OnBase Guide - Workflow - Real-Time Checklist

**Goal:** To use the Real-Time Checklist Workflow Functionality in OnBase

**Complexity Level:** Departmental Workflow Developers

9/27/2021
Background
OnBase and PeopleSoft Campus Solutions have been integrated to provide real-time checklist creation and updates. This guide will provide the requirements for utilizing the real-time checklist functionality in OnBase workflow.

In OnBase workflow, a document can live in multiple life cycles at the same time. The checklist update process takes advantage of that ability to have the document stay in the original life cycle while simultaneously also being processed in the checklist update life cycle.

The basic process for invoking the real-time checklist update process boils down to three discrete steps.

1. Add the document from the original life cycle to the Base Checklist Update Life cycle, but not remove the document from the original life cycle. The document stays in the same queue in the original life cycle until the checklist process is complete.
2. Run a timer in the original life cycle to determine when the Base Checklist Update Life cycle process has completed.
3. Check for any errors and handle as necessary.
Notes about PeopleSoft Checklists

PeopleSoft Checklists are made up of multiple distinct sets of values to function correctly. If any one of these is not setup correctly the checklist integration will not function.

All of the below values are set with OnBase Keywords prior to executing the Checklist Integration workflow. Those keywords are defined later in this document.

- Checklist Admin Function
  - ADMA, FINA, FINT, SENR, etc
- Checklist
- Checklist Item
- Checklist Item Code
  - A Processing
  - C Completed
  - F Incomplete
  - G Signature Required
  - I Initiated
  - N Notified
  - O Ordered
  - P Paid Off
  - R Received
  - S Second Notification
  - T Returned
  - W Waived
  - X Cancelled
- Variable Data Elements
  - Aid Year, Term Code, Academic Career, Student Career Number, etc
- Standard Data Elements:
  - Student ID
  - Academic Institution (CUBLD, CUDEN, CUSPG)

The Checklist itself is the primary “parent” configuration, the Checklist Items are the “children” of those parents. You can have many Checklist Items setup under a single Checklist.

- Most often what you will see is a single Checklist Item under a Checklist, both with the same name.

Checklist Items can have several statuses as seen above, but the Checklist itself only has two, “Complete” and “Initiated” (incomplete).
Updating existing Checklists/Checklist Items
This integration is not directly updating the Checklist status itself, its only updating the Checklist Item status. The Checklist will get updated based upon the following conditions.

- When you use this integration to update a Checklist Item to “complete” and all other Checklist Items under that Checklist are complete. PeopleSoft will update the Checklist to “complete” as well.
- If a Checklist Item has been updated as “complete” but all other Checklist Items are not in a “complete” status, the Checklist itself will stay in an “Initiated” (incomplete) status.
- All Checklist items must be in a “complete” state before the Checklist will be set to “complete”.

Creating new Checklists/Checklist Items
If a Checklist and Checklist Item do not exist for a student, this integration will create both the Checklist and Checklist item and set the Status for both the Checklist Item and the Checklist per the rules above.
- IE: All Checklist Items must be “complete” for the Checklist to be marked as “complete”, otherwise the Checklist will be set as “Initiated” (incomplete).

Below is an example of a Checklist with two Checklist Items assigned to it. Since both Checklist Items are in a “Initiated” status, the Checklist itself is in an “Initiated” (incomplete) status.
Prerequisites

To create and configure the components for this integration you will need to use the following OnBase tools:

1. OnBase Configuration
2. OnBase Studio
3. OnBase Unity Management Console

Please reference other UIS guides for installation instructions and configuring each of the products. The Workflow and Unity Scheduler MRGs also provide further details. Contact UIS_DM_Support@cu.edu for assistance if needed.

Steps to Complete in OnBase Configuration

To use the OnBase Checklist Update functionality, there are some configuration steps you need to complete in OnBase Configuration. Refer to the System Administration MRG for additional information if necessary.

1. Create a Document Type for the original document (if it does not already exist).

2. Apply the X - ICS - Basic Student Info keyword type group to the document type (if it is not already). This will apply the basic student keywords for student documents.
3. Apply the *X - CL - Checklist Keywords (EIS)* keyword type group to the document type. This will apply the keywords necessary for the integration to work.

