop-ups and redirects



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



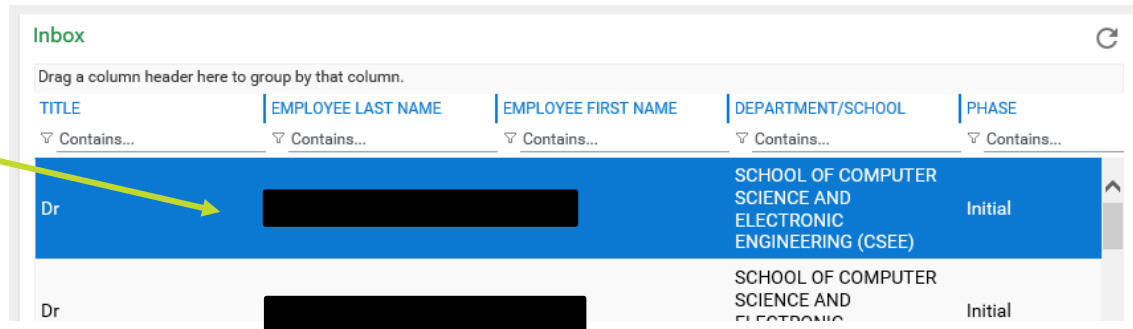
7. Then close the Settings screen and you will now be able to log in to OnBase.
8. Once the site is added to your white list you will not need to follow this process again.

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

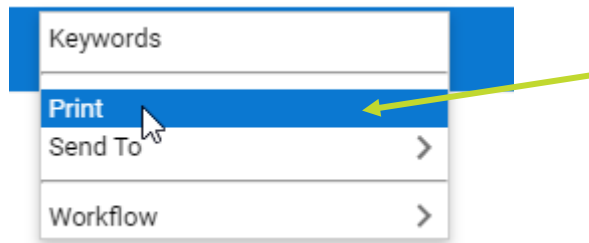
1. Open Microsoft Edge, select Menu (3 dots icon on top right corner of the browser) > Settings > Site permissions.
2. Select "Pop-ups and redirects".
3. Turn on "Block" to block pop-ups and turn off to allow pop-ups.

# Appendix 3 – Creating a PDF of an agreement

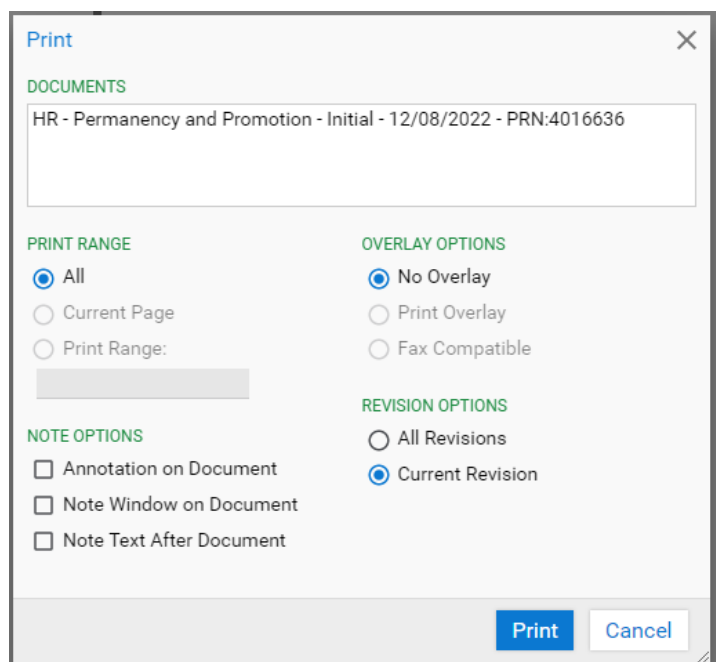
Right click the agreement you want to create a PDF in the inbox.



