Document Retrieval using the OnBase Web Client

This guide instructs Faculty, Department Heads, and Deans on how to view Academic Faculty and Department Head Evaluations in the OnBase Web Client. Please note the following considerations:

• Faculty only have access to view their own evaluation
• Department Heads have access to view all Faculty evaluations and their own Department Head evaluation (but not other DH evaluations)
• Deans and the Provost have access to view all evaluations

How to access evaluations in OnBase (outside of workflow)

To access the Evaluations in OnBase (outside of workflow), Faculty, Department Heads, and/or Deans will perform the following steps.

1. Upon launching the OnBase web client, the Document Retrieval tool typically displays as the home screen. If it does not or you need to return to Document Retrieval, use the waffle menu at the top left-hand corner of your screen and click Document Retrieval.

2. Under the Document Type Group Academic Affairs, select the AA-Faculty Evaluations Document Type or select the AA-Dept Head Evaluations Document Type.

3. Enter search criteria using various keywords (i.e. name, department, supervisor, etc.) and click Search.
4. Search results will appear on the right-hand side of your screen. Results can be filtered by entering additional criteria in the “Contains” search bar. Double-click an evaluation to open it in the bottom window.

Faculty Evaluation example below:

Dept Head Evaluation example below: