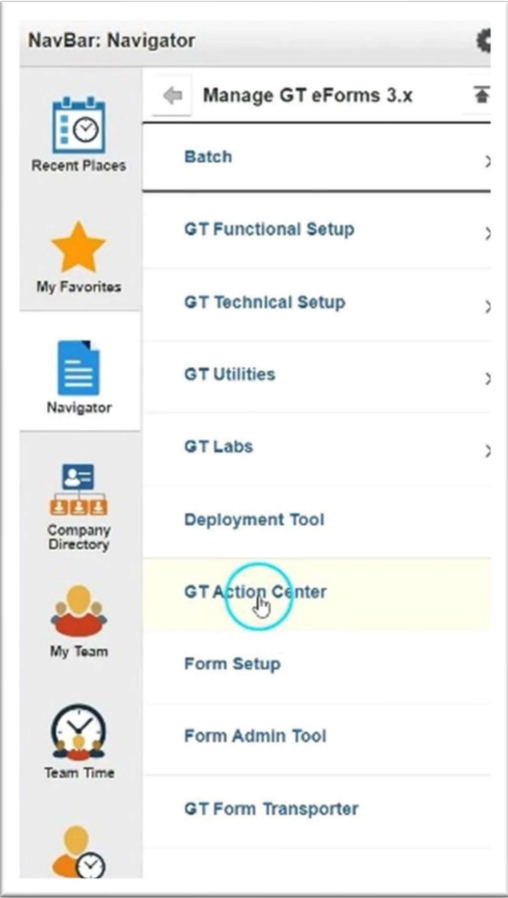
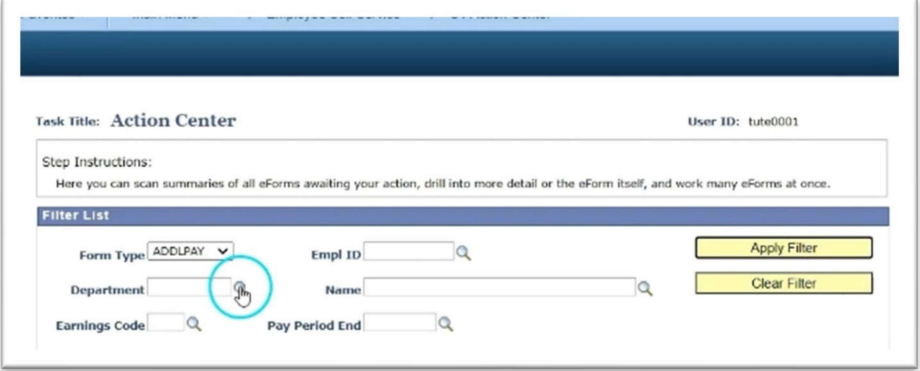




| Step  |  | How to Evaluate Multiple Forms in the Action Center   |  |
|---|--|---|--|
| <b>Navigation:</b> Main Menu>Manage GT eForms 3.x>Action Center |  |   |  |
| 1   |  | In this document, we will review how to use the GT Action Center. The GT Action Center is a supplementary interface that enables eForm approvers to perform bulk form actions for pending eForms. eForm approvers can use the GT Action Center to view eForms in their worklist, with the added benefit of filtering and performing bulk actions, like adding comments or approving multiple eForms at one time. Currently, the University only allows the use of GT Action Center with the Additional Pay eForm. |  |
| 2   |  | To open the Action Center, navigate to Main Menu > Manage GT eForms 3.x > GT Action Center  |   |
| 3   |  | Use the filter list to limit the eForms to be reviewed. Clicking the magnifying glass to the left of each field can help with the search.   |  |



4 In the **Forms** section, the user will see the number of forms found based on the filters used above. As the user selects forms to act on, the selected count will increase.

5 To apply the same comment to all forms that are selected, type the comment in plain text in the comment box.

6 The **Actions** section displays options for selecting, deselecting and the actions available to take on the eForms.

7 The **Forms Needing Action** section shows all the forms that match the filters applied. These forms are in the Number Displayed field in the Form count section.

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source   | Purpose | Proj/Grant | Amount  |
|--------------|---------|-------|----------|----------|--------|----------|---------|------------|---------|
| 000082135    | 521541  | EDGEN | MED00815 | 00311    | 00000  | MED54040 |         |            | \$10.00 |

| HR Acct Code | GL Acct | Fund | Org | Function | Entity | Source | Purpose | Proj/Grant | Amount |
|--------------|---------|------|-----|----------|--------|--------|---------|------------|--------|
|              |         |      |     |          |        |        |         |            |        |



8

To review the full form, click on the Evaluate Form link. A new window will open with the selected form. You can take action directly from the form or return to your Action Center tab to take action in bulk.

