

Sample Review Process

Technical Documentation

March 1, 2022



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Sample Review Process

This timeline is the general review timeline for everyone to use as a template.

PROPERTIES

Create Time:	9/27/2020 7:04:36 PM (GMT)
Update Time:	8/24/2021 5:59:38 PM (GMT)
Version:	0
Priority:	1
Instance Name:	TIMELINE_DEF_NAME PLUS " - " PLUS the value of form field "RQ_Document_Name" PLUS " - " PLUS the value of form field "RQ_PennID" PLUS " " PLUS the value of form field "RQ_Name" PLUS " - " PLUS the form creation date
Form:	Container Form

Upon submission, the user's next task will automatically be shown if it is in this process. Instances of this timeline are not shown in the "Items I Can Run" knowledge views.

PROCESS

1. Initial Setup: Reviewer Data

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

1.1. Clear All Arrays and Set Timeline Variables

Action:

This activity includes set form data directives that are executed on the following events.

Task Start

The following actions are taken on this event:

1. Set form field "RQ_Future_Review_Array" to 0.
2. Set form field "RQ_Next_Review_Array" to 0.
3. Set form field "RQ_Original_Review_Array" to 0.
4. Set form field "RQ_Past_Review_Array" to 0.

5. Set form field "RQ_Return_Review_Array" to 0.
6. Set form field "RQ_Timeline_Name" to TIMELINE_DEF_NAME.
7. Set form field "RQ_Timeline_Instance" to TIMELINE_NAME.
8. Set form field "RQ_Timeline_Prefix" to NU.

1.2. Fill Review Array

Dependency: Completion of "Clear All Arrays and Set Timeline Variables" (activity 1.1)

Action: Make ""Container Form"" the default form for this timeline.

This activity includes set form data directives that are executed on the following events.

Task Start

The following actions are taken on this event:

1. Set form field "RQ_Original_Reviewer" to the value of business value property OUR Review Order Business Value.Reviewer.
2. Set form field "RQ_Original_Review_Order" to the value of business value property OUR Review Order Business Value.ReviewOrder.
3. Set form field "RQ_Original_Review_Instruction" to the value of business value property OUR Review Order Business Value.Instructions.
4. Set form field "RQ_Original_Sensitive_Data" to the value of business value property OUR Review Order Business Value.SensitiveData.
5. Set form field "RQ_Original_Deny_Instructions" to the value of business value property OUR Review Order Business Value.DenyInstructions.
6. Set form field "RQ_Future_Reviewer" to the value of business value property OUR Review Order Business Value.Reviewer.
7. Set form field "RQ_Future_Review_Order" to the value of business value property OUR Review Order Business Value.ReviewOrder.
8. Set form field "RQ_Future_Instructions" to the value of business value property OUR Review Order Business Value.Instructions.
9. Set form field "RQ_Future_Sensitive_Data" to the value of business value property OUR Review Order Business Value.SensitiveData.
10. Set form field "RQ_Future_Deny_Instructions" to the value of business value property OUR Review Order Business Value.DenyInstructions.
11. Set form field "RQ_Future_Row_Num" to ROW_NUM.
12. Set form field "RQ_Next_Reviewer" to the value of business value property OUR Review Order Business Value.Reviewer.

13. Set form field "RQ_Next_Review_Instructions" to the value of business value property OUR Review Order Business Value.Instructions.
14. Set form field "RQ_Next_Sensitive_Data" to the value of business value property OUR Review Order Business Value.SensitiveData.
15. Set form field "RQ_Next_Deny_Instructions" to the value of business value property OUR Review Order Business Value.DenyInstructions.

2. Review Step Loop

Dependency:	Completion of "Initial Setup: Reviewer Data" (activity 1)
Action:	This is an internal "Parent" activity that loops through one or more "child" activities until conditions are met.
Needed:	When the value of "Original Review Array" Array form field is greater than 0.
Continues:	Until the value of "Review Array" Array form field is equal to 0 OR the value of "RQ Restart All" Text Box form field contains "Cancel" OR the value of "RQ Restart All" Text Box form field contains "Restart".

2.1. Review Parent

Action:	This is an internal "Parent" activity that groups one or more "child" activities together.
---------	--

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. When the result of "Review Parent" (activity 2.1) contains "Cancel":
 - Set form field "RQ_Restart_or_Cancel" to Cancel.
2. When the result of "Review Parent" (activity 2.1) contains "Restart All":
 - Set form field "RQ_Restart_or_Cancel" to Restart.
3. Set form field "RQ_Assign_to_User_Array" to 1.
4. Set form field "RQ_Assign_to_User" to n/a.

Task Start

The following actions are taken on this event:

1. Set form field "RQ_Assign_to_User_Array" to 1.

2. Set form field "RQ_Assign_to_User" to n/a.
3. Set form field "RQ_Skip_Note_Creation" to No.

2.1.1. OAA Advisor - Pre Review

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

Needed: When the value of "Next Review Step" Text Box form field is equal to "Advisor Pre-Review".

2.1.1.1. Not Required

Action:

Needed: When the value of "RQ Sensitive Data YN" Text Box form field is not equal to "Yes".

