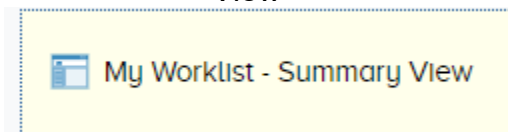




How to Review Pending Workflow: My Worklist—Summary View and My Worklist—Detail View

My Worklist—Summary View

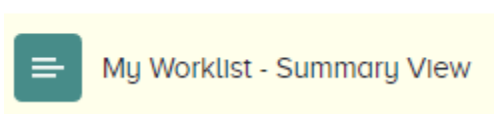
- All staff with a GradPlan Workflow role (Form Checker, Committee/Advisor, Program Signer, College Signer) receive an email from gradsis@grd.msu.edu when there is a GradPlan request that requires their review.
 - Users may click on the link in the email to review the request OR users may access their Worklist to see all their pending requests.
 - Log-in to <https://student.msu.edu>
 - Click on the Graduate and Professional Tile
 - In the menu on the left side of the screen, click on My Worklist—Summary View



Or

- Log-in to <https://student.msu.edu>
- Click on the compass in the upper right corner of the screen (Navigator)
- Click on **Menu**
- Click on **Worklist**
- Click on **My Worklist—Summary View**

Worklist



- Once a user responds to a request in their Worklist, the request is deleted from the user's Worklist.

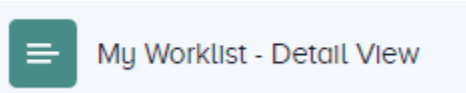
My Worklist—Detail View

- Users may see open (not fully approved, denied, or terminated) requests even when the request is already beyond the user's level of approval.
 - **Note:** My Worklist—Detail View only shows around 200 open requests at any time. You may not be able to see all your pending requests if there are many requests that have not been addressed. Department/college signers and committee members should review their Worklists regularly to ensure pending requests are addressed promptly. Clean up pending requests for graduated students by denying them so the workflow is discontinued.
- Users will only see pending requests where they are in the workflow.
 - Example: a Form Checker may check the My Workflow—Details View to see a



Course Plan request that is stalled at the Program Signer's level.

- Example: a college level signer may wonder where a request is in the workflow process. They can see it is at a committee member's level.
- To see My Worklist—Detail View
 - Log-in to <https://student.msu.edu>
 - Click on the compass in the upper right corner (Navigator)
 - Click on **Menu**
 - Click on **Worklist**
 - Click on **My Worklist—Detail View**
 - **Note:** it takes a long time for this page to load, and you may be asked by the system if you want to wait for the page to open. Click **Wait** and the page will open. The system must go through many records before the page loads.



- In My Worklist—Detail View, the list of requests will have the student's name in the **From** column so users may see who the request is for, not the last person that acted on the request as is the case in My Worklist—Summary View.

Worklist Items				Personalize Find View All			First	1-25 of 45
From	Date From	Priority	Worked By Activity	Business Process Name	Link	Selected Dttm	Instance	
[REDACTED]	07/06/2022 4:19:00PM	1-High	Approval Workflow	EOAW_APPROVALS	GR CMR APPROVAL 7117 GR CMR APPROVAL 1901-01-02 N U MSU GR SS REQ NBR 16196 RDCRA.0.A	07/14/2022 3:53:23PM	46976	

- Click on the link
- Scroll down the page until you see Approval Details
- Click on **Approval Details** to see who has approved the request already and who the next signer(s) are.



▼ Approval Details

Approval Details

Forms Checker Step

Step Status: **Approved**

Admin Approved



07/06/22 - 4:19 PM

Committee Members Step

Step Status: **Pending**

Pending



Pending



Pending



Pending



Pending



Program Signer Step

Step Status: **Awaiting Further**

Not Routed



Multiple Approvers

- When the request is completed (approved, denied, or terminated) it will be deleted from the My Worklist—View Details page.