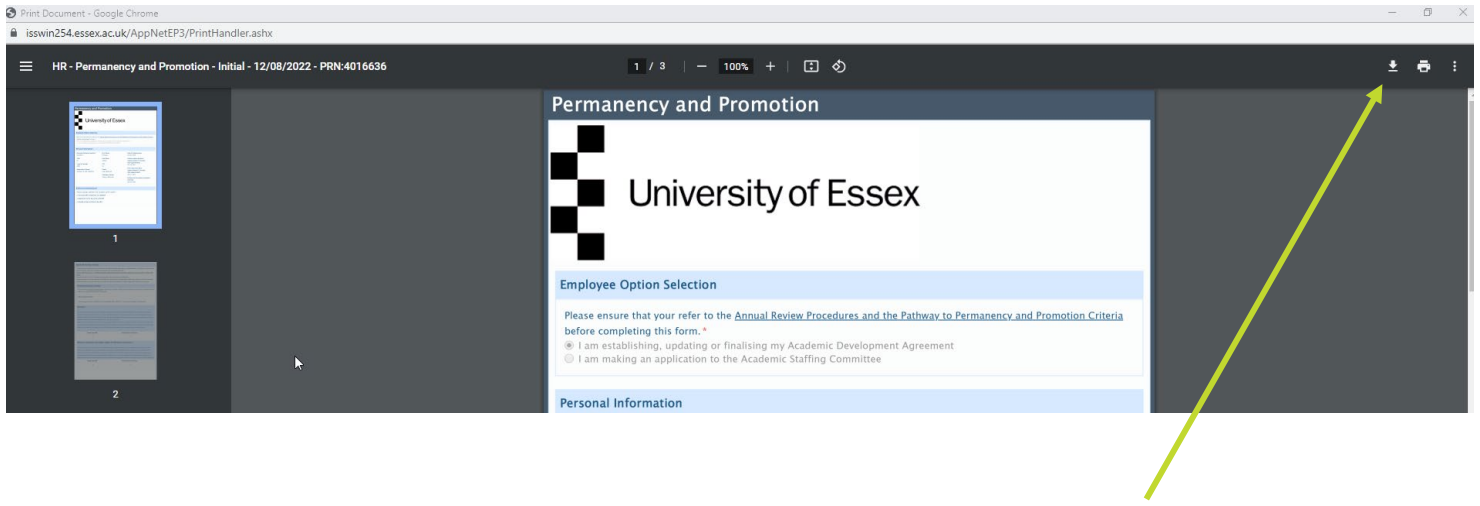
Select print from the menu displayed, as illustrated below, and you will get a menu with the option to print



You will then get the screen on the next page



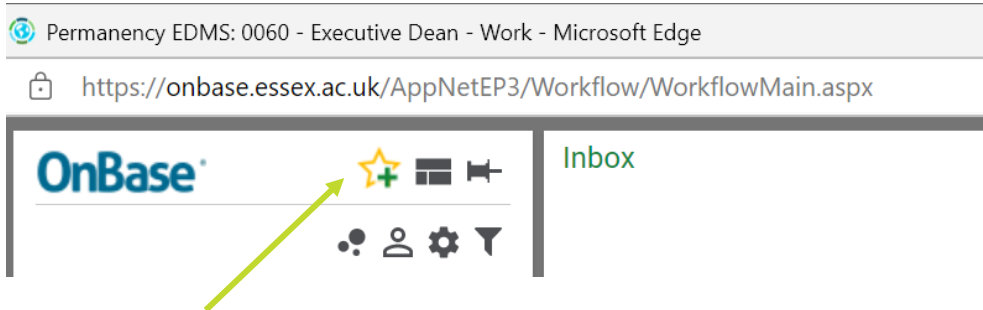
Select print (it may spin for a while) before this screen opens up:



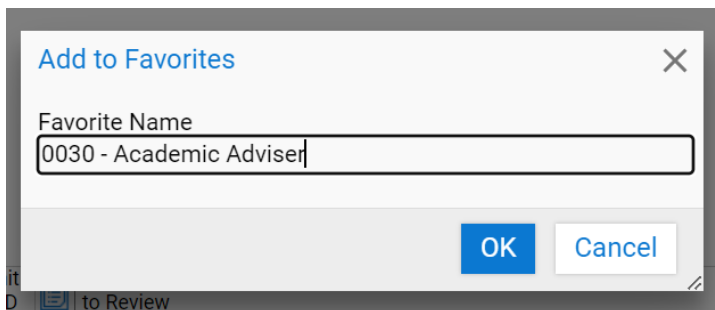
Select the download button in top right corner of the screen and you can then save the document.

# 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