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1) Workflow

The screenshot shows a Zoom meeting interface. The main window displays a presentation slide titled "Accessing Your Submission". The slide content includes:

- Accessing Your Submission**
- When a Workflow process launches, tasks are created and await the attention of the faculty candidates who will submit their materials in the system. Faculty can access these tasks two ways:
- Option 1:** Through the email that was generated when the process launched. Your RPT admin controls whether this email notification is sent. The From email address is currently set to "Watermark Faculty Success."

An email preview is shown with the following details:

- Process: 2023-2024 Faculty Annual Evaluation
- Due Date: Friday, August 16, 2024 11:59 PM CDT
- Button: **SUBMIT REVIEW MATERIALS**
- Link: <https://www.digitalmeasures.com/login/youru/faculty/app/workflow/submissions/0e14a21-3c6f-409b-bca7-0d6b5687f6bd/steps/33de2847-506d-471b-be72-226949b0e52/online/1831048?embed=us04f0ac-us04f0ac-workflow/subject/workflow-response&subProcessId=8724c4bd-dc8f-42fe-b33d-6553ac9f52a&storeId=2848&storeId=1831048>

Two red arrows point to the "Process" and "Due Date" fields in the email preview. The Zoom chat window on the right shows a conversation:

- MW: @Sylvia Starnawska you would have to be logged into the sunyempire system if you want to troubleshoot later, we can
- SS: I got it but not sure if it under my name
- MW: go to dots in right hand corner it'll say if its you who is signed in
- BD: If you click on the box of dots it will show your name.
- MW: top right hand corner*
- SS: yes it is OK

From Melissa Wells, Just repeating in case anyone wasn't in the room when I initially stated: Please note there will be a meet on Teams starting at 1:15 PM (from my Teams) where we can speak and I will answer or log questions - https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQyNGRmOTItZjJhNC00ZTI5LTgyOTctNWJhN2JjZDE0YjEz%40thread.v2/0?context=%7b%22Tid%22%3a%2250091132-5464-4f69-98c6-d089ea5e875c%22%2c%22Oid%22%3a%227a3ca8a2-5eb8-4aef-b485-0a8b475fc197%22%7d

Test email from Empire:

zoom Workplace Meeting Melissa Wells's screen

The shared content is fit to your screen. To see the original size, click "Original size" in the menu.

Kristi Burch

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1
Melissa Wells 12:17 PM

Just repeating in case anyone wasn't in the room when I initially stated: Please note there will be a meet on Teams starting at 1:15 PM (from my Teams) where we can speak and I will answer or log questions - https://teams.microsoft.com/j/meetup-join/19%3ameeting_NGQyNGRmOZjJhNC007i5L7yOTctNWJhN2JjZDE0YjEz%40thread.v2/0?context=%9b7b%22Tid%22%3a%2250091132-5464-4169-98c6-d089ea5e875c%22%2c%2201d%22%3a%227a3ca8a2-5eb8-4ae1-b485-0a8b475fc197%22%7d

Susie- if you want me to share my screen what the test email looked like, I can

Who can see your messages? Recording on

To: Meeting group chat
Message Watermark | SUNY Empire State U | Faculty Success End User Training

12:21 PM 12/20/2024

Invite: Your review materials can now be submitted - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Share to Teams All Apps Mark Unread Find Zoom

WF Watermark Faculty Success <notifications@watermarkinsights.com>
To: Melissa Wells
Fri 12/20/2024 11:58 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Melissa Wells,

It's time to submit your review materials for the following:

Process: Test Promotion and Tenure 24-25 12/20
Due Date: Saturday, December 21, 2024 11:59 PM EST

SUBMIT REVIEW MATERIALS

If the button above does not work, please copy and paste the following link into your browser's address bar:

https://www.digitalmeasures.com/login/sunyempire/faculty/app/workflow/submissions/fb967ab8-5cb3-4b27-8743-a1bc6e0501a7/step/e81e67d7-a94-4f3f-9cd8-a3bbd145548b/assignee/2584212?embed=workflow:assignee_workflow:subject_workflow:response@subProcessId=31cbfedc-a1f1-4625-883d-03f9e6f28396?orgId=1759&personId=2584212

35°F Light rain

Audio Video Participants Chat React Share AI Companion Apps More Leave

20°F Cloudy

12:21 PM 12/20/2024

zoom Workplace Meeting Susy Graves | She/Her's screen

Susy Graves | She/Her's screen

Kristi Burch

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1
Melissa Wells 12:17 PM

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12:19 PM 12/20/2024

Accessing Your Submission

Option 2:
Logging into Faculty Success directly and clicking on the Workflow utility where you can then review the Inbox for any available tasks.