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Advisor Review - HR.
2. Set form field "RQ_Note_Activity_Result" to Not Required.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Escape_This_Step" to Yes.

2.1.1.2. Advisor Review Required

Dependency: Completion of "Not Required" (activity 2.1.1.1)

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

Needed: When the value of "RQ Sensitive Data YN" Text Box form field is equal to "Yes".

2.1.1.2.1. OAA Advisor Review

Action: This is a task that is assigned to the participants of this activity.

Participants: Derived from the business rule "Assign Users for NU OAA Advisor Review".

Results: **Review Complete / Approve**
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Deny / Cancel Request

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date: The due date is 1 minute after the configured activity start date.

When Due: If this activity has not been completed when the due date is reached, the activity will continue.

Notification: A notification is sent to user(s) derived from the business rule "Assign Users for NU OAA Advisor Review Email" when the task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.2. Instructor Review Parent

- Action: This is an internal "Parent" activity that groups one or more "child" activities together.
- Needed: When the value of "Next Review Step" Text Box form field is equal to "Instructor".

2.1.2.1. Skip Instructor Review

- Action:
- Needed: When the value of "Instructor Review Complete" Text Box form field is equal to "Yes".

This activity includes set form data directives that are executed on the following events.

Task Start

The following actions are taken on this event:

1. Set form field "RQ_Skip_Note_Creation" to Yes.
2. Set form field "RQ_Escape_This_Step" to Yes.

2.1.2.2. Find Instructor

- Dependency: Completion of "Skip Instructor Review" (activity 2.1.2.1)
- Action: This is an internal "Parent" activity that groups one or more "child" activities together.
- Needed: When the value of "Instructor Review Complete" Text Box form field is not equal to "Yes".

2.1.2.2.1. Assign LEC Instructor

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Instructor_Array" array to the "RQ_Assign_to_User_Array" array when form field Instructor_Activity = "LEC":

- "Instructor_UID" to "RQ_Assign_to_User"

2.1.2.2.2. Assign Graded Instructor

Dependency:	Completion of "Assign LEC Instructor" (activity 2.1.2.2.1)
Action:	A call is made to a custom task to perform a specialized operation.
Needed:	When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Instructor_Array" array to the "RQ_Assign_to_User_Array" array when form field Instructor_Special_Grading <> "NG":

- "Instructor_UID" to "RQ_Assign_to_User"

2.1.2.2.3. Assign Student-Added Instructor

Dependency:	Completion of "Assign Graded Instructor" (activity 2.1.2.2.2)
Action:	A call is made to a custom task to perform a specialized operation.
Needed:	When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Instructor_Array" array to the "RQ_Assign_to_User_Array" array when form field Instructor_Source = "Added by Student":

- "Instructor_UID" to "RQ_Assign_to_User"

2.1.2.2.4. Missing Instructor

Dependency:	Completion of "Assign Student-Added Instructor" (activity 2.1.2.2.3)
Action:	
Needed:	When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Instructor Review.
2. Set form field "RQ_Note_Activity_Result" to No Instructor Found.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Escape_This_Step" to Yes.

2.1.2.2.5. Instructor Located

Dependency:	Completion of "Missing Instructor" (activity 2.1.2.2.4)
Action:	This is an internal "Parent" activity that groups one or more "child" activities together.
Needed:	When the value of "RQ Assign to User Array" Array form field is greater than or equal to 2.

2.1.2.2.5.1. Remove Extra Assignment Row

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will remove rows from the RQ_Assign_to_User_Array array where form field RQ_Assign_to_User = "n/a".

2.1.2.2.5.2. Instructor Review

Dependency:	Completion of "Remove Extra Assignment Row" (activity 2.1.2.2.5.1)
Action:	This is a task that is assigned to the participants of this activity.
Participants:	User in the "RQ Assign to User" Text Box form control.
Results:	<p>Support</p> <p>The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.</p> <p>Not Support</p> <p>The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked AND the value of "RQ Document Name" Text Box form field is not equal to "Withdraw from a Course". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.</p>

Not Support / Cancel Request

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked AND the value of "RQ Document Name" Text Box form field is equal to "Withdraw from a Course". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:	The due date is 30 minutes after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notifications:	A notification is sent to the participants when this task starts. A reminder is sent to Activity Users when the task is due. The e-mail template "Reviewer Alert Email" is applied to send the messages.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT
"ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.3. Secondary Advising Notification

Action:	Notify
Needed:	When the value of "Next Review Step" Text Box form field is equal to "Advising Notification".
Notifications:	A notification is sent to user(s) derived from the business rule "NU Advising Notification Only" when the task starts. The e-mail

template "Notification Only Alert Email (request was approved)" is applied to send the messages.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Advisor Notification.
2. Set form field "RQ_Note_Activity_Result" to Notification Sent.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Notification_Only" to Yes.

2.1.4. --- NGSS Review Activities Below ----

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

2.1.5. NGSS Instructor Review

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

Needed: When the value of "Next Review Step" Text Box form field is equal to "Instructor (NGSS)".

