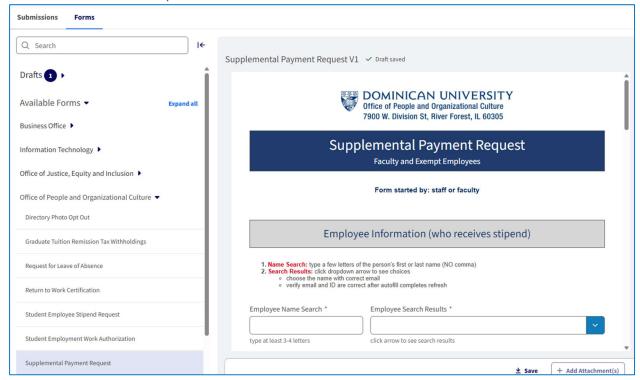
Softdocs etrieve - Form Instructions OPC Supplemental Payment Request

Direct link to form: https://dom.etrieve.cloud/central/forms/268



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:

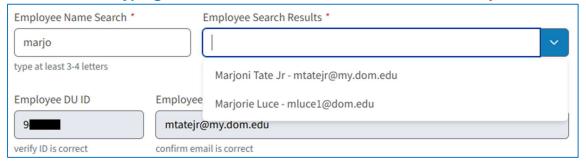
- 1. A requestor starts/opens the form and their DU ID, full name, & email autofill.
- 2. The requestor completes all sections.
- 3. If the requestor is NOT a Budget Manager, Director, or Dean, then form routes to one.
- 4. If the requestor is a Budget Manager, Director, or Dean, then they sign form.
- 5. The requestor receives an email confirming submission.
- 6. If the employee is staff, Vice President receives an email notification to e-sign.
- 7. If the employee is faculty, Provost receives an email notification to e-sign.
- 8. OPC reviews to loop in additional approvers + complete "office only" area.
- 9. Data is aggregated for reporting.
- 10. The requestor receives an email confirming completion.
- 11. The form files in Softdocs etrieve Content (document repository).

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

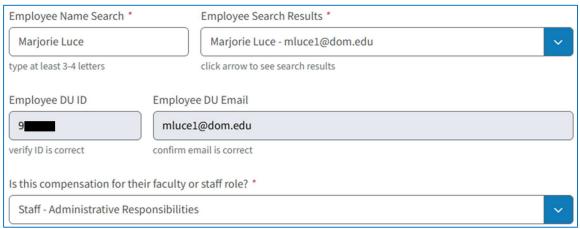
Example screenshots:

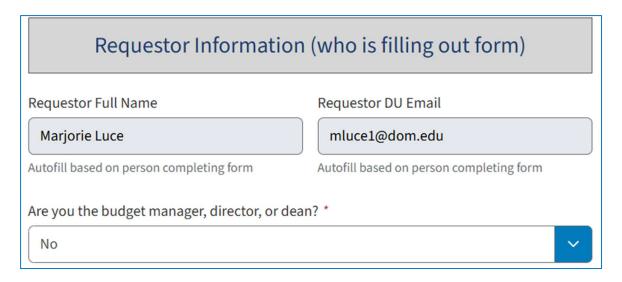


Preview after typing some letters in search box with results in dropdown box

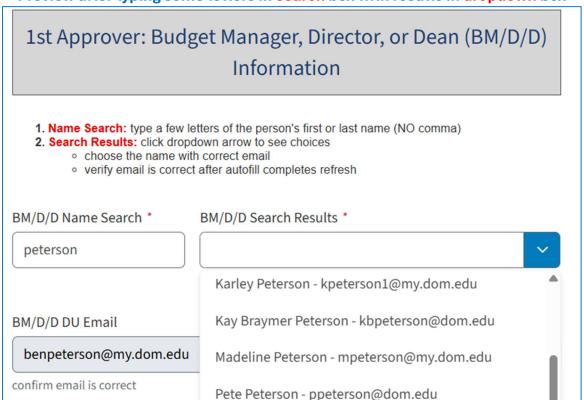


An email will autofill after you type in search term. Once you choose the correct name from dropdown list, the email will refresh. Make sure email is correct!!