**Forms Needing Action** Find First 1-6 of 6 Last

**103321 Additional Pay**

|   |  |
|---|--|
| <b>Name:</b> Snow White                             | <b>Pay Period End:</b> 2020-12-19        |
| <b>Emplid:</b> 600092                               | <b>Pay Group:</b> EXM - Exempt Employees |
| <b>Empl Group:</b> STS - Student Salaried           | <b>Earnings Code:</b> RTP - Retropay     |
| <b>Department:</b> COM600 - Dept of Pediatrics      | <b>Amount:</b> \$10.00                   |
| <b>Job Code:</b> 3547 - Asst.Graduate/Allied Health | <b>Justification:</b> Y                  |

[Evaluate Form](#)  
More Info

Form Action: [Dropdown] Submit  Selected

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source   | Purpose | Proj/Grant | Amount  |
|--------------|---------|-------|----------|----------|--------|----------|---------|------------|---------|
| 000082135    | 521541  | EDGEN | MED00815 | 00311    | 00000  | MED54040 |         |            | \$10.00 |

---

**103491 Additional Pay**

|  |  |
|--|--|
| <b>Name:</b> Harry Potter                | <b>Pay Period End:</b> 2021-01-01      |
| <b>Emplid:</b> 600085                    | <b>Pay Group:</b> HRY - Hourly Payroll |
| <b>Empl Group:</b> HSF - Hourly Staff    | <b>Earnings Code:</b> AWD - Award      |
| <b>Department:</b> ADM003 - Staff Senate | <b>Amount:</b> \$20.00                 |
| <b>Job Code:</b> 0049 - Custodian II     | <b>Justification:</b> Y                |

[Evaluate Form](#)  
More Info

Form Action: [Dropdown] Submit  Selected

| HR Acct Code | GL Acct | Fund | Org | Function | Entity | Source | Purpose | Proj/Grant | Amount |
|--------------|---------|------|-----|----------|--------|--------|---------|------------|--------|
|              |         |      |     |          |        |        |         |            |        |

9

To see additional submission details about the form or to see Justification detail from the form, click on the More Info button. This will open a pop-up box that will display this detail.

**103491 Additional Pay**

|  |  |
|--|--|
| <b>Name:</b> Harry Potter                | <b>Pay Period End:</b> 2021-01-01      |
| <b>Emplid:</b> 600085                    | <b>Pay Group:</b> HRY - Hourly Payroll |
| <b>Empl Group:</b> HSF - Hourly Staff    | <b>Earnings Code:</b> AWD - Award      |
| <b>Department:</b> ADM003 - Staff Senate | <b>Amount:</b> \$20.00                 |
| <b>Job Code:</b> 0049 - Custodian II     | <b>Justification:</b> Y                |

[Evaluate Form](#)  
More Info

Form Action: [Dropdown] Submit  Selected

| HR Acct Code | GL Acct | Fund | Org | Function | Entity | Source | Purpose | Proj/Grant | Amount |
|--------------|---------|------|-----|----------|--------|--------|---------|------------|--------|
|              |         |      |     |          |        |        |         |            |        |

GT Action Center Detail Help

**103491 Additional Pay**

|                           |   |
|---------------------------|---|
| <b>Form Type:</b> ADDLPAY | <b>Originated by:</b> tute0001 2020-12-14                   |
| <b>Condition:</b> Default | <b>Last Updated By:</b> tute0001 2020-12-14-10:56:45.000000 |
| <b>Status:</b> P          |   |

**Justification:** Outstanding contribution and efforts.


Return


Period End: 2021-01-01 [Evaluate Form](#)




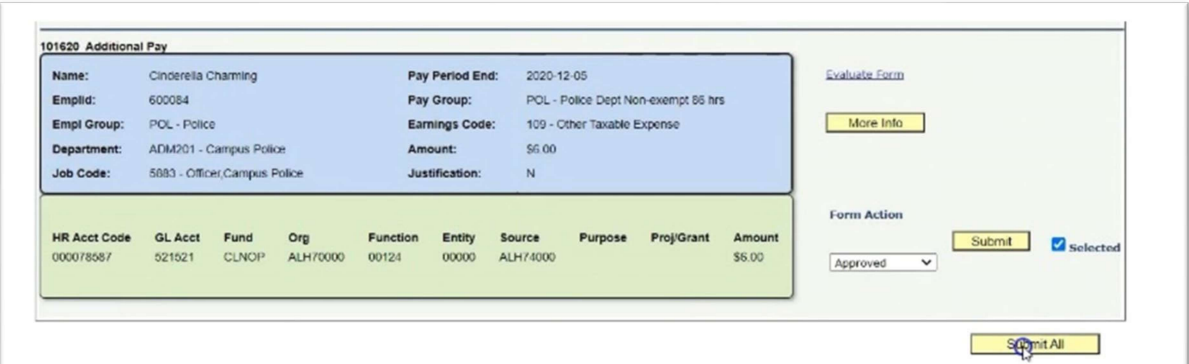
## Act on All Displayed Forms

- 1 To take action on all forms currently displayed in the Action Center, click Select All from the **Action** section.