2.1.5.1. Assign Instructors

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Instructor_Array" array to the "RQ_Assign_to_User_Array" array:

- "Instructor_UID" to "RQ_Assign_to_User"

2.1.5.2. Missing Instructor

Dependency: Completion of "Assign Instructors" (activity 2.1.5.1)

Action:

Needed: When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Instructor Review.
2. Set form field "RQ_Note_Activity_Result" to No Instructor Found.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Escape_This_Step" to Yes.

2.1.5.3. Instructor Located

Dependency:	Completion of "Missing Instructor" (activity 2.1.5.2)
Action:	This is an internal "Parent" activity that groups one or more "child" activities together.
Needed:	When the value of "RQ Assign to User Array" Array form field is greater than or equal to 2.

2.1.5.3.1. Remove Extra Assignment Row

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will remove rows from the RQ_Assign_to_User_Array array where form field RQ_Assign_to_User = "n/a".

2.1.5.3.2. Instructor Review

Dependency:	Completion of "Remove Extra Assignment Row" (activity 2.1.5.3.1)
Action:	This is a task that is assigned to the participants of this activity.
Participants:	User in the "RQ Assign to User" Text Box form control.
Results:	Support The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation. Not Support The text color is the default color on a "#FF3300" background with

icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked AND the value of "RQ Document Name" Text Box form field is not equal to "Withdraw from a Course". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Not Support / Cancel

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked AND the value of "RQ Document Name" Text Box form field is equal to "Withdraw from a Course". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notification:	A notification is sent to the participants when this task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT
"ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "Name" format.

2.1.6. NGSS Instructor Review - Late Add

- Action: This is an internal "Parent" activity that groups one or more "child" activities together.
- Needed: When the value of "Next Review Step" Text Box form field is equal to "Instructor - Late Add (NGSS)".

2.1.6.1. Assign Late Add Instructor

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Instructor_Array" array to the "RQ_Assign_to_User_Array" array when form field Instructor_Source = "Late Add":

- "Instructor_UID" to "RQ_Assign_to_User"

2.1.6.2. Missing Instructor

- Dependency: Completion of "Assign Late Add Instructor" (activity 2.1.6.1)
- Action:
- Needed: When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Late Add Instructor Review.
2. Set form field "RQ_Note_Activity_Result" to No Instructor Found.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Escape_This_Step" to Yes.

2.1.6.3. Instructor Located

- Dependency: Completion of "Missing Instructor" (activity 2.1.6.2)
- Action: This is an internal "Parent" activity that groups one or more "child" activities together.
- Needed: When the value of "RQ Assign to User Array" Array form field is greater than or equal to 2.

2.1.6.3.1. Remove Extra Assignment Row

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will remove rows from the RQ_Assign_to_User_Array array where form field RQ_Assign_to_User = "n/a".

2.1.6.3.2. Late Add Instructor Review

Dependency: Completion of "Remove Extra Assignment Row" (activity 2.1.6.3.1)

Action: This is a task that is assigned to the participants of this activity.

Participants: User in the "RQ Assign to User" Text Box form control.

Results:

Support
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Not Support

The text color is the default color on a "#FF3300" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date: The due date is 1 minute after the configured activity start date.

When Due: If this activity has not been completed when the due date is reached, the activity will continue.

Notification: A notification is sent to the participants when this task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT
"ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "Name" format.

2.1.7. NGSS Instructor Review - Late Add Conflict

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

Needed: When the value of "Next Review Step" Text Box form field is equal to "Instructor - Late Add Conflict (NGSS)".

2.1.7.1. Assign Conflict Instructor

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Instructor_Array" array to the "RQ_Assign_to_User_Array" array when form field Instructor_Source = "Conflict":

- "Instructor_UID" to "RQ_Assign_to_User"

2.1.7.2. Missing Instructor

Dependency: Completion of "Assign Conflict Instructor" (activity 2.1.7.1)

Action:

Needed: When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Time Conflict Instructor Review.
2. Set form field "RQ_Note_Activity_Result" to Not Applicable or No Instructor Found.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Escape_This_Step" to Yes.

2.1.7.3. Instructor Located

Dependency:	Completion of "Missing Instructor" (activity 2.1.7.2)
Action:	This is an internal "Parent" activity that groups one or more "child" activities together.
Needed:	When the value of "RQ Assign to User Array" Array form field is greater than or equal to 2.

2.1.7.3.1. Remove Extra Assignment Row

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will remove rows from the RQ_Assign_to_User_Array array where form field RQ_Assign_to_User = "n/a".

2.1.7.3.2. Conflicting Course Instructor Review

Dependency:	Completion of "Remove Extra Assignment Row" (activity 2.1.7.3.1)
Action:	This is a task that is assigned to the participants of this activity.
Participants:	User in the "RQ Assign to User" Text Box form control.
Results:	Support

The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Not Support

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notification:	A notification is sent to the participants when this task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "Name" format.

2.1.8. Faculty Advisor Review

Action:	This is an internal "Parent" activity that groups one or more "child" activities together.
Needed:	When the value of "Next Review Step" Text Box form field is equal to "Faculty Advisor".

