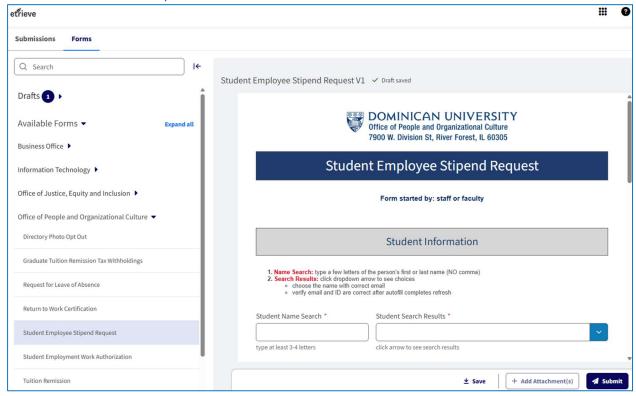
Softdocs etrieve - Form Instructions

OPC Student Employee Stipend Request

Direct link to form: https://dom.etrieve.cloud/central/forms/152



Alternate access:

- 1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
- 2. Click on "Forms"
- 3. Scroll down to "Office of People and Organizational Culture" section (or search form name in box at top)
- 4. Click on desired form

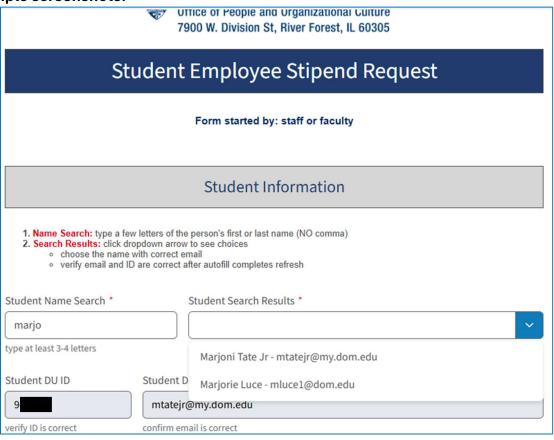
Workflow process:

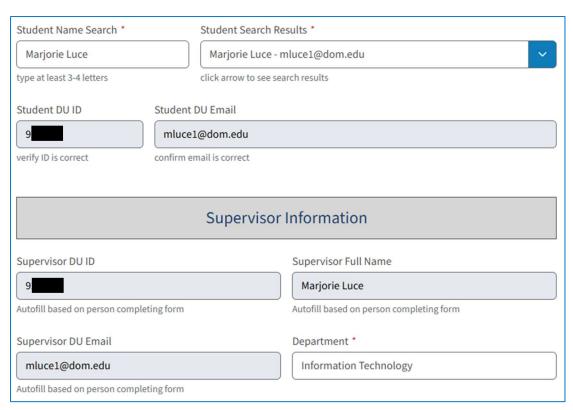
- 1. The supervisor starts/opens the form and their DU ID, full name, & email autofill.
- 2. The supervisor completes all sections and signs.
 - a. Use Name Search to add Student Information.
- 3. The supervisor receives an email confirming submission.
- 4. The student receives an email notification to e-sign.
- 5. OPC reviews to complete "office only" area.
- 6. The supervisor receives an email confirming completion.
- 7. The form files in Softdocs etrieve Content (document repository).
- ** Reminder email sent every 2 days to a student or supervisor when a form is waiting. **Softdocs etrieve issues:** Please submit a Support Ticket to Information Technology

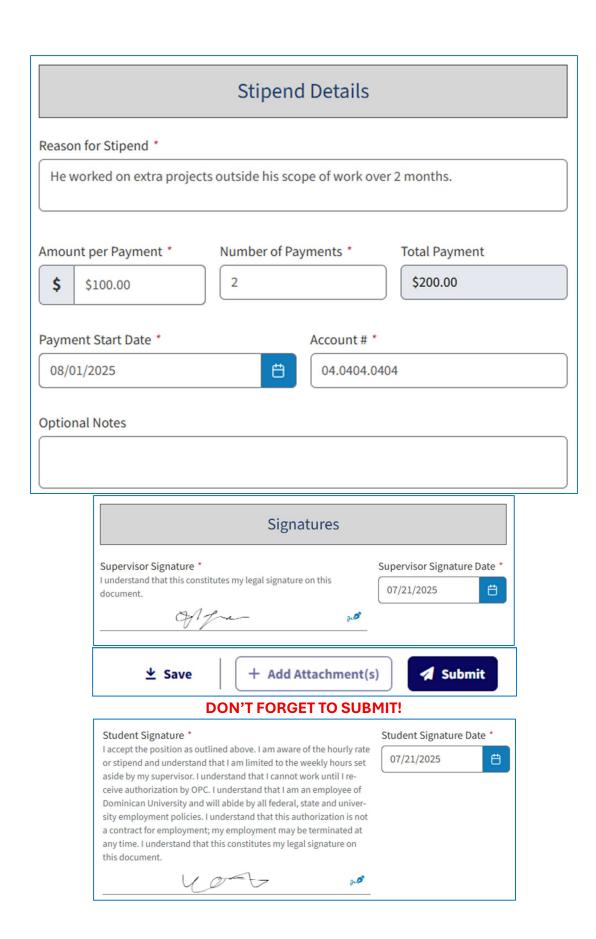
 https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=C

 neTR2sN8Jk &RequestorType=Service

Example screenshots:

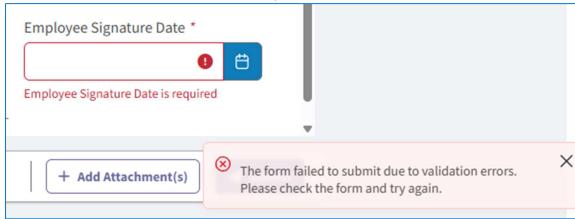






Form errors:

All boxes with red asterisk must be completed to "submit" the form.



Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

