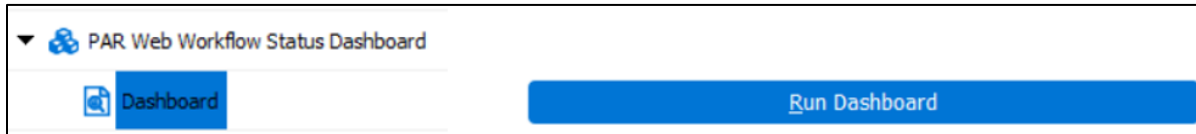


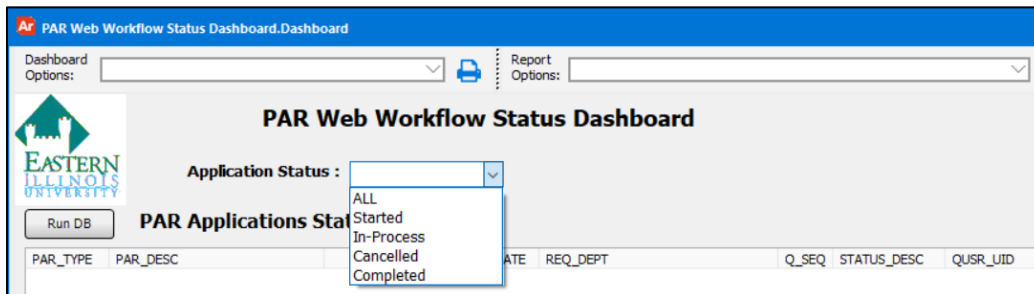
# PAR Web Workflow Status Dashboard

The PAR Web Workflow Dashboard will enable you to track the status of any form in real time. This dashboard is also utilized by Human Resources and Tech Support. In ARGOS, go to the Financial Manager Reports folder, and click on the drop-down arrow next to “PAR Web Workflow Status Dashboard.” Select Dashboard, and click the “Run Dashboard” button on the right side of the screen.



At the PAR Web Workflow Status Dashboard, you will have a choice of PAR statuses to view. Select the appropriate status in the Application Status dropdown.

- Started: PAR forms that have been started, but are not yet submitted
- In-Process: PAR forms that have been submitted and are in the approval process
- Completed: PAR forms that have approved by all approvers and all processed are complete
- Cancelled: PAR forms that have cancelled
- All: All PAR forms of all statuses



Click the “Run DB” button above the PAR Applications Status List view. All PARs with the status selected will display. The listing can be sorted by column by clicking on the column header.

- PAR Type: A 4-letter code assigned to each form type, typically used by Tech Support
- PAR\_DESC: The Form Name.
- ID: The unique number assigned to each form by type (each form type is numbered separately).
- PAR\_NUM: Forms that are part of the hiring process are assigned a PAR number. For example, when the Request to Establish/Fill form is completed, it is assigned a PAR number. When subsequent related forms are then completed (Form B, Form C, Form D), they are assigned the same PAR number (but each form will still have their own separate ID number). Sorting by this field will enable you to see all forms related to a hiring process together.
- REQ\_Date: The date the form was started.
- REQ\_Dept: The “Requesting Department” selected on the form.
- Q\_SEQ: Number sequence indicating where form is in the approval process, utilized by Tech Support.
- STATUS\_DESC: The status of the form.
- QUSR\_UID/QUSR\_NAME columns: The user ID and name of the person or group the request is pending with. Completed requests will have an ID of “parq”. Requests in the Human Resources or Office of Civil Rights and Diversity group queues will have an ID of “hreh” or “ocrd”, respectively.
- USER\_CC/NAME\_CC columns: When applicable, the user ID and name of the Reviewer for the Administrator the request is pending with.

To the right of the PAR Forms listing are three other list boxes: PAR Applications Status Queue, PAR Applications Returned/Recalled Status, and PAR Applications Cancelled/Rejected Status.

To view approval details for any request (active or closed), click on the request in the PAR Applications Status List. The PAR Applications Status Queue list will populate. This list contains the following columns:

- Q\_ID: The unique number assigned to the form.
- Q\_SEQ: Each sequence in the approval process. Approvals occur in sequential order, but may not be consecutive (e.g. 1, 2, 5, 6, 7). Verify the Q\_SEQ is in sequential order when utilizing this view to determine who will approve the form next. Click on the column header to sort, if necessary.
- Q\_USER\_UID/Q\_USER\_NAME columns: The user ID and name of the person or group who will approve or act on the request.
- USER\_CC/NAME\_CC columns: When applicable, the user ID and name of the Reviewer for the Administrator who will approve the request.
- Q\_STS: Typically utilized by Tech Support, indicates approver action.
- Q\_APP\_DATE\_TIME: displays the user ID date, and time that the request was acted on by the Q\_USER. The last approval listed is the last action taken on the request. If a person has more than one role (e.g Financial Manager is also department head, they will only need to approve the request once, and approval for each role will appear in the listing once the first approval for that role is completed. The data is in the following format:

The diagram shows three labels in red boxes with arrows pointing to the corresponding parts of the example string '|jlsmith|@|03222021|1107132|'. The label 'user id of approver' points to '|jlsmith|', 'date of action' points to '|03222021|', and 'time of action' points to '|1107132|'.

In the example above, the request was acted upon by jlsmith on March 22, 2021 at 11:07am and 13.2 seconds (time format is military).

If a PAR has been returned to a requestor by an approver or has been recalled by a requestor, the reason for that return or recall can be viewed in the PAR Applications Returned/Recalled Status list. This listing will also display who recalled or returned the request.

If a PAR has been cancelled, the reason for the cancellation can be viewed in the PAR Applications Returned/Recalled Status list. This listing will also display who cancelled the request.

Data from the dashboard can be copied to an Excel spreadsheet for departmental reporting purposes or to compile independent lists with any additional information you wish to add and track on your own (any data copied into excel will not be in real time and you will need to refer to the dashboard in Argos for status updates on any request).

- You can copy all of the data in a listing by right-clicking on it and choosing “Copy All,” and then pasting it into Excel.
- You can copy individual lines of data by selecting/highlighting a line, right-clicking it and choosing “Copy” (you will not be able to select more than one line at a time in the dashboard).

If you have any questions, please call Human Resources at 581-3463.