2.1.8.1. Add Advisors - MAJR for BSN Students

Action:	A call is made to a custom task to perform a specialized operation.
Needed:	When the value of "Primary Division" Text Box form field is equal to "NU".

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Advisor_Array" array to the "RQ_Assign_to_User_Array" array when form field Advisor_Type = "MAJR":

- "Advisor_UID" to "RQ_Assign_to_User"

2.1.8.2. Add Advisors - ASPD and ACAD for MSN Students

Dependency: Completion of "Add Advisors - MAJR for BSN Students" (activity 2.1.8.1)

Action: A call is made to a custom task to perform a specialized operation.

Needed: When the value of "Primary Division" Text Box form field is in "ND,NM,NP".

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "Advisor_Array" array to the "RQ_Assign_to_User_Array" array when form field Advisor_Type = "ASPD" = form field Advisor_Type = "ACAD":

- "Advisor_UID" to "RQ_Assign_to_User"

2.1.8.3. Missing Advisors

Dependencies: Completion of "Add Advisors - MAJR for BSN Students" (activity 2.1.8.1) AND
Completion of "Add Advisors - ASPD and ACAD for MSN Students" (activity 2.1.8.2)

Action:

Needed: When the value of "RQ Assign to User Array" Array form field is equal to 1.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to Advisor Review.
2. Set form field "RQ_Note_Activity_Result" to No Advisor Found.
3. Set form field "RQ_Note_Activity_User" to --.
4. Set form field "RQ_Escape_This_Step" to Yes.

2.1.8.4. Advisor Found

Dependency: Completion of "Missing Advisors" (activity 2.1.8.3)

- Action: This is an internal "Parent" activity that groups one or more "child" activities together.
- Needed: When the value of "RQ Assign to User Array" Array form field is greater than or equal to 2.

2.1.8.4.1. Remove Extra Assign to Array

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will remove rows from the RQ_Assign_to_User_Array array where form field RQ_Assign_to_User = "n/a".

2.1.8.4.2. Faculty Advisor

- Dependency: Completion of "Remove Extra Assign to Array" (activity 2.1.8.4.1)
- Action: This is a task that is assigned to the participants of this activity.
- Participants: User in the "RQ Assign to User" Text Box form control.
- Results: **Review Complete / Approve**
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked AND the value of "RQ Document Name" Text Box form field is equal to "Max CU Increase" AND the value of "RQ Questions Required Response SUM" Sum form field is equal to 0. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.
- Return / Restart**
The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.
- Deny / Cancel Request**
The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.
- Due Date: The due date is 30 minutes after the configured activity start date.
- When Due: If this activity has not been completed when the due date is reached, the activity will continue.

Notifications: A notification is sent to the participants when this task starts. A reminder is sent to Activity Users when the task is due. The e-mail template "Reviewer Alert Email" is applied to send the messages.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT
"ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.8.4.3. Derive Max CU Approved Value

Dependency: Completion of "Faculty Advisor" (activity 2.1.8.4.2)

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will, after clearing any existing rows in the "MaxCUChangeResponseArray" array, copy the following columns from the "RQ_Questions_Array" array to the "MaxCUChangeResponseArray" array when form field RQ_Questions_Set_ID = "7" = form field RQ_Questions_Content_ID = "11":

- "RQ_Questions_Answer_Value" to "MaxCUChangeResponse"

This activity includes set form data directives that are executed on the following events.

Task End

The following action is taken on this event:

1. Set form field "Max_CU_Change_Approved" to the value of form field MaxCUChangeResponse (Max CU Change Response).

2.1.9. OAA Advisor Review

Action: This is a task that is assigned to the participants of this activity.

- Needed:** When the value of "Next Review Step" Text Box form field is equal to "OAA Advisor Review".
- Participants:** Derived from the business rule "Assign Users for NU OAA Advisor Review".
- Results:**
- Review Complete / Approve**
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.
- Deny / Cancel Request**
The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.
- Max CU Hold**
The text color is the default color on a "#011F5B" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Document Name" Text Box form field is equal to "Max CU Increase" AND the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.
- Return / Restart**
The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.
- Due Date:** The due date is 1 minute after the configured activity start date.
- When Due:** If this activity has not been completed when the due date is reached, the activity will continue.
- Notification:** A notification is sent to user(s) derived from the business rule "Assign Users for NU OAA Advisor Review Email" when the task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT
"ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.
4. When the value of "RQ Document Name" Text Box form field is equal to "Max CU Increase" AND the result of "OAA Advisor Review" (activity 2.1.9) is not equal to "Max CU Hold":
 - o Set form field "RQ_Future_Review_Array" to 0.

2.1.10. Financial Aid Review

Action:	This is a task that is assigned to the participants of this activity.
Needed:	When the value of "Next Review Step" Text Box form field is equal to "Financial Aid Review".
Participants:	Derived from the business rule "Assign Users for NU Financial Aid".
Results:	<p>Review Complete / Approve The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.</p> <p>Return / Restart The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.</p>
Due Date:	The due date is 1 minute after the configured activity start date.

