

ePayment Request



THE UNIVERSITY OF
CHICAGO

Document Retrieval Quick Reference Card

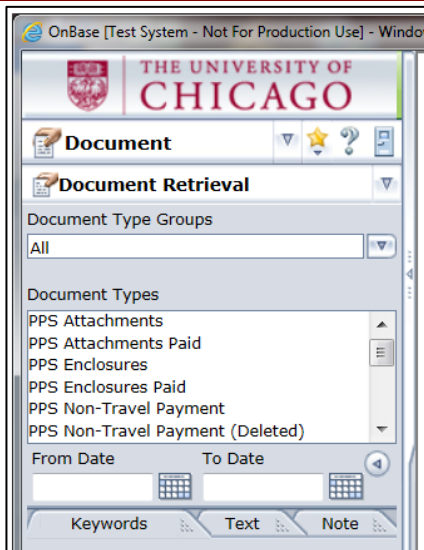
Logging In to OnBase

Internet Explorer is the recommended browser.

1. Go to <https://ariadne.uchicago.edu/appnet/Login.aspx>
2. Type your CNet ID and password.
Your CNet ID will appear in all uppercase letters, but when you type your password, it is case sensitive.
3. Press **Enter** or click **Login**.

Document Retrieval

This reference card will demonstrate the procedures for retrieving documents through OnBase. You will have the ability to search for certain ePayment Requests as well as viewing the results.

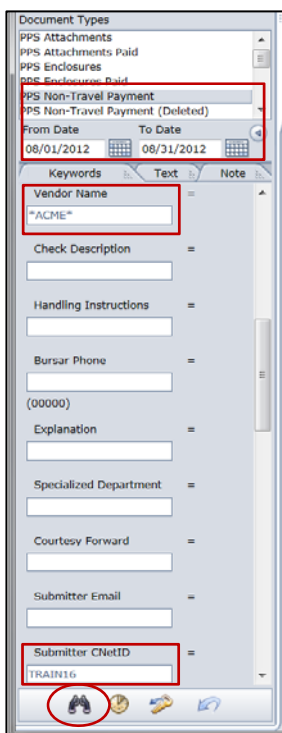


In the **Documents Types** selection area, you will be able to search for ePayment Request(s). The list contains:

- Attachments
- Enclosures
- Non-Travel Payments
- Petty Cash
- Travel Advances
- Travel Expenses

Select the document required for the query. After selecting the document type, you will be able to complete the search by Date, Keywords, Text, and Note.

For an advanced search, you have the option of selecting all PPS documents by clicking the first document and while holding the Shift Key, selecting the last document.

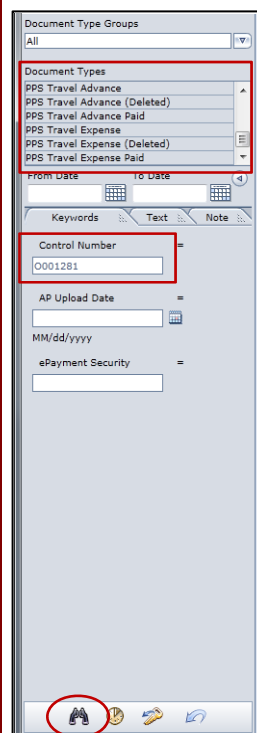


The example to the left displays a search based on:

- Non-Travel Payment
- Date Range (August)
- Vendor Name
- Submitter CNetID

A Wild Card (*) can be used as part of a search. The * can be placed in front or at the end of the entered information.

Once the search criteria has been entered, click the binocular icon to run the query.

