



## Accessing University of Waterloo OnBase Website Applications

In order to review the applications, supervisors/research advisors will need to access the system through the web. OnBase is now compatible with IE8 and the recommendation is to use Java, as ActiveX is no longer supported. OnBase requires you to have three green checks below based on the requirements listed below. If you get any red checks, contact your department IT support.

### Requirements:

- Java is installed on your computer.
- Javascript is enabled on your computer.
- Popup windows are enabled on your computer.

URL web address: <https://mynarski.ads.uwaterloo.ca/default1.htm>

If a security window pops up when using Java, Select "No", to access the login site and when viewing any documentation.

### Java Runtime on Explorer/Firefox/Safari Instructions

When the window opens, Select "View" and in the drop down menu select "Workflow". Select the "GAP-Reviewing Processing". "ARP – Reviewer Processing" appears and when you select this link, all applications that have been forwarded for your review will appear.

To Review the applicant, a popup window opens ("Task List") when you select Workflow. When you select the "ARP – Reviewer Processing", the pop up window changes and the "Review Applicant" icon appears. When you select the applicant, then select the "Review Applicant" icon and a new form will open (usually on a separate tab). There is a section that allows you to recommend, not recommend or other, by pressing the radial button by the choices. . At the bottom of the form you may enter your comments and make whatever conditional requirements or notes about the recommendation. There is a save button at the top right hand corner. When you save, the tab window does not close, but your review should appear in the list of documents for the applicant. Alternately you can close the 'Task List' Window, you can select the "Review Applicant" Form by selecting "Tasks" in the Menu Bar and then the "Review Applicant" selection.

### Reviewing Documentation not Currently in the Reviewer Queue

To review application documentation for OnBase Applicants that is not currently in the Reviewer Queue, please see below for instructions:

For **ActiveX** go to Document Retrieval and in the drop down menu select "Custom Queries". Selecting "Applicant Documents" will allow you to view all the documentation that has currently been uploaded for all applicants. The sort is through the UW ID#, Last Name and First Name. As you will not know the UW ID#, you will need to know the exact spelling of the Last Name and, where possible, the First Name to further define the search. Once the documentation appears, you will need to filter for Chemistry Applications listed with the name as there may be more than one applicant with the same Last Name. You will be looking for applicants to the following programs: CHEMM, CHEMD, CHEMQIM, CHEMQID, CHEMNANOM, CHEMNANOD, CHEMMC and CHEMDC. In **Java Runtime**, through "View" you select "Custom Queries", then "Applicant Documents" and following the same selection process.