- When Due:** If this activity has not been completed when the due date is reached, the activity will continue.
- Notification:** A notification is sent to the participants when this task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.11. Sector Committee Chair Review

- Action:** This is a task that is assigned to the participants of this activity.
- Needed:** When the value of "Next Review Step" Text Box form field is equal to "Sector Committee Chair".
- Participants:** Derived from the business rule "Assign Users for NU Sector Committee".
- Results:**
- Approve for Sector**
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.
- Approve as One-Time Exception (this student only)**
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.
- Deny**
The text color is the default color on a "#FF3300" background with

icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notification:	A notification is sent to the participants when this task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.12. Asst Dean Academic Affairs

Action:	This is a task that is assigned to the participants of this activity.
Needed:	When the value of "Next Review Step" Text Box form field is equal to "Asst Dean Academic Affairs".
Participants:	Derived from the business rule "Assign Users for NU Asst Dean Academic Affairs Review".
Results:	Review Complete / Approve The text color is the default color on a "#339900" background with

icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Deny / Cancel Request

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notifications:	A notification is sent to the participants when this task starts. A reminder is sent to Activity Users when the task is due. The e-mail template "Reviewer Alert Email" is applied to send the messages.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.13. OUR Data Entry

Action:	This is a task that is assigned to the participants of this activity.
Needed:	When the value of "Next Review Step" Text Box form field is equal to "OUR Data Entry".
Participants:	Project Initiator.
Results:	<p>Data Entry Complete / Approve The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.</p> <p>Return / Restart The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.</p> <p>Deny / Cancel Request The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.</p>
Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notifications:	A notification is sent to the participants when this task starts. A reminder is sent to Activity Users when the task is due. The e-mail template "Reviewer Alert Email" is applied to send the messages.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.

2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.
4. Set form field "RQ_Data_Entry" to an empty string.

2.1.14. School Registrar Review

Action: This is a task that is assigned to the participants of this activity.
Needed: When the value of "Next Review Step" Text Box form field is equal to "School Registrar".

Participants: Derived from the business rule "Assign Users for NU School Registrar Review".

Results: **Review Complete / Approve**
 The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Sector Requirement Hold

The text color is the default color on a "#011F5B" background with icon "1174" of color "#ffffff". This result button is visible when the value of "RQ Document Name" Text Box form field is equal to "Sector Requirement" AND the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Deny / Cancel Request

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check

Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

- Due Date:** The due date is 30 minutes after the configured activity start date.
- When Due:** If this activity has not been completed when the due date is reached, the activity will continue.
- Notification:** A notification is sent to user(s) derived from the business rule "Assign Users for NU School Registrar Review Email" when the task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT
"ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.
4. When the result of "School Registrar Review" (activity 2.1.14) is not equal to "Sector Requirement Hold" AND the value of "RQ Document Name" Text Box form field is equal to "Sector Requirement":
 - o Set form field "RQ_Future_Review_Array" to 0.

2.1.15. Max CU Hold

- Action:** This is a task that is assigned to the participants of this activity.
- Needed:** When the value of "Next Review Step" Text Box form field is equal to "Max CU Hold".
- Participants:** Derived from the business rule "Assign Users for NU OAA Advisor Review".
- Results:** **Review Complete / Approve**
The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Deny / Cancel Request

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notifications:	The e-mail template "Reviewer Alert Email" is applied to send the messages.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.16. Sector Requirement Hold

Action:	This is a task that is assigned to the participants of this activity.
Needed:	When the value of "Next Review Step" Text Box form field is equal to "Sector Requirement Hold".
Participants:	Derived from the business rule "Assign Users for NU School Registrar Review".

Results:**Approve**

The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.

Deny

The text color is the default color on a "#FF3300" background with icon "1193" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Return / Restart

The text color is the default color on a "#011F5B" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.

Due Date:

The due date is 1 minute after the configured activity start date.

When Due:

If this activity has not been completed when the due date is reached, the activity will continue.

Notifications:

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to `ACTIVITY_NAME`.
2. Set form field "RQ_Note_Activity_Result" to `ACTIVITY_RESULT`
"ActivityName=`ACTIVITY_NAME`".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.17. Spreadsheet Updates

Action:	This is a task that is assigned to the participants of this activity.
Needed:	When the value of "Next Review Step" Text Box form field is equal to "Spreadsheet Updates".
Participants:	Derived from the business rule "Assign Users for NU Spreadsheet Review".
Results:	<p>Review Complete</p> <p>The text color is the default color on a "#339900" background with icon "1194" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string AND the value of "RQ Restart All Processes" Check Box form field is not checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.</p> <p>Return / Restart</p> <p>The text color is the default color on a "#003399" background with icon "1173" of color "#ffffff". This result button is visible when the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string OR the value of "RQ Restart All Processes" Check Box form field is checked. The activity returns this result when 1 participant chooses this result. This result may be selected from the user's task list.</p>
Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notification:	A notification is sent to the participants when this task starts. The e-mail template "Reviewer Alert Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.

2.1.18. Return to Student

- Action: This is an internal "Parent" activity that groups one or more "child" activities together.
- Needed: When the value of "Next Review Step" Text Box form field is equal to "Student Follow-Up".