![Keyword Type Selection](image)

NOTE: If you have already applied any of the keywords from the ‘*X - CL - Checklist Keywords (EIS)*’ keyword group to the document type, you can add the rest individually as needed. The following keyword types all need to be present for the integration to work.

- Checklist Admin Function
- Checklist Code
- Checklist Item
- Checklist Item Status
- Checklist External Organization ID
- Document Handle
- EIS Integration Status

4. Add any additional keyword types that are necessary (depending on the Checklist Admin Function) to the document type.

<table>
<thead>
<tr>
<th>Checklist Type</th>
<th>Required Keyword Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMA</td>
<td>• Academic Career</td>
</tr>
<tr>
<td></td>
<td>• Student Career Number</td>
</tr>
<tr>
<td></td>
<td>• Application ID</td>
</tr>
<tr>
<td>FINA</td>
<td>• Aid Year</td>
</tr>
<tr>
<td>FINT</td>
<td>• Aid Year</td>
</tr>
<tr>
<td></td>
<td>• Term Code</td>
</tr>
</tbody>
</table>
5. If desired, reorder the keyword types using the **Move Up** and **Move Down** buttons.

6. You can also preset default checklist keyword values for documents added to the document type and/or make some of the keywords hidden to end users if you wish.

Alternatively, you can skip to the next step and set the checklist keyword values in your own workflow prior to submitting the document to the Base Checklist Life cycle.

   a. To set the default checklist keyword values for the document type, select the **Options** button below the list of selected keyword types.
b. Click in the **Default Keyword Value** column to the right of the keyword type you wish to set a default value for and type the default value.

c. If you are concerned about these keywords being visible to your users, you can choose to hide the checklist keywords as well. Just check the “HID” box next to each keyword type as desired.
d. Click Close when done.

7. Once all of your keyword type changes are complete, click Save.

This completes all configuration steps necessary in OnBase Configuration.
Steps to Complete in OnBase Studio

OnBase Studio is the tool where you can create Workflow life cycles, queues, tasks, actions, timers and notifications for your business processes.

The necessary configuration to prepare documents for processing and add them to the primary checklist life cycle is described below. However, instead of configuring this yourself, you may instead opt to copy the configuration from the Example Checklist life cycle. Either way, this processing should be added to a queue in the life cycle for your business process, referred to throughout the guide as the “Original life cycle”.

0. Prepare the document for processing.

If you did not set default values for all checklist-related keyword types based on the document type, set these values using workflow rules and actions.

Since the Base Checklist Update Life cycle does check for the existence of the required keyword values, you will not have to build that into your original life cycle unless you really want to. However, doing so may reduce delays in checklist processing due to missing keyword values.

1. Add the document from the original life cycle to the Base Checklist Update Life cycle (X – CL – Checklist Update Integration (EIS)), but do not remove the document from the original life cycle.

The document stays in the original life cycle queue until the checklist process is complete (as determined by a timer on the queue). This “Add Item to Other life cycle” allows the document to stay in the original life cycle while also being processed in the X – CL – Checklist Update Integration (EIS) life cycle.
This is what triggers the checklist update with PeopleSoft. Once a document has completed its processing in the X – CL – Checklist Update Integration (EIS) life cycle, the ‘EIS Integration Status’ keyword will contain the results of the integration. Here are some examples of the values you can expect to see in the ‘EIS Integration Status’ keyword:

- SUCSS: Checklist Added
- SUCSS: Checklist Updated
- ERROR: Checklist Admin Function KW Value Missing
- ERROR: Checklist Code KW Value Missing
- ERROR: Checklist Item KW Value Missing
- ERROR: Checklist Item Status KW Value Missing
- ERROR: Academic Career KW Value Missing
- ERROR: Aid Year KW Value Missing
- ERROR: Application ID KW Value Missing
- ERROR: Student Career Number KW Value Missing
- ERROR: Term Code KW Value Missing
- ERROR: Emplid is not Aid Year Activated
- ERROR: (91.37) - Error saving Component Interface. {CU_HYCHKLST_MNGMNT_CI} (91.37)
- ERROR: (91.34) - Error changing value. {CU_HYCHKLST_MNGMNT_CI.PERSON_CHK_ITEM(1).ITEM_STATUS} (91.34)

The last two status reflect issues on the Campus Solution side where the Checklist Item and or Admin functions were just not correct at all.

