WebNow
Step-by-Step Instructions for Graduate Program Directors

Support materials:
http://www.umb.edu/it/getting_services/campus_administrative_systems

✔ Current version of Java must be installed
✔ Remember to allow pop-ups

1. View an Application in a Queue
   Under Workflow, click on the appropriate queue; applications in the Applied and Processing queue are incomplete; applications in the Ready for Review queue are complete and awaiting a decision.
   Double-click on the application in the grid on the right side of the screen. The application will be displayed in a new window.
   Click on an icon in the toolbar to improve the view.

2. View Related Documents
   If documents are not already displayed in the application window:
   In View menu, select Related Documents
   Click on dropdown menu below the application at the right of the Relationship bar and select Graduate Admissions
   If necessary, drag border below application up until you see documents
   Double-click on document you want to view. Each document will open in a new window.
   Use the toolbar at the bottom of the screen to move from one page to the next or from one document to the next.

   Note: If more than one person attempts to open the same document, a warning message will appear indicating that the file is already open and offering a Preview Mode. Simply select Yes and review/annotate as desired. When the two copies of the document are saved, the annotations will all be saved. A third viewer will thus see both sets of annotations when viewing the document.

3. Annotate Documents
   In document window click on annotation tool in the toolbar at the top of the window.
   Click on document where you want annotation to appear.
   All GPDs, GPD Assistants and committee members with access to the Ready for Review queue will be able to view all annotations.
   To remove an annotation:
     Right-click on annotation
     Select Delete
4. **Enter a Decision**
   In the Related Documents list, double-click on the Profile Sheet.
   Use the navigation toolbar at the bottom of the document window to navigate to the last page.
   Click on the Digital Signature icon in the toolbar at the top of the window.
   Click on the document where you want the decision to appear.
   If this is the first time you are using the digital signature, create a password and then enter it a second time for confirmation.
   Enter your password.
   Click on the dropdown to select the decision.
   Click OK.

5. **Route Forward**
   After using your digital signature to enter a decision on the Profile Sheet, close the Profile Sheet document window and return to the application window.
   Point your mouse at the gray icons at the bottom of the window.
   Click on Route Forward.

   Alternatively, close the Profile Sheet window.
   Return to the WebNow Explorer document grid.
   Right-click on the application.
   Select Workflow and click on Route Forward.

6. **Search for a Document Not in a Queue**
   Under Documents on the WebNow page, click on the appropriate plan/subplan.
   Specify the search criteria above the document grid and click Go.
   For detailed search instructions, see the video and UPK.

7. **Log Out of WebNow**
   Click the Disconnect button on the top right of the WebNow window.
   Do not simply close the window by clicking on the X in the top right corner because this can cause documents to become inaccessible to another user.