Printing and/or Saving Final Copy of Evaluation Packet Outside of OnBase

This guide instructs Department Heads and Faculty on how to print a copy of your evaluation as well as saving outside of OnBase.

Instructions on how to print a PDF

There are two options for printing your evaluation:

- Print the evaluation while it is in workflow
- Print the final signed evaluation

Print the Evaluation (in workflow)

1. Right-click the evaluation and select **Print**.

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	re to group by that column. Is for Keywords History See Other User's Items Route Print Send To Delete Cenerate CsV File Generate Packet Workflow Properties	re to group by that column.

2. A Print popup window will appear. Click the **Print** button.



3. A popup window with a PDF view of the document will appear. Select either the download or printicon.





Print the final signed Evaluation (in workflow)

1. Once the evaluation has been fully signed and submitted to Academic Affairs, you will receive an email notification titled "Signed Copy of your Evaluation Form" containing a link to the evaluation. Click on the link or copy and paste the link into a web browser to open the evaluation.

Right-click the evaluation and select Print.

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t box below to specify your scholarship goals for the next assessment cycle. (500 character limit)			
2-4			
	Keywords History Cross-References		
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upload any supplementary documentation related to scholarship support	Print Delete Document		
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2. A popup window with a PDF preview will appear. Select your Destination (Save as PDF or a printer) and click Save.

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Evaluation ID		Faculty CWID *			
224		10847666		Pages	All
dateTest 12/04/2020		User Name TBDECKMAN			
Number of Evaluations this	CY	Current User's Name TEDECKMAN		Layout	Portrait
Eval Window warning		OnBase Username TEOECKMAN		More settings	
unsigned eval					
Faculty Information					
First Name * TED		Last Name " BOECKMAN			
Email Address * TBOECKMAN@MINES.EDU		Department (Banner Home Org)* INFORMATION & TECHNOLOGY SOLUTIONS			
Rank*					
Department Head Infor	mation		_		
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BOECKMAN	THEODORE	TBDECKMAN0 MINES.EDU	_		
Dean Information					
Last Name 🔍 * KAUFMAN	First Name* MICHAEL	Dean's Email Address * MKAUFMAN@MINES.EDU			
Review Period					
Faculty Member Instructions					

