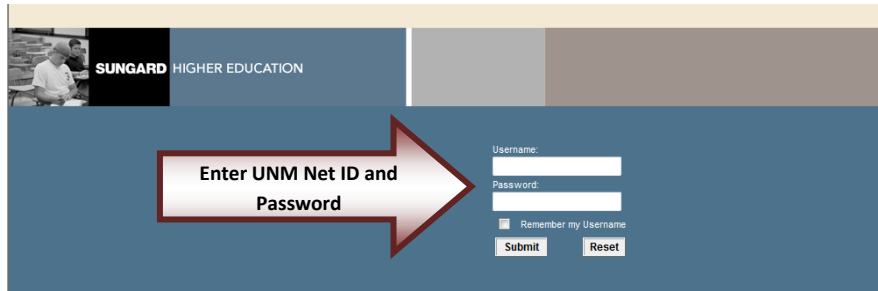# Workflow: For Award Processing

1. Complete and save the Workflow Departmental Award Form (use the Workflow International Departmental Award Form for International Students) through MS Excel.
2. Go to https://workflow.unm.edu:4443/wfbanp/logon.jsp
3. Login using your UNM NetID and Password

4. Click on "My Processes"

5. Click on "SFAO Dept. Award Request"

6. Click on "Attach File"……(this is to be done once the departmental award form has been completed)

7. Click on "Browse" and locate the Departmental Award form you completed in Step 1.
8. Check "Dept. Award Form"
9. Then Click: "Attach"

10. Enter the Required Parameters: Dept_Chair_Netid, Index_Code, Org_Code.

11. Click on "Start Workflow". Once you start the process, Workflow will ask originator to verify Department Chair contact information. An email is sent to originator.

12. Click "Worklist" to refresh (Originator will receive an email when process to identify "Dept. Chair" is complete. You can click "Worklist" or just wait for the email)

13. Click on Workflow
    link

14. Verify the information provided is correct. If it is Select "Yes" and click complete. If it is not, Select "No", click "Complete". Workflow will be returned to originator, asking him/her to assign a department chair.
15. After confirmation is complete, second level approver will receive an email indicating there is a process pending review in Workflow.

Second Level Approver Process

1. Click on the link that is provided in the email you received.

From: <workflow@unm.edu>   12/20/2011 11:41:06 AM
    To: Elizabeth Jacquez Amador
Subject: SFAO Departmental Award Request

Please logon to workflow at https://workflow.unm.edu:4443/wfbanp to review a new SFAO Departmental Award Request
(workflow id: 32233545)
from Elizabeth Jacquez Amador.

Please do not reply to this email.
Thank You.

2. Login using your UNM NetID and Password
3. Click on Workflow link

Worklist

Organization	Workflow	Activity	Priority
UNM	**SFAO Administration_SFAO_DeptAwrdRequest** Ready	Department Chair Action	Normal

1 - 1 of 1 | First | ⇐ Previous | Next ⇒ | Last | Go to page: 1 ▾

4. Open the attachment and verify the information. If it is correct, select "Approved" and Click "Complete". If it is not correct, select "Denied" and provide "Reason for Denial". If necessary insert comments for denial. Click "Complete"

SFAO Departmental Award Request for the Department Chair

Greetings to Elizabeth Jacquez Amador.

Click on the attachment below to review the SFAO Departmental Award Request.

Submitted: 20-Dec-2011 11:20:03 AM
Workflow ID: 32233545
By: Elizabeth Jacquez Amador
Email: beti2626@unm.edu
Phone: 277-2041
Department: SFAO Administration
Comments(if any):

Important Information
The attachment must not be updated or removed.
If the form requires adjustments, deny the request and enter comments. An email will
be sent to Elizabeth Jacquez Amador in SFAO Administration with this information.

* Action
◉ Approved
◉ Denied

If **Approved**, click on the 'Complete' button at the bottom of the page and this
request advances to General Accounting.
Comments to accompany the request are also welcome.
Enter in the **'Comments'** box below.

If **Denied**, select the reason and include required additional information in the
'Comments' section below.
Then click on the **'Complete'** button at the bottom of the page and the originator will
be notified by email with your comments.

If you deny, provide reason

Reason for Denial: None ▼

Comments:

[Complete] [Save & Close] [Cancel]

Attachments

☑ **Departmental _Award_Form**
Workflow Departmental Award Form_2.xls (285 KB)
20-Dec-2011 11:20:02 AM
[Update] [Remove]

Open and verify info

5. If it is approved, process will go to General Accounting, appropriate Accounting Office, Funds Management, and finally Scholarships Office.
6. If it is denied, process will stop and originator will be notified via email about denial.
7. An email with the progress and status of the award request will be sent to the originator after the process is complete.