2.1.18.1. First Loop - Skip Student Review

- Action: A call is made to a custom task to perform a specialized operation.
- Needed: When the value of "RQ Return to Student" Text Box form field is equal to "No".

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "RQ_Future_Review_Array" array to the "RQ_Past_Review_Array" array when form field RQ_Future_Row_Num = "1":

- "RQ_Future_Reviewer" to "RQ_Past_Reviewer"
- "RQ_Future_Review_Order" to "RQ_Past_Review_Order"

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Skip_Note_Creation" to Yes.
2. Set form field "RQ_Escape_This_Step" to Yes.

2.1.18.2. Student Review

- Dependency: Completion of "First Loop - Skip Student Review" (activity 2.1.18.1)
- Action: This is a task that is assigned to the participants of this activity.
- Needed: When the value of "RQ Return to Student" Text Box form field is equal to "Yes".
- Participants: User in the "RQ Student UID" Text Box form control.
- Result: **Submit Changes**
The text color is the default color on a "#003399" background with icon "1194" of color "#ffffff". The activity returns this result when 1

	participant chooses this result. This result may be selected from the user's task list. Selection of this result will skip form validation.
Due Date:	The due date is 1 minute after the configured activity start date.
When Due:	If this activity has not been completed when the due date is reached, the activity will continue.
Notification:	A notification is sent to the participants when this task starts. The e-mail template "Student Follow-Up Review Email" is applied to send the message.

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Note_Activity_Name" to ACTIVITY_NAME.
2. Set form field "RQ_Note_Activity_Result" to ACTIVITY_RESULT "ActivityName=ACTIVITY_NAME".
3. Set form field "RQ_Note_Activity_User" to the current user where written in "name" format.
4. Set form field "RQ_Return_to_Student" to No.

2.2. Set Result Note

Dependency:	Completion of "Review Parent" (activity 2.1)
Action:	
Needed:	When the value of "RQ Skip Note Creation" Text Box form field is not equal to "Yes".

This activity includes set form data directives that are executed on the following events.

Task End

The following action is taken on this event:

1. Set form field "RQ_Skip_Note_Creation" to No.

Task Start

The following actions are taken on this event:

1. Set form field "RQ_Notes_Array" to the calculation of where the value of form field "RQ_Notes_Array"+1.
2. Set form field "RQ_Notes_Date" to current date and time.
3. Set form field "RQ_Notes_Name" to the value of form field "RQ_Note_Activity_User".
4. Set form field "RQ_Notes_Review_Step" to the value of form field "RQ_Timeline_Prefix" PLUS " " PLUS the value of form field "RQ_Note_Activity_Name".
5. Set form field "RQ_Notes_Text" to the value of form field "RQ_Note_Activity_Result".
6. Set form field "RQ_Notes_Type" to Review Result.
7. Set form field "RQ_Notes_Visible_To_Student" to true.
8. Set form field "RQ_Notes_Row_Num" to ROW_NUM.

2.3. Roll Back to Earlier Step

Dependency:	Completion of "Set Result Note" (activity 2.2)
Action:	This is an internal "Parent" activity that groups one or more "child" activities together.
Needed:	When the result of "Review Parent" (activity 2.1) contains "Return" OR the value of "RQ Past Reviewers" Drop Down form field is not equal to an empty string.

This activity includes set form data directives that are executed on the following events.

Task Start

The following action is taken on this event:

1. When the value of "RQ Past Reviewers" Drop Down form field is equal to "Student Follow-Up":
 - o Set form field "RQ_Return_to_Student" to Yes.

2.3.1. Get Return Review Order

Action: A call is made to a custom task to perform a specialized operation. This activity calls the "Manipulate Array Data" custom task. This custom task will, after clearing any existing rows in the "RQ_Return_Review_Array" array, copy the following columns from the "RQ_Original_Review_Array" array to the "RQ_Return_Review_Array" array when form field RQ_Original_Reviewer = the value of form field "RQ_Past_Reviewers_Select":

- "RQ_Original_Reviewer" to "RQ_Return_Reviewer"
- "RQ_Original_Review_Order" to "RQ_Return_Review_Order"

2.3.2. Reset Future Review Array

Dependency: Completion of "Get Return Review Order" (activity 2.3.1)

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will, after clearing any existing rows in the "RQ_Future_Review_Array" array, copy the following columns from the "RQ_Original_Review_Array" array to the "RQ_Future_Review_Array" array when form field RQ_Original_Review_Order >= the value of form field "RQ_Return_Review_Order":

- "RQ_Original_Reviewer" to "RQ_Future_Reviewer"
- "RQ_Original_Review_Order" to "RQ_Future_Review_Order"
- "RQ_Original_Sensitive_Data" to "RQ_Future_Sensitive_Data"
- "RQ_Original_Review_Instruction" to "RQ_Future_Instructions"
- "RQ_Original_Deny_Instructions" to "RQ_Future_Deny_Instructions"

2.3.3. Reset Past Review Array

Dependency: Completion of "Reset Future Review Array" (activity 2.3.2)

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will, after clearing any existing rows in the "RQ_Past_Review_Array" array, copy the following columns from the "RQ_Original_Review_Array" array to the "RQ_Past_Review_Array" array when form field RQ_Original_Review_Order < the value of form field "RQ_Return_Review_Order":

- "RQ_Original_Reviewer" to "RQ_Past_Reviewer"
- "RQ_Original_Review_Order" to "RQ_Past_Review_Order"

2.3.4. Reset Future Review Row Numbers

Dependencies: Completion of "Reset Future Review Array" (activity 2.3.2) AND
Completion of "Reset Past Review Array" (activity 2.3.3)

Action:

This activity includes set form data directives that are executed on the following events.