2. **Run a timer in the original life cycle to determine when the Base Checklist Update Life cycle process has completed.**

We cannot guarantee how long the real-time checklist update process will take (usually around 1 second), so we need to have a timer look at the ‘EIS Integration Status’ keyword value to know when it is okay to continue forward.

NOTE: Each Life cycle you configure for checklist updates will need to have its own timer. **Timers in OnBase cannot be shared outside of a life cycle.** If you have one checklist life cycle where you do all of your checklist processing, then you may only need one timer, but if you have multiple life cycles where you do checklist processing you’ll need a timer for each life cycle.

The ‘EIS Integration Status’ keyword will have two primary values after being processed in the Base Checklist Update life cycle:

1. SUCSS*
2. ERROR*
In the example life cycle, we provide a method that looks for a SUCSS* status in the 'EIS Integration Status' keyword and if true, send the document on its way to the next step or queue in your original life cycle.

3. Check for any errors and handle as necessary.

On the error handling side, once the Timer sees an ERROR* value in the EIS Integration Status' keyword, the example workflow sends a workflow notification, but you can configure this to your own needs, such as having another Queue where you route the original document for manual re-indexing and then re-submission to the Base Checklist Update Life cycle.
Example Checklist Life Cycle
In Studio, we have provided an example life cycle that can be used as a reference and copied into your own life cycles where needed.

This example life cycle is called X - CL01 - Checklist Update Example. This life cycle has two queues, but only the first one is necessary, as the second queue would be the next step in your original life cycle for your business process.

If you want to copy the example X - CL01 – Checklist Update Example queue, please make sure that you use the ‘Paste a copy of the item’ and ‘Paste a copy of the children’ options so that you do not disturb the example life cycle.

Steps to Complete in OnBase Unity Management Console
Once you have created your timer in your life cycle, you will need to also create a new timer task in the OnBase Unity Management Console and tie them together.

NOTE: Each Life cycle you configure for checklist updates will need to have its own timer. Timers in OnBase cannot be shared outside of a life cycle. If you have one checklist life cycle where you do all of your checklist processing, then you may only need one timer, but if you have multiple life cycles where you do checklist processing you’ll need a timer for each life cycle.
1. Launch the OnBase Unity Management Console and open your saved console file.

2. Select the environment you will be working in and log in.

3. Select the **Tasks** tree option on the left and then select the **Create Task** option on the right.

4. **Name** the new task according to the OnBase naming conventions. Do not select anything on the **Task Group** drop down.
5. Select **Workflow** as the type of task to create.

6. Select the **Life Cycle**, **Queue** and **Timer** that you have created to handle the Checklist Update steps in your original workflow.
7. Add the **MANAGER** group (required!!!) and any other groups that you would like to be able to access the task.

8. Click **Add** and choose an **Interval** type of schedule.
9. Set the interval to execute every 1 minute.

10. Set the schedule to always execute.
11. Click on the **Finish** button at the Summary screen.

12. The new task will now show up in the Tasks list.

**IMPORTANT NOTE:** Any new Tasks will not be recognized or processed until the next day after the Unity Scheduler Service has reset overnight.
Testing the Solution

To test the checklist integration, we have created multiple Item Generators in OnBase Studio. These let you test life cycles in a variety of ways and even specify keyword and property values and the starting queue and entry date. Refer to the Studio MRG for more information on Item Generators.
Please note that we have set these up to generate multiple documents at the same time and to generate random values for some of the Checklist keywords.

Feel free to modify these or create your own Item Generators to suit your needs with your own document types, life cycles, queues and values.
Please do not run these in DMOPRD unless you use test IDs as this will update Checklists in Campus Solutions Prod.

You can monitor the testing status by looking at your original life cycle and specifically the ‘EIS Integration Status’ keyword value on each document while in Unity client workflow.