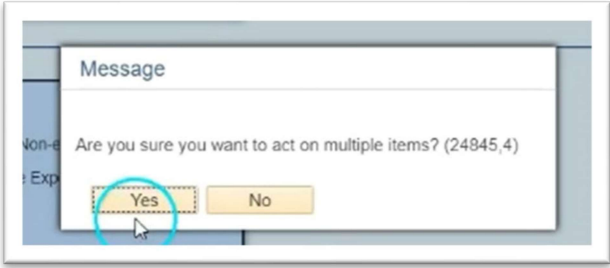



- 2 In the Form Action drop-down, select from either Approve, Recycle or Deny.


- 3 To set the action on all the selected forms, you must now click on the Set Action on Selected eForms link.


- 4 To finalize the action for the selected eForms, click the Submit All button.





|   |  |
|---|--|
| 5 | <p>To confirm you want to proceed with the action, click Yes on the confirmation message that asks, "Are you sure you want to act on multiple forms?"</p>    |
| 6 | <p>You will then see a message confirming the number of forms that have had action taken on them.</p> <p>If you approved the form, the form will now route to the next approver if there is one. This message is informational. Click OK to proceed.</p>  |
| 7 | <p>Another informational message will appear and provide the Form IDs of the forms that have had action taken on them. Click OK to proceed.</p>    |



8 The forms that you have just acted on will now have the Submit button disabled because an action has already been taken on them.

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source   | Purpose | Proj/Grant | Amount |
|--------------|---------|-------|----------|----------|--------|----------|---------|------------|--------|
| 000078587    | 521521  | CLNOP | ALH70000 | 00124    | 00000  | ALH74000 |         |            | \$6.00 |

9 To clear these forms from your list, click the Refresh button to update your view. You can refresh your view as needed.

Custom You have eForms but the Display count is set to 0.  
Text 1

### Act on One Form at a Time

1 To act on an individual form currently displayed, use the Form Action drop-down to select the action.

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source   | Purpose | Proj/Grant | Amount |
|--------------|---------|-------|----------|----------|--------|----------|---------|------------|--------|
| 000071877    | 521511  | CLNOP | OUP00020 | 00224    | 00000  | OUP10011 |         |            | \$5.00 |

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source | Purpose | Proj/Grant | Amount |
|--------------|---------|-------|----------|----------|--------|--------|---------|------------|--------|
| 000075253    | 511011  | EDGEN | MDT04055 | 00012    | 00000  |        |         |            | \$1.00 |



2 Click on the Submit button for to take action on that line.

**Forms Needing Action** Find First 1-2 of 2 Last

**103311 Additional Pay**

Name: Harry Snape Pay Period End: 2020-12-19  
 Emplid: 600055 Pay Group: NEX - Non-Exempt Employees  
 Empl Group: HSF - Hourly Staff Earnings Code: AWD - Award  
 Department: PRV080 - Compliance Office Amount: \$5.00  
 Job Code: 0060 - Spec.Work Control Justification: Y

Form Action:   Selected

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source   | Purpose | Proj/Grant | Amount |
|--------------|---------|-------|----------|----------|--------|----------|---------|------------|--------|
| 000071877    | 521511  | CLNOP | OUP00020 | 00224    | 00000  | OUP10011 |         |            | \$5.00 |

**103318 Additional Pay**

Name: Hermoine Granger Pay Period End: 2020-12-19  
 Emplid: 600067 Pay Group: EXM - Exempt Employees  
 Empl Group: FAC - Faculty Salaried Earnings Code: 145 - Supplemental Exception SPNSR

3 The form that you have just acted on will now have the Submit button disabled because an action has already been taken on it.

**Forms Needing Action** Find First 1-2 of 2 Last

**103311 Additional Pay**

Name: Harry Snape Pay Period End: 2020-12-19  
 Emplid: 600055 Pay Group: NEX - Non-Exempt Employees  
 Empl Group: HSF - Hourly Staff Earnings Code: AWD - Award  
 Department: PRV080 - Compliance Office Amount: \$5.00  
 Job Code: 0060 - Spec.Work Control Justification: Y

Form Action:   Selected

| HR Acct Code | GL Acct | Fund  | Org      | Function | Entity | Source   | Purpose | Proj/Grant | Amount |
|--------------|---------|-------|----------|----------|--------|----------|---------|------------|--------|
| 000071877    | 521511  | CLNOP | OUP00020 | 00224    | 00000  | OUP10011 |         |            | \$5.00 |

**103318 Additional Pay**

4 To clear these forms from your list, click on the Refresh button to update your view. You can refresh your view as needed.

**Actions**

Form Action:

**Forms Needing Action**

**103311 Additional Pay**