

## Softdocs etrieve Central - Forms & Workflows

<https://dom.etrieve.cloud/central>

### First time user view

**Submissions** tab shows **in process** or **completed** forms

The screenshot shows the 'ettrieve' logo in the top left corner and a grid icon in the top right. Below the logo, there are two tabs: 'Submissions' (active) and 'Forms'. A search bar is present with the placeholder text 'Search'. Below the search bar, there are four buttons: 'Needs Review', 'In Progress', 'Completed', and 'Clear all'. Below these buttons, there is a table header with the following columns: 'Package Name' (with a sort icon), 'Workflow' (with a sort icon), 'Step' (with a sort icon), 'Status' (with a sort icon), 'Last Activity' (with a sort icon), 'Submitted' (with a sort icon), and 'Submitter' (with a sort icon). The main content area is empty and contains a large folder icon, the text 'There is nothing here yet.', and a smaller text 'This table will populate after you have submitted your first form.' Below this, there is a link 'Submit your first form ->'.

**Forms** tab shows what is **available** to fill out - organized by department

The left screenshot shows the 'Forms' tab with a search bar and a list of categories: 'Drafts' (with a count of 0), 'Available Forms' (with an 'Expand all' link), 'Business Office', 'Information Technology', 'Office of Justice, Equity and Inclusion', 'Office of People and Organizational Culture', and 'School of Education'. The right screenshot shows the 'Forms' tab with a search bar and a list of categories: 'Drafts' (with a count of 1), 'Available Forms' (with an 'Expand all' link), 'Business Office', 'Information Technology' (with a dropdown arrow), 'Office of Justice, Equity and Inclusion' (with a dropdown arrow), and 'School of Education'. The 'Information Technology' dropdown shows 'Directory Change Request' and 'Star Card Application'. The 'Office of Justice, Equity and Inclusion' dropdown shows 'Accents & Diacritics Name Update Request', 'Lived First Name Update Request', and 'Pronouns Update Request'.

## Complete a new form

Form will autofill with user information (ID, name, email, etc.) when opened

The screenshot shows the 'etrieve' interface with a sidebar on the left and a main content area. The sidebar has tabs for 'Submissions' and 'Forms', with 'Forms' selected. Below the tabs is a search bar and a list of categories: Drafts (1), Available Forms, Business Office, Information Technology, Directory Change Request (highlighted), Star Card Application, Office of Justice, Equity and Inclusion, Office of People and Organizational Culture, and School of Education. The main content area displays a 'Directory Change Request V1' draft form. The form title is 'Directory Change Request' with the URL 'dom.edu/directory'. It indicates 'Form started by: staff or faculty' and states 'All fields are optional. Update as much information as you wish.' The form fields are grouped under 'Employee Information' and include: Employee DU ID (9), Employee Full Name (Marjorie Luce), Employee DU Email (mluce1@dom.edu), and Employee DU Phone # ((999) 999-9999? ext:9999). At the bottom of the form are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

## Draft form

If not submitted, then form will automatically save in **Drafts**

Clicking on a new form that has a matching title to one already in process will result in a reminder of the draft

This screenshot shows the 'etrieve' interface with the 'Forms' tab selected. The sidebar shows the 'Drafts' section with a count of 1. The main content area is empty, indicating that the user is viewing a draft form.

The modal dialog box has a title 'Use existing draft?' and a close button (X). The text inside reads: 'We found 1 draft of Directory Change Request on 11/2/2025. Do you want to start a new one or continue the latest draft?'. At the bottom, there are two buttons: 'Start New Form' and 'Use Existing Draft'.

### Experienced user view

Click on a column heading to **sort** or **filter**

Use the **search box** for name, ID, or form title searches

Different forms have **different colors** for easy identification

**Needs Review** = You need to take action

**In Progress** = Someone else needs to take action

**Completed** = No action needed

Submissions Forms							
Q Search		Needs Review	In Progress	Completed	Clear all		
Package Name ↑↓		Workflow ↑↓	Step ↑↓	Status ↑↓	Last Activity ↑↓	Submitted ↑↓	Submitter ↑↓
Tuition Remission V1 - Marjorie Luce - 9		Tuition Remission	SupervisorSign	In Progress	11/02/2025	11/02/2025	Marjorie Luce
Field Experience Log V1 - Marjorie Luce - 9		Field Experience Log	MentorSign	In Progress	11/02/2025	11/02/2025	Marjorie Luce
Directory Change Request V1 - Marjorie Luce - 9		Directory Change Request	End	Completed	11/02/2025	11/02/2025	Marjorie Luce
Lived First Name Update Request V1 - Marjorie Luce - 9		Lived First Name Update Request	OJEIFlow	Needs Review	11/02/2025	11/02/2025	Marjorie Luce
Accents & Diacritics Name Update Request V1 - Luce, Marjorie - 9		Accents & Diacritics Name Update Request	End	Completed	09/24/2025	09/24/2025	Marjorie Luce

**Attachments** are available to view on left side when form is open

**History** of the workflow is on the right side

**Comments** are added on the right side

**Submit, Approve, and Deny** buttons are more visible at the bottom and use distinctive colors

Review Submission

Tuition Remission V1 - Marjorie Luce - 9

11/2/25

Tuition Remission SupervisorSign

Tuition Remission

+ Add Attachment(s)

Tuition Remission Form saved

DOMINICAN UNIVERSITY

Office of People and Organizational Culture

7900 W. Division St, River Forest, IL 60305

Tuition Remission

Form started by: staff or faculty

All students requesting tuition remission are required to complete this form **AFTER** registration for each semester(s). Students are responsible for all application, administrative and class fees. Students with an account balance or those with a probationary status will not be allowed to register. Degree-seeking undergraduate students are still required to complete a Free Application for Federal Student Aid (FAFSA).

Please review the [University Tuition Remission Policy](#) available on the OPC website regarding eligibility and exclusions before submitting form for to Office of People & Organizational Culture.

Save

Unlock

Approve

History

- Marjorie Luce Submitted 'Tuition Remission'
- Pete Peterson Received
- Marjorie Luce Reassigned 'Tuition Remission V1 - Marjorie Luce - 9

Send Comment

Comments