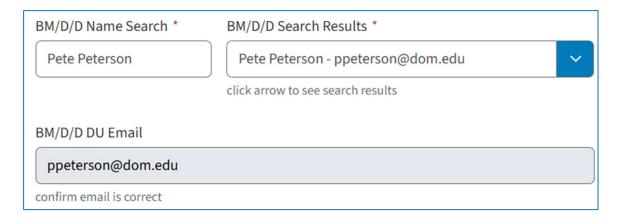
Preview after typing some letters in search box with results in dropdown box



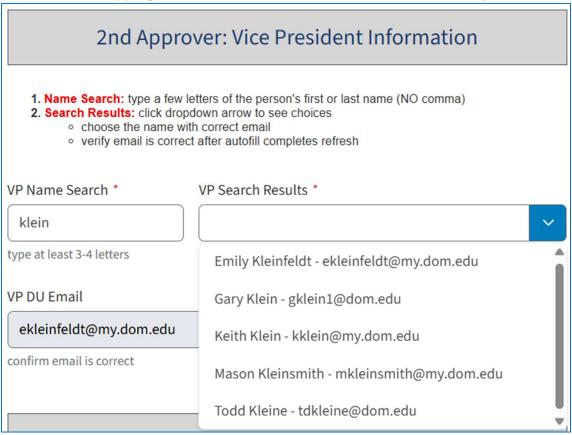
An email will autofill after you type in search term.

Once you choose the correct name from dropdown list, the email will refresh.

Make sure email is correct!!



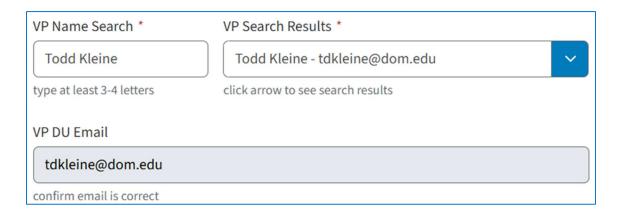
Preview after typing some letters in search box with results in dropdown box

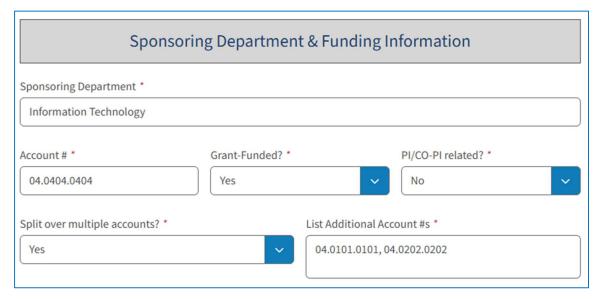


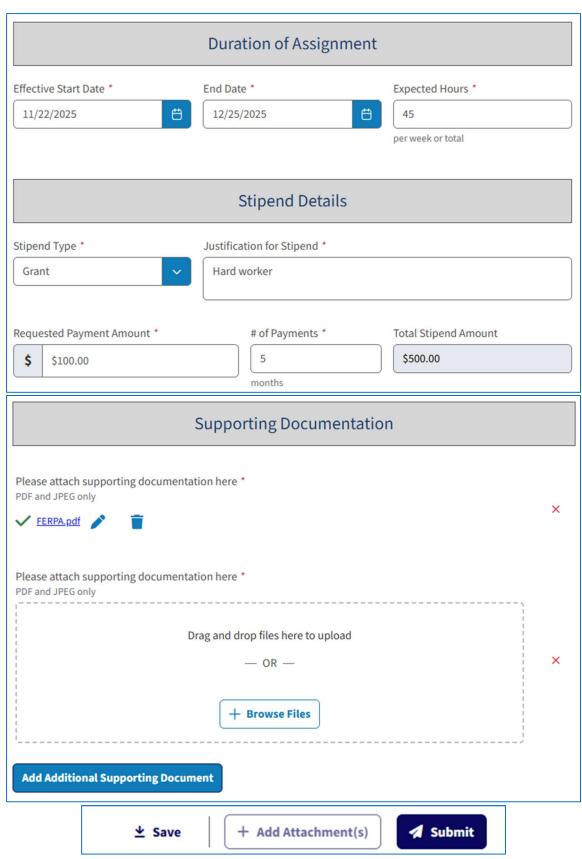
An email will autofill after you type in search term.

Once you choose the correct name from dropdown list, the email will refresh.

Make sure email is correct!!







DON'T FORGET TO SUBMIT!



Supplemental Payment Request V1 submitted

Your form has been submitted and will be processed soon.



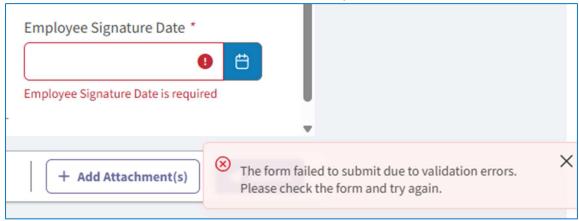




DON'T FORGET TO APPROVE!

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).

