How to Review Pending Workflow: My Worklist—Summary View and GradPlan Request Status Query

My Worklist—Summary View

- All SIS (Student Information System) users with a GradPlan Workflow role (Form Checker, Committee/Advisor, Program Signer, College Signer) receive emails 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 go directly to the request OR users may access their Worklist to see all pending requests in one place.
    - 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

GradPlan Request Status Query

- Log-in to https://student.msu.edu
- Click on the Graduate & Professional Tile
- Click on Graduate Reporting in the menu on the left side of the screen
- In Query Viewer type MSU_GR_GRADPLAN_REQUEST_STATUS in the field to the right of “begins with.”

OR

- Log-in to https://student.msu.edu
Click on the Reporting Center Tile
Click on Query Viewer in the menu on the left side of the screen
In Query Viewer type MSU_GR_GRADPLAN_REQUEST_STATUS in the field to the right of "begins with."

Run to HTML or EXCEL (Running to excel allows you to filter out any unwanted data.)

Enter prompts (Prompts marked with * are required)

- Enter an Academic program* (i.e., DEGR, MANR, DSS, MAL, etc.) Shows ALL students in the academic program.
- To narrow down the search, enter a specific academic plan code (i.e., CMPTRS_PHD, AFRECON_MS, PSYCH_PHD, DIGTLWR_MA, etc.)
- Or enter a specific student’s emplid

Returned results show:
- Request type(s)
- Request number(s)
- Approval statuses
- Link to the request(s)
• If you click on the link to the request, a new page opens with the request details.
• At the very bottom of the screen (you may need to scroll down a bit), you will see “Approval Details.” Click on Approval Details.

**Approval Details**

- You will be able to see where the request is currently in the approval process if it is not fully approved.
- If the request has been approved, you will be able to see who the final approver was and when they approved it.
- If the request was denied, you will be able to see the level at which it was denied and see the denied comments.

In this example the Form Checker and three of the committee members have approved. The fourth committee member approval is pending. The Program Signer step is Awaiting Further Approvals because the entire committee has not yet approved. The College Signer step is also Awaiting Further Approvals. The signers at the program and college levels have not received emails to process the request yet.