

Quick Reference: OnBase-Performance How to View Queue Status for a Form

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9) The Excel spreadsheet will have 8 columns that you can filter/search to find a specific form. The Assigned User column gives username of the person who has the form in their queue. Position Important Note: Forms in the Performing and Monitoring queue are listed twice because there are two assigned users during this phase of the performance cycle.

Reset

Filters

Parameters

Export Cancel