

FYI Notifications in Your Action List

Overview

Occasionally you will see an item come into your Action List and be labeled, "FYI". If this happens, follow the steps below to remove the item from your Action List.

An eDoc requiring "FYI" action is simply a notification. The document will be processed with or without the "FYI" action being completed.

Steps

Notification of FYI item

1. You will be notified via email if you have an item requesting "FYI" action. The email will come from OneStart. You can click on the link in the email to access the document or visit your action list in OneStart.

The screenshot displays the OneStart web application interface. At the top, the Indiana University logo and 'INDIANA UNIVERSITY' are visible. The navigation bar includes 'Campus', 'Services', 'Notifications (0)', 'My Groups', and 'My Zone'. A callout box points to the 'action list | search | logout' link in the top right corner, with the text 'Click here to access your action list.' The main content area is titled 'Services > Administrative Systems > SIS'. It features a 'OneStart Helpers' section with a 'Tutorial' link and a 'Where's my Stuff?' section with a 'Launch Content Finder' link. Below this is a 'Student Records' section with 'Registrar Information' and a 'SIS Alerts' section with a message about staff and student/faculty hours. A checkbox option 'Do not show this announcement again...' is also present.

Remove FYI Item from Action List

1. If you would like to view the document, click on the **Document ID**.
2. To remove the item, click on the drop down arrow in the **Actions** column and change **NONE** to

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FYI. The item will automatically disappear from your action list.

workflow Preferences Refresh Action List Filter

Action List NONE ▾ apply default

4 items found, displaying all items.1

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Actions	Route Log
1157736	SIS SR Grade Change Document	Retroactive W: Class#=3880, PSY-B 104, IUINA, 4078, UCOL1	FINAL	FYI	Retherford, Lesley G		10:54 AM 11/25/2008	SIS.IN.FINAID.NOTIFY.GRADECHANGE	NONE ▾	
1157739	SIS SR Grade Change Document	FN/N to W: Class#=5824, PSY-B 105, IUINA, 4068, UCOL1	PROCESSED	FYI	Doe, Jane		11:01 AM 11/25/2008	SIS.IN.FINAID.NOTIFY.GRADECHANGE	NONE ▾	
1157755	SIS SR Grade Change Document	I/R to W: Class#=29989, AMST-A 303, IUINA, 4048, LIBA1	PROCESSED	FYI	Doe, John		01:02 PM 11/25/2008	SIS.IN.FINAID.NOTIFY.GRADECHANGE	NONE ▾	
1157757	SIS SR Grade Change Document	FN/N to W: Class#=19498, ECON-E 201, IUINA, 4072, TCEM1	FINAL	FYI	Retherford, Lesley G		01:55 PM 11/25/2008	SIS.IN.FINAID.NOTIFY.GRADECHANGE	NONE ▾	

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[take actions](#)

Other Resources:

Workflow online demonstration/tutorial for Admin Users:

http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/