Task Start

The following action is taken on this event:

1. Set form field "RQ_Future_Row_Num" to ROW_NUM.

2.3.5. Set Next Reviewer

Dependency: Completion of "Reset Future Review Row Numbers" (activity 2.3.4)

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will, after clearing any existing rows in the "RQ_Next_Review_Array" array, copy the following columns from the "RQ_Future_Review_Array" array to the "RQ_Next_Review_Array" array when form field RQ_Future_Row_Num = "1":

- "RQ_Future_Reviewer" to "RQ_Next_Reviewer"
- "RQ_Future_Sensitive_Data" to "RQ_Next_Sensitive_Data"
- "RQ_Future_Instructions" to "RQ_Next_Review_Instructions"
- "RQ_Future_Deny_Instructions" to "RQ_Next_Deny_Instructions"

This activity includes set form data directives that are executed on the following events.

Task End

The following action is taken on this event:

1. Set form field "RQ_Past_Reviewers_Select" to an empty string.

2.4. Approved: Prepare for Next Review

Dependency: Completion of "Set Result Note" (activity 2.2)

Action: This is an internal "Parent" activity that groups one or more "child" activities together.

Needed: When the result of "Review Parent" (activity 2.1) contains "Approve" AND the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string OR the value of "RQ Notification Only" Text Box form field is equal to "Yes" OR the result of "Review Parent" (activity 2.1) is equal to "Not Applicable" AND the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string OR the value of "RQ Escape This Step"

Text Box form field is equal to "Yes" OR the result of "Review Parent" (activity 2.1) is equal to "Support" AND the value of "RQ Past Reviewers" Drop Down form field is equal to an empty string OR the result of "Review Parent" (activity 2.1) is equal to "Review Complete" OR the result of "Review Parent" (activity 2.1) is equal to "Max CU Hold" OR the result of "Review Parent" (activity 2.1) is equal to "Sector Requirement Hold" OR the result of "Review Parent" (activity 2.1) is equal to "Not Support".

This activity includes set form data directives that are executed on the following events.

Task End

The following actions are taken on this event:

1. Set form field "RQ_Notification_Only" to No.
2. Set form field "RQ_Escape_This_Step" to No.

2.4.1. Move Row to Past Review

Action: A call is made to a custom task to perform a specialized operation.
Needed: When the value of "RQ Notification Only" Text Box form field is not equal to "Yes" AND the value of "RQ Note Activity Result" Text Box form field is not equal to "No Instructor Found" AND the value of "RQ Note Activity Result" Text Box form field is not equal to "No Advisor Found" AND the value of "RQ Note Activity Result" Text Box form field is not equal to "Not Required".

This activity calls the "Manipulate Array Data" custom task. This custom task will copy the following columns from the "RQ_Future_Review_Array" array to the "RQ_Past_Review_Array" array when form field RQ_Future_Row_Num = "1":

- "RQ_Future_Reviewer" to "RQ_Past_Reviewer"
- "RQ_Future_Review_Order" to "RQ_Past_Review_Order"

2.4.2. Remove Top Array Row

Dependency: Completion of "Move Row to Past Review" (activity 2.4.1)
Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will remove rows from the RQ_Future_Review_Array array where form field RQ_Future_Row_Num = "1".

This activity includes set form data directives that are executed on the following events.

Task End

The following action is taken on this event:

1. Set form field "RQ_Future_Row_Num" to ROW_NUM.

2.4.3. Set Next Reviewer

Dependency: Completion of "Remove Top Array Row" (activity 2.4.2)

Action: A call is made to a custom task to perform a specialized operation.

This activity calls the "Manipulate Array Data" custom task. This custom task will, after clearing any existing rows in the "RQ_Next_Review_Array" array, copy the following columns from the "RQ_Future_Review_Array" array to the "RQ_Next_Review_Array" array when form field RQ_Future_Row_Num = "1":

- "RQ_Future_Reviewer" to "RQ_Next_Reviewer"
- "RQ_Future_Instructions" to "RQ_Next_Review_Instructions"
- "RQ_Future_Sensitive_Data" to "RQ_Next_Sensitive_Data"
- "RQ_Future_Deny_Instructions" to "RQ_Next_Deny_Instructions"

2.5. Restart or Cancel

Dependency: Completion of "Review Parent" (activity 2.1)

Action:

Needed: When the result of "Review Parent" (activity 2.1) contains "Cancel" OR the result of "Review Parent" (activity 2.1) contains "Restart" AND the value of "RQ Restart All Processes" Check Box form field is checked OR the result of "Review Parent" (activity 2.1) contains "Deny".

