Quick Reference Guide Retrieving Leave of Absence Documents

1. Locate and double click on the “Unity Client” icon on your desktop. Onbase can be installed on your machine by contacting the Technical Assistant Center at (717) 871-7777.

   ![Unity Client Icon](image)

2. Log into OnBase using your Millersville domain account. The username will type/display as all caps, however, the password will not.

   ![OnBase Login Screen](image)
NAVIGATE TO THE CUSTOM QUERIES

1. Click “Custom Queries” icon.

2. Click the “Leave of Absence/Withdrawal” query.
3. The “Leave of Absence/Withdrawal” query will allow you to search by date it was scanned into OnBase, labeled “From” and “To.” Or by student M#, student name, department, or the student withdrawal date.
   NOTE: As a Department Chairperson, you will only be able to see Leave of Absences for your department.

4. Results will appear. Double click on the student you would like to view.
5. The document will open.

6. With the document open, you are able to click on the Keywords icon to view the Keywords of the document.
7. The Keywords associated to the document will be displayed. The Keywords carry valuable information as well as allows documents to be searched for in OnBase.

You have completed the process of retrieving Leave of Absence Documents! Visit MU’s Document Management System Wiki Space to learn more about OnBase.

Contact the Help Desk at (717) 871-7777 with technical questions or difficulties.