



# What is BP Logix

BP Logix is a workflow software. Automation of business processes where tasks, information or documents are passed from one participant to another for action, according to a set of procedural rules. Work passes from initiation to completion.

> **Business Process** Set of activities designed to accomplish a goal.







# How To: HR Forms

For best user experience please use Chrome, IE, Edge, Safari. Firefox is not recommended.

Remember to also turn off Pop-up Blockers on your browsers.

## Approvers:

Step 1: You will receive an email that a request was submitted from an HR form.



Step 2: You can use the link in the email that will take you to the log in page.

Or to go directly into **BP Logix dashboard click here**.

Login using your Network Credentials (\*Must have DUO Authentication to access this form)

Mobile View:

Desktop:







**Step 3:** Review the form and select your option:

0	Approve	*	Return to Initiator	8	Deny	8	Close Without Saving	

**\*\***Note: If anyone in the process chooses to **Return to Initiator**, it will need to go back through the each person after the Initiator resubmits after changes.

Comments are only required if you **Return to Initiator** or **Deny** the request. If you include them, they will appear in Routing slip and all parties involved in process can view them.

Comments are also sent in the **Return to Initiator Email** and the **Deny** Email for further communication and clarification on denial reason

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omments					
Comments are only required if Returning to Initiator or Denying the request.					
Feel free to add any notes in this area as needed. FYI - Everyone in the process will	see these comments.				
				in Print	
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Step 4: You can check your Task List to see if you have any pending Tasks, otherwise if finished you can Logoff.

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Task List	(0 tasks)		1		C
Name	Task	Assigned On 🔺	Last Updater	Update Date	9
No records foun	d		/		

### Knowledge Views:

These are the list of Kviews/reports you might have access to run, every form will have the same type of reports.

Status Check: Where can I see the status of HR Forms, I am involved in?

There are two ways:

Log directly into <u>BP Logix dashboard click here</u>.

1. **Running Processes** – Look for this tab on your BP Logix Dashboard. If you are involved in the process you will be able to see which step it is at in the process and the current users or group name.

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- 11	Process	Started By	Running Task	Users .	Assigned On	
1	Leave of Absence Request - TL (Leave of Absence Request Submitted On 3/9/2021 1:40 PM - Kittle, Desiree)	Kittle, Desiree	Approval Process, Area Leader Approval	Van Gruensven, Sheryl	3/9/2021, 3/9/2021	

2. *KView – All Status's* – Look for a form name containing All Status's. You can view on status and it will also so you which step it is at in the process and the current users or group name.

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1							
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\*\*Note: You will have access to the results of the forms that you were participating in.

	A Home Page / Tasks   Running Processes	Q All Knowledge Views and Reports	Forms I Can Submit   🚫 Logoff
411	Knowledge Views and Reports		
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# Other Buttons/Screens:

Save: Saves any changes you made but keeps you active in the current form.

**Save and Close for Later:** If you need to pause your actions and resume later, this will allow you to save and resume your submission at a later time. Note: These Tasks will still show under your Task list pending your response.

	Save and Close For Later
	Save
-	Print

Dashboard Home Screen: This will show your Tasks List.

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No records found									

Forms I Can Submit Tab: Forms you have access to submit.

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If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920)-465-2309 <u>helpdesk@uwgb.edu</u>.

Questions or concerns regarding the form content please contact Human Resources at (920)-465-2390 hr@uwgb.edu