APC Workflow: A Guide for Reviewers

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The APC Workflow System

The APC Workflow System (WfS) is a web application that routes APC packages in a certain order through stations

APC Package – a collection of program and/or course curricular changes (formerly known as APC 1, 2, 3 forms)

Station – a ‘holding tank’ where members review and a Role Responsible acts on an APC package
Access to the APC WfS

• Any faculty or staff member can login to the system to:
  – view the current status of packages in the various workflow stations.
  – add comments to any package at any station at any time
  – author packages

• Selected faculty and staff are assigned as reviewers or in roles that make them responsible for moving packages through the workflow.
Reviewers and Roles Responsible

- A “Reviewer” will be able to see the contents of a package, but not edit it or process it.

- A “Role Responsible” (RR) at a station will be able to view, edit, process, and withdraw a package.

[NOTE] A person can be a Reviewer or a Role Responsible for more than one station.
Notification of Packages Needing Review

• When a package enters a station, the system generates an email sent from the account apc-workflow@unf.edu

[NOTE] To opt-out of receiving notification, see “Controlling Notifications”
Viewing a Package in Your Station

• Connect to the APC WfS by clicking on the link in the e-mail message to view the package
  (Note: the actual URL in the message might not read exactly as shown)

• Log-in with your UNF credentials (N-number and password)
The Package Contents

• Below is a portion of a screen shot similar to what you will see after you log-in
• You can click on sections of the package to view details of its contents and review history
"User Comments"

- The "User Comments" area at the bottom of the package contains comments from previous stations (if provided) and any other comments left by users.
Acting on a Package

- For the RR, there are initially two choices
“Withdraw Package”

• Withdrawing a package removes the package from further consideration

• Withdrawn packages **cannot** be resubmitted
“Process Package”

- The actions will vary by station
- In general, choices include
  - assigning the decision to another station member
  - returning the package
  - sending the package forward
For Pre-College Only (1)

• Pre-College stations have the ability to send a notification to other reviewers

• Other reviewers include
  – College Representatives
  – General Education Council
  – Foreign Culture Committee
  – Honors program
  – Deans of Undergraduate and Graduate Studies

Sample of choices at a Pre-College Station
For Pre-College Only (2)

- Once you choose “Notify Additional Reviewers”, select the reviewer(s), type additional e-mail addresses (if desired) and compose a message.
The RR for the Pre-College station must wait for all the reviewers to leave their comments on the package before processing it.
Sessions Time-Out Due to Inactivity

- When you leave the system unattended for at least 45 minutes, it will “time-out”

- This means when you try to execute any action the system takes you to the “login page”

- If this happens, just login again and the system should take you to the area of the system you were last viewing
Navigation in the APC WfS

**Vertical Navigation Bar**

**Horizontal Navigation Bar**
Vertical Navigation Bar (1)

- **My Packages in the APC Workflow**: shows all packages that have been authored and submitted by you, currently in the workflow.
- **My Drafts**: shows packages you have authored which are “work in progress”, not submitted to the workflow.
- **My Withdrawn Packages**: shows all packages authored by you, submitted to the workflow, which have been withdrawn.
Vertical Navigation Bar (2)

- **All Packages in the APC Workflow**: shows all packages currently in the workflow
- **Completed Packages**: shows all packages which have gone through the entire curricular governance process
- **My Assigned Tasks**: shows all the packages that require action by you
Package View

- All options on the vertical navigation bar show a table with all the packages which satisfy the corresponding criteria. Clicking the Log Number opens the package.

Sample of table for “My Packages in the APC Workflow”
Horizontal Navigation Bar (1)

• **MyAPC Home**: shows the initial page
• **Create new APC Package**: walks users through the process of creating and submitting a package to the APC workflow
• **Search**: allows users to search for packages according to some search criteria
Horizontal Navigation Bar (2)

• **User Preferences**: allows reviewers to opt in/out receiving workflow and comment notifications via email

• **Help**: links the user to the web pages where documentation about the system can be found

• **Logout**: disconnects the user from the APC WfS
Controlling Notifications

- By clicking on “User Preferences”, users can opt-out of Workflow Notifications and also of Comments Notifications.
Types of Notifications (1)

The APC WfS sends the following types of notifications via email (unless user has opted-out from receiving notifications)

- **Package has entered a Station for Review:**
  - Indicates a package needs to be “processed” at a particular station
  - Received by the Role Responsible, all station members, the author, and the faculty contact listed in the package
Types of Notifications (2)

- **Package timed-out at a station:**
  - Indicates a certain amount of time has elapsed and a package has not been “processed” at the corresponding station
  - Received by the Role Responsible, all station members, the author, and the faculty contact listed in the package

[NOTE] This is not the same as a “Session Time-Out Due to Inactivity”
Types of Notifications (3)

- **Package returned to requester:**
  - Indicates the package has been returned to its author by a reviewer at any station
  - Received by the author and the faculty contact listed in the package
Types of Notifications (4)

• **Package comments:**
  – Indicates a comment has been added to a package
  – Received by the Role Responsible, the author, and the faculty contact listed in the package
Types of Notifications (5)

• **Package withdrawn:**
  – Indicates a package has been withdrawn from the system
  – Received by the Role Responsible, all station members, the author, and the faculty contact listed in the package.

[NOTE] Authors and RR can withdraw a package at any point before completion of the workflow.
Types of Notifications (6)

• **Package reassigned to another station member:**
  - Indicates a package has been assigned a new Role Responsible, which is someone else in the current station
  - Received by the Role Responsible, all station members, the author, and the faculty contact listed in the package
Types of Notifications (7)

• **Package sent to reviewer by Pre-College station:**
  – Indicates a package needs a comment from outside reviewers
  – Received by each person identified in the recipient list selected by the Role Responsible
Questions/Comments?

• If you have any questions or the system crashes, at any point, please reply to the message received from apc-workflow@unf.edu (i.e., the notification from the system) with your question.

• If you have any comments/feedback to offer about this document, please send them to apc-workflow@unf.edu.