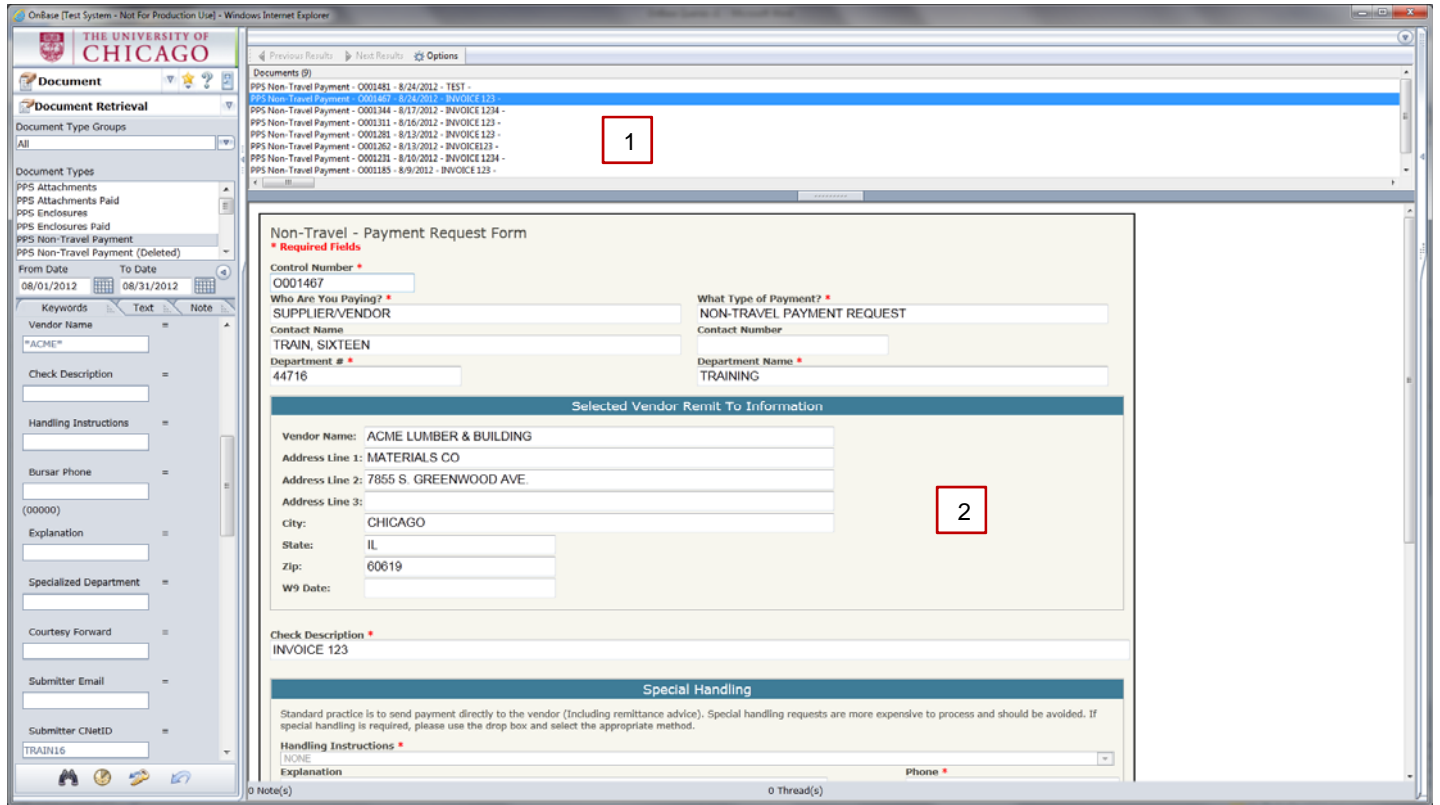


The example to the left displays a search based on:

- All PPS Documents
- Control Number

Once the search criteria has been entered, click the binocular icon to run the query.

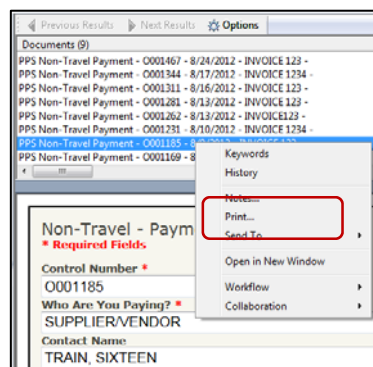
Viewing Search Results



After clicking the binocular icon, the search results will appear in the Documents Area [1].

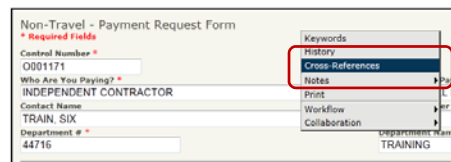
Select the ePayment Request form by double clicking the document.

The ePayment Request will appear in the lower section of the search area [2].



To print the ePayment Request, right click the highlighted request and choose the print option.

To view attachments and/or enclosures, right click the ePayment Request form and select Cross References.



Double Click the attachment or enclosure to view the document. To print the attachment or enclosure, click the print icon located in the PDF file.

The other print option is to right click the actual ePayment Request and selecting the print option.