Inbox

Show Filters (0)

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
2024 Faculty Annual Evaluation	Candidate	Accounting	Me	August 24, 2024 @ 11:59 PM Due soon	August 22, 2024 @ 7:46 PM

History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
No Data to Display				

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watermark

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3&P 500 +1.58%

12:19 PM 12/20/2024

zoom Workplace Meeting Melissa Wells's screen

Recording View

Susy Graves | She/Her, Melissa Wells, Kristi Burch

empire state university | https://www.digitalmeasures.com/login/sunyempire/sso/app/workflow/tasks?_s=0

Activities Reports Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

Inbox (1)

Show Filters (0)

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Test Promotion and Tenure 24-25 12/20	Stage 4a - Candidate Begins Process	Educational Studies	Me	December 21, 2024 @ 11:59 PM Due soon	December 20, 2024 @ 11:57 AM

History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
No Data to Display				

35°F Light rain 12:21 PM 12/20/2024

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1

Melissa Wells 12:17 PM

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zoom Workplace Meeting Susy Graves | She/Her's screen

Recording View

Susy Graves | She/Her, Kristi Burch

Completing a Form

The submission forms available to faculty and reviewers are **customized for each specific process and step** by the Reviews, Promotion and Tenure (RPT) Administrator.

Certain fields may be set as required. This is a configuration choice made when the form was created.

When reviewing and contributing to a form, you will have different types of fields to complete. Options include:

- File Upload
- Rating Scale
- Text box
- Dropdown menu
- Report (generated from Faculty Success)

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30°F Cloudy 12:21 PM 12/20/2024

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1

Melissa Wells 12:17 PM

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Show desktop

zoom Workplace Meeting Susy Graves | She/Her's screen Recording View

Susy Graves | She/Her's screen Kristi Burch

Example of Field Types on a Form

← Candidate Step - Due January 4, 2023 @ 11:59 PM

Drop Down List Field

File Upload Field

Prior Submissions - Label

Text Area Field

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VIX -23.58%

Search

12:24 PM 12/20/2024

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Melissa Wells 12:17 PM

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zoom Workplace Meeting Susy Graves | She/Her's screen Recording View

Susy Graves | She/Her's screen Kristi Burch

Example of Candidate Form

File name example "lastname_CV", "lastname_self_report2023"

Group: Candidate

Instructions: Please upload your self-report, CV and Supplemental Documents.

CV *

Self Report *

Supplementary Materials *

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USD/JPY -0.86%

Search

12:24 PM 12/20/2024

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Melissa Wells 12:17 PM

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Susy Graves | She/Her's screen Kristi Burch

Submitting your Form and Other Actions

When you have completed your form and are ready to submit it to the next step, click on the Actions button in the top right corner. Your Action options will be listed there.

You can "Save Draft" and return to your form at another time, or "Submit" to the next step.

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Melissa Wells 12:17 PM

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Susie- if you want me to share my screen what the test email looked like, I can

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USD/JPY -0.86%

Search

12:25 PM 12/20/2024

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Susy Graves | She/Her's screen Kristi Burch

Submitting your Form and Other Actions for Reviewers

Reviewers will have additional Actions to choose from. If you are a reviewer on a step, you can Send Back to the Previous Step. You will be able to write a note and set a deadline for the step to be completed and rerouted to you.

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Melissa Wells 12:17 PM

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DEN - LAC Game score

Search

12:26 PM 12/20/2024

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Susy Graves | She/Her's screen Kristi Burch

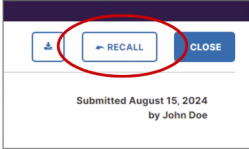
Recalling a Step

if you advance a submission to the next step, you can recall the submission from that step to:

- Correct factual or typographical errors
- Add a critical piece of information that was missed
- Further review a submission that was prematurely advanced

NOTE: Once the next step has begun, the recall option is no longer available

From inside the form:



Submitted August 15, 2024 by John Doe

From History:

