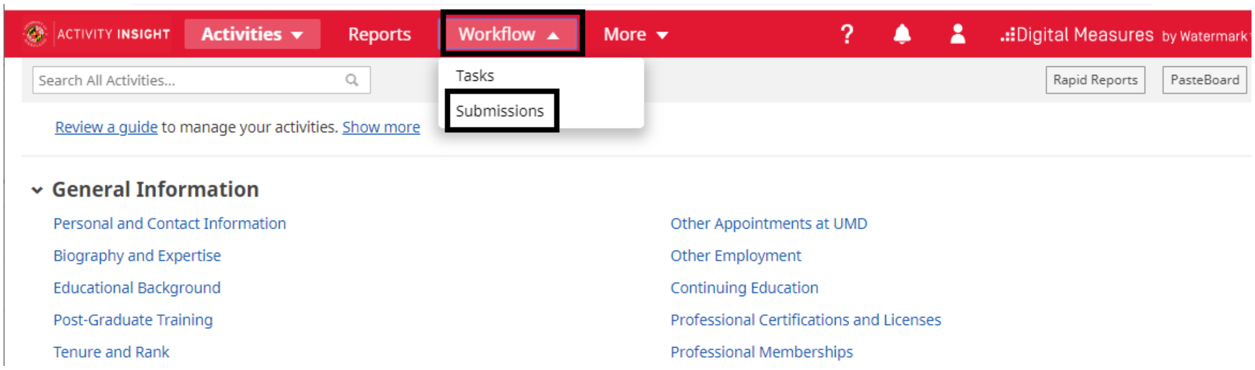
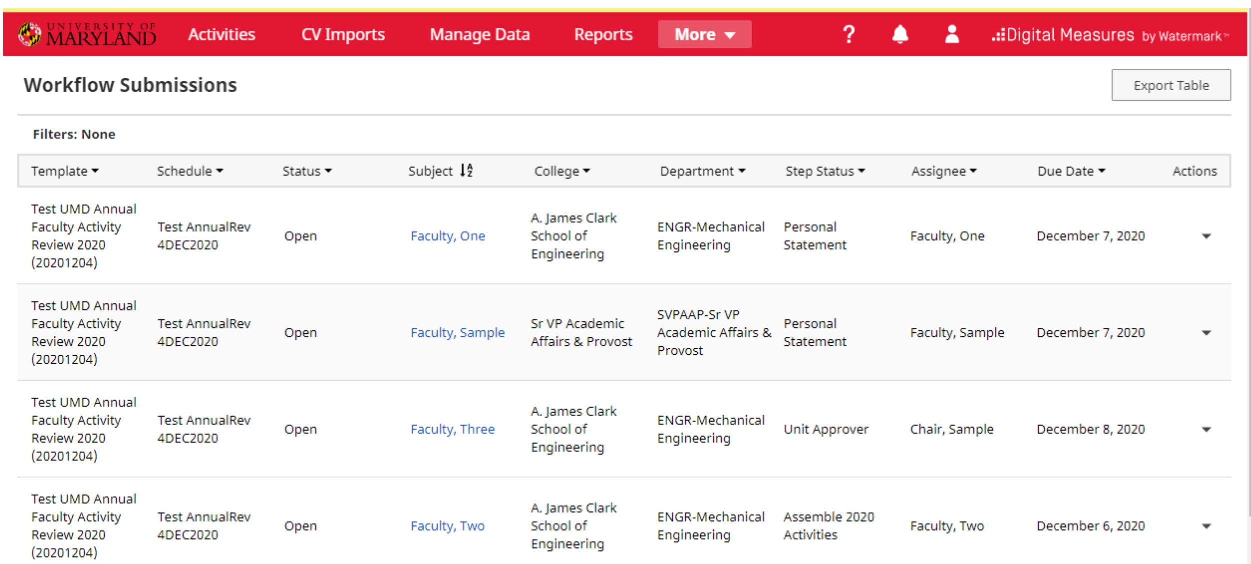
Annual Activity Report Submission - Submissions Dashboard

Access the dashboard of all workflow items in your unit through the Workflow->Submissions menu choices



The Workflow Submissions dashboard includes status information for active schedules, as well as access to past submissions. See below for an explanation of the dashboard columns, and tips for analyzing the information presented.



Column Definitions

Template: Underlying workflow template
Schedule: Set of faculty assigned to a template. There will be additional schedules for a template if faculty are added to Workflow after the start of the Annual Activity Reporting cycle.

Status: Open or Closed in relation to the *schedule.* The current reporting cycle schedules are all Open until all entries have been completed. At that point, the schedule is Closed. Past years' schedules are visible by including the Closed status.
Subject: The faculty member involved in the workflow entry
College, Department: the primary college and department for the faculty member
Step Status: where the faculty member's workflow entry is in the submission process

- Faculty: it is in the initial step, in the control of the faculty member
- Approver: The annual report has been submitted by the faculty member to the head of their primary unit. This is the second step of the submission process for all faculty, outside of the iSchool.
- Dean: The annual report has been submitted by an iSchool faculty member to the iSchool Dean. This is the second step of the submission process for iSchool faculty.
- Completed: The approver or dean has reviewed the faculty submission and approved it. The workflow process is complete.
- Canceled: The workflow entry for the listed faculty member has been canceled. This occurs if the faculty member no longer has an active Faculty Success account (cancellation is manual), or they were included in annual reporting in error.
- Closed: Past years' incomplete annual report workflow entries were auto-closed before the start of the annual reporting period, to keep the set of Open table entries relevant.

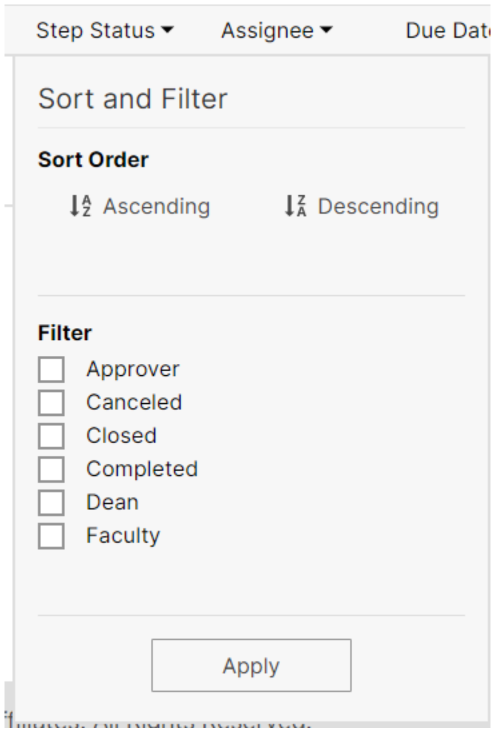
Assignee: Responsible party for the workflow entry in its current step status.
Due Date: Due date associated with the current workflow step

Using the Submissions Dashboard

You can sort and filter columns to adjust the scope of submissions you see in the table. If you have large volumes of submissions, the table will paginate. Note that when you sort and filter, those settings apply across pages. Also note that the name filter on the Subject column is case sensitive.

For example, to see the list of faculty who have not submitted their report in the current report schedule, select

- **Step/Status Filter**: *Faculty*



The **Step/Status** can also be filtered to show submissions that are waiting for the chair/director or dean to review and approve. Set the **Step/Status Filter** to *Approver* (or *Dean* for iSchool workflow templates)