This activity includes set form data directives that are executed on the following events.

Task Start

The following actions are taken on this event:

1. When the result of "Review Parent" (activity 2.1) contains "Cancel" OR the result of "Review Parent" (activity 2.1) contains "Deny":

- Set form field "RQ_Restart_or_Cancel" to Cancel.
 - Set form field "RQ_Next_Steps" to the value of form field RQ_Next_Deny_Instructions (RQ Next Deny Instructions).
2. When the result of "Review Parent" (activity 2.1) contains "Restart":
- Set form field "RQ_Restart_or_Cancel" to Restart.
 - Set form field "RQ_Restart_All_Processes" to an empty string.

BUSINESS RULES

Business rules return one or more values based upon conditional logic. Business rules may return a Boolean value (yes/no), a string value or list of values, a user or a list of users, or a group or list of groups.

Assign Users for NU Asst Dean Academic Affairs Review

Description: Assign participants for a timeline activity.
 Group Name: Office of the University Registrar
 Associated Form: Container Form
 Rule Value Type: List Of Users

This business rule returns the user(s) associated with any of the following conditions that are met:

- When the value of "Testing Enabled" Check Box form field is checked , then return [Value type ProjectInitiator].
- When the value of "Testing Enabled" Check Box form field is not checked , then return "OUR.NU.Asst.Dean.Acad".

This business rule is referenced in the following object:

- Asst Dean Academic Affairs

Assign Users for NU Financial Aid

Description: Assign participants for a timeline activity.
 Group Name: Office of the University Registrar
 Associated Form: Container Form
 Rule Value Type: List Of Users

This business rule returns the user(s) associated with any of the following conditions that are met:

- When the value of "Testing Enabled" Check Box form field is checked , then return [Value type ProjectInitiator].
- When the value of "Testing Enabled" Check Box form field is not checked , then return "OUR.NU.FinancialAid".

This business rule is referenced in the following object:

- Financial Aid Review

Assign Users for NU OAA Advisor Review

Description: Assign participants for a timeline activity.
Group Name: Office of the University Registrar
Associated Form: Container Form
Rule Value Type: List Of Groups

This business rule returns the group(s) associated with any of the following conditions that are met:

- When the value of "Testing Enabled" Check Box form field is checked , then return "OUR.Developers".
- Always return "OUR.NU.Advisors.GR".
- Always return "OUR.NU.Advisors.UG".
- Always return "OUR.Developers".

This business rule is referenced in the following objects:

- Max CU Hold
- OAA Advisor Review

Assign Users for NU School Registrar Review

Description: Assign participants for a timeline activity.
Group Name: Office of the University Registrar
Associated Form: Container Form
Rule Value Type: List Of Users

This business rule returns the user(s) associated with any of the following conditions that are met:

- When the value of "Testing Enabled" Check Box form field is checked , then return [Value type ProjectInitiator].
- When the value of "Testing Enabled" Check Box form field is not checked , then return "NU.All.Registrar".

This business rule is referenced in the following objects:

- School Registrar Review
- Sector Requirement Hold

Assign Users for NU Sector Committee

Description: Assign participants for a timeline activity.
Group Name: Office of the University Registrar
Associated Form: Container Form
Rule Value Type: List Of Users

This business rule returns the user(s) associated with any of the following conditions that are met:

- When the value of "Testing Enabled" Check Box form field is checked , then return [Value type ProjectInitiator].
- When the value of "Testing Enabled" Check Box form field is not checked , then return "OUR.NU.SectorCommittee".

This business rule is referenced in the following object:

- Sector Committee Chair Review

Assign Users for NU Spreadsheet Review

Description: Assign participants for a timeline activity.
Group Name: Office of the University Registrar
Associated Form: Container Form
Rule Value Type: List Of Users

This business rule returns the user(s) associated with any of the following conditions that are met:

- When the value of "Testing Enabled" Check Box form field is checked , then return [Value type ProjectInitiator].
- When the value of "Testing Enabled" Check Box form field is not checked , then return "OUR.NU.Spreadsheet".

This business rule is referenced in the following object:

- Spreadsheet Updates

BUSINESS VALUES

Business values return one or more rows of data from a database query. They may be used to populate individual form fields, or rows of form fields in a dynamic array.

OUR Review Order Business Value

Picker Group: Office of the University Registrar
Type: Database Query
Data Source: InternalDB

SQL Query

```
select * from OUR_Review_Order where timeline = '{$PARAM:Timeline}' and  
timeline_order = '{$PARAM:Timeline_Order}' and formname =  
 '{$PARAM:FormName}' and revieworder <= {$PARAM:NRows} and status = 'A'  
order by revieworder
```

Properties

- "DenyInstructions" from database column "deny_instruc"
- "FormName" from database column "FormName"
- "Instructions" from database column "Instructions"
- "NotificationOnly" from database column "notification_only"
- "Reviewer" from database column "Reviewer"
- "ReviewOrder" from database column "ReviewOrder"
- "SensitiveData" from database column "SensitiveData"

This business value is referenced in the following object:

- Task Start Set Form Data