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
2023-2024 Faculty Annual Evaluation	Dean	Me	August 18, 2024 @ 11:59 PM	Recall Download

watermark

1 in. of snow In 4 hours

Participants 28 Chat React Share AI Companion Apps More Leave

12:28 PM 12/20/2024

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Melissa Wells 12:17 PM

Just repeating in case anyone wasn't in the room when I initially stated: Please note there will be a meet on Teams starting at 1:15 PM (from my Teams) where we can speak and I will answer or log questions - <https://teams.microsoft.com/j/teams-join/19%3ameeting-NGQyNGRmOTIjZjJhNC00ZTl5LTgyOTctNWJhN2JjZD0yEz%40thread.v2/0?context=%97b%22Tid%22%3a%2250091132-5464-4f69-98cf-d089ea5e875c%22%2c%2201d%22%3a%227a3ca8a2-5eb8-4ae1-b485-0a8b475fc197%22%7d>

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Message Watermark | SUNY Empire State U | Faculty Success End User Training

zoom Workplace Meeting Susy Graves | She/Her's screen Recording View

Susy Graves | She/Her's screen Kristi Burch

Monitoring Your Submission

After you have advanced the submission to the next step, you will see it move from the Inbox to the History section in RPT. There, you can see where in the process the submission stands as it advances through each future step, and, depending on the form visibility settings, review the content of the submission and the fields completed by reviewers.

The historical record will remain available to the faculty member for future reference.

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

▼ Inbox

Show Filters (0)

NAME	REP	CANDIDATE	DUE DATE	DATE RECEIVED
No Data to Display				

▼ History (1)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
2023-2024 Faculty Annual Evaluation	Dean	Me	August 18, 2024 @ 11:59 PM	

watermark

1 in. of snow Today

Participants 29 Chat React Share AI Companion Apps More Leave

12:29 PM 12/20/2024

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Melissa Wells 12:17 PM

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Zoom Meeting | Susy Graves | She/Her's screen

Initial Email Notification to Faculty

Dear John Doe,

It's time to submit your review materials for the following:

Process: 2023-2024 Faculty Annual Evaluation
Due Date: Friday, August 16, 2024 11:59 PM CDT

[SUBMIT REVIEW MATERIALS](#)

If the button above does not work, please copy and paste the following link into your browser's address bar:

https://www.digitalmeasures.com/login/youru/faculty/app/workflow/submissions/0e114a2f-3c6f-409b-bce9-0d6b56896b4/step/d3de2847-50dd-4710-be78-2256948bdf42/assignee/1831048?embed=workflow:assignee_workflow:subject_workflow:response&subProcessId=8774c4bd-dc8f-42fe-b33d-69536c94fd2e&orgId=28446personId=1831048

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Zoom Meeting Controls: Audio, Video, Participants (29), Chat, React, Share, AI Companion, Apps, More, Leave

Windows Taskbar: Temps to plum... Tomorrow, Search, 12:32 PM 12/20/2024

Watermark | SUNY Empire State ...

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<https://teams.microsoft.com/l/meetup-join/19%3ameeting-NGQyNGRmOTIhZjJhNC00ZTJlSjIyOTc1NWJhN2JZDE0yEz%40thread.v2/0?context=%3a%7b%22Tid%22%3a%2250091132-5464-4f69-98c6-d089ea5e875c%22%2c%220id%22%3a%227a3ca8a2-5eb8-4aef-b485-0a8b475fc197%22%7d>

Susie- if you want me to share my screen what the test email looked like, I can

Noor Syed (she/her) 12:31 PM

NS Hope you are OK! 😊 NO worries, please take your time.

Who can see your messages? Recording on

To: Meeting group chat

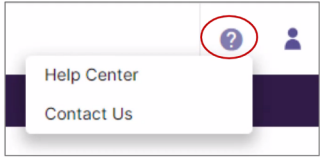
Message Watermark | SUNY Empire State U | Faculty Success End User Training

Zoom Meeting | Susy Graves | She/Her's screen

Help Tools

If you need to contact our Technical Support team or your campus administrator, click the ? in the top right corner of your screen.

- The Help Center will take you to the Watermark Help Center.
- Contact Us will allow you to contact your campus administrator.



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Windows Taskbar: Temps to plum... Tomorrow, Search, 12:33 PM 12/20/2024

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To: Meeting group chat

Message Watermark | SUNY Empire State U | Faculty Success End User Training