



How to Review Pending Workflow: Worklist and Worklist Details

Worklist

- 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 student.msu.edu
 - Click on the Graduate and Professional Tile
 - In the menu on the left side of the screen, click on Worklist
 - Or
 - Log-in to student.msu.edu
 - Click on the compass in the upper right corner of the screen (Navigator)
 - Click on Navigator
 - Click on Worklist
 - Click on Worklist again
- Once a user responds to a request in their Worklist, the request is deleted from the user's Worklist.

Worklist Details (New Functionality)

- Users may see all open (not fully approved, denied, terminated) requests even when the request is already beyond the user's level of approval.
- Users will only see requests where they are in the workflow.
 - Example: a form checker may check the Workflow Details 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 Worklist Details (Add this page to your favorites)
 - Log-in to student.msu.edu
 - Click on the compass in the upper right corner (Navigator)
 - Click on Navigator
 - Click on Worklist



- Click on Worklist Details (**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. It has to go through a lot of records.*)
- 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 Worklist.

Worklist Items		Personalize Find View All				First	1-25 of 45	Last
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_CMV_APPROVAL_7117 , GR_CMV_APPROVAL_1901-01-02_N , 0 MSU GR SS REQ NBR:16196 RDC:RA.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

[Redacted Name] 07/06/22 - 4:19 PM

Committee Members Step

Step Status: Pending

Pending

[Redacted Name]

Pending

[Redacted Name]

Pending

[Redacted Name]

Pending

[Redacted Name]

Pending

[Redacted Name]

Here, the form checker has approved. The Committee member level is Pending (those faculty have received the email to review the request). The Program signer step is Awaiting Further Approvals. The College signer step is also Awaiting Further Approvals The staff at those levels have not received an email to process the request yet.

Program Signer Step

Step Status: Awaiting Further Approvals

Not Routed

Multiple Approvers

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