Frequently Asked Questions

Following is helpful information on electronic forms presented in a question and answer format.

Why do I sometimes get a "loading" icon when filling out a form?
Sometimes when you submit or approve a form, the processing will take longer than at other times. You will then see a loading icon. Do not click again and don't close the window. Wait until it stops processing.

What is the difference between initiate and "Send to Faculty"?

> **Initiate**
> refers to starting a form. For example, a student starts a Student Research Day application, completing the basic information and sends it to the primary faculty member in the workflow.

> **Send to Faculty, Chair, or ORSP**
> refers to approving the form at any given step in the process, and sending it to the next person in the work flow.

What is the difference between return to initiator and reject?

> **Return to initiator**
> means that the person who started the form needs to add or change information on the form. So, the person who is in receipt of the form will click *Return to initiator*.

> **Rejecting the form**
> means that the person does not approve the form. This typically ends the workflow.

How can I update my Task List if I know I have received a new task but can't see it?

> On the home BP Logix screen, in the *Task Lists* section, click **REFRESH**

> If that doesn't do it, log out and log back in.

How do I search for a form to see where it currently is?

1. On the home BP Logix screen, in the *Running Workflows* section (upper right quadrant of home page), click on the form you are interested in.
   A routing slip will be displayed with the names of the people the form has been to. The last name in the list is where the form currently is.
   If the status column says "Active," a person needs to take action on the form.

How do I use the ". . ." button? [...]
Use this button to select a UWEC faculty or student.

1. Click [...]
   A searchable menu of all users appears.

2. Type a portion of the last name of the user you are looking for (e.g., type "Jon" if the last name is Jones).

3. Click **GO**
   A list of names appears.

4. Select the name of the person you want to assign the form to.

5. Click **OK**
   The name appears in the text box.

When should I print the form?
Because these are electronic forms saved in a database, there should be no need to print them. You will have access to them on the server.

However, if you do need to print a form, print it at the end of the workflow, when a PDF copy is sent to you via an email attachment. In this way, the form will be complete and the layout will be more printer-friendly.

How do I make suggestions for changes to a form?

1. From the BP Logix home page, in the bottom left corner, from the pull-down list, select *LTS*

2. Click **CHANGE REQUEST FORM**

3. Complete the form

4. Click **SUBMIT**
   The request will go before a change control board for consideration.

Who do I call if I have questions about the form I'm completing?
Call the main contact in the responsible for the form. For example, for questions on a Student Research Day application, call ORSP at 705-836-4734, or email orsp@uwec.edu.