

As an Approver, you can view supporting documentation for Payment Requests, Purchase Order Requisitions, Journal Entries, and P-Card transactions in OnBase directly from your Oracle Worklist Notification.

With the **Oracle Worklist Notification** open,

- Click the **OnBase Documentation** link in the References section of the notification

Request: 70 Type: PCARD, Total: \$75.00, O

Approve Cancel Return Reassign

To: PAYREQ
Sent: 13-Nov-2023 10:05:00
ID: [Redacted]
Please approve the PCARD/Payment Request 70

PCARD/Payment Request 70

Requestor/Submitter Name: [Redacted]
Phone: (205) 934-[Redacted]
Submit Date: 11/13/2023
Payment Type: PCARD
Grand Total: \$75.00

Line: 1	Invoice: PCARD-110823	Dist #	GL Account	ation	Dist. Amount
		1			\$75.00

Doc Locator Link (Opens in New Window)

References

- OnBase Documentation
- Documentation Form
- PCARD/Payment Request Form

If prompted, enter your **BlazerID** and **strong password**.

UAB Central Authentication System

Enter your BlazerID and Password:

BlazerID:

Password:

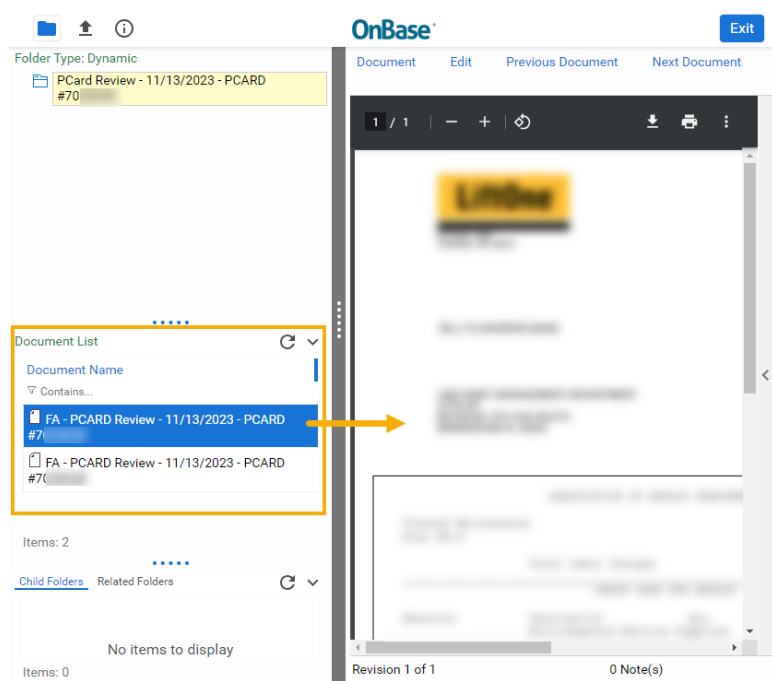
Log In

Having trouble logging in?
Visit [BlazerID Central](#) for help or to reset your password.
Contact AskIT at 205-996-5555 if you have any problems using this system or your BlazerID.

[Security Notice](#)

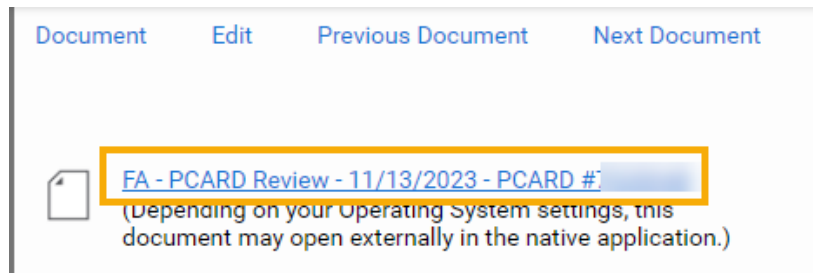
OnBase will default to the **View Documents** screen, showing the list of submitted documents

- If there is more than one document submitted, click on the file name in the **Document Name list**
- The contents of the document will appear in the **view pane** on the right



If the attached documentation is a **Microsoft Office** document type,

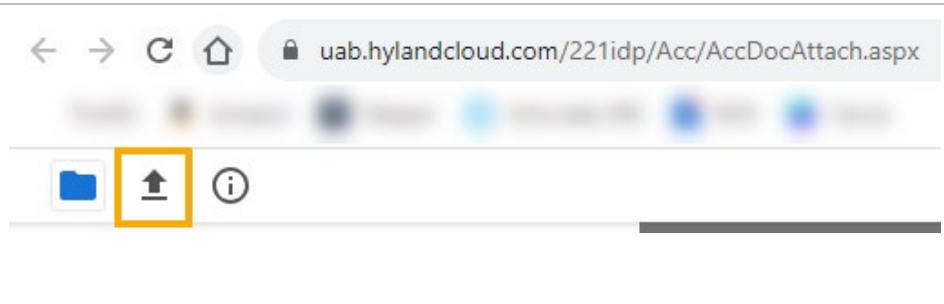
- Click the **file name** from the view pane to begin download and open



Note: When using the **Google Chrome browser**, selecting a Microsoft document type may cause the file to **automatically download** to your computer. Check your Downloads folder or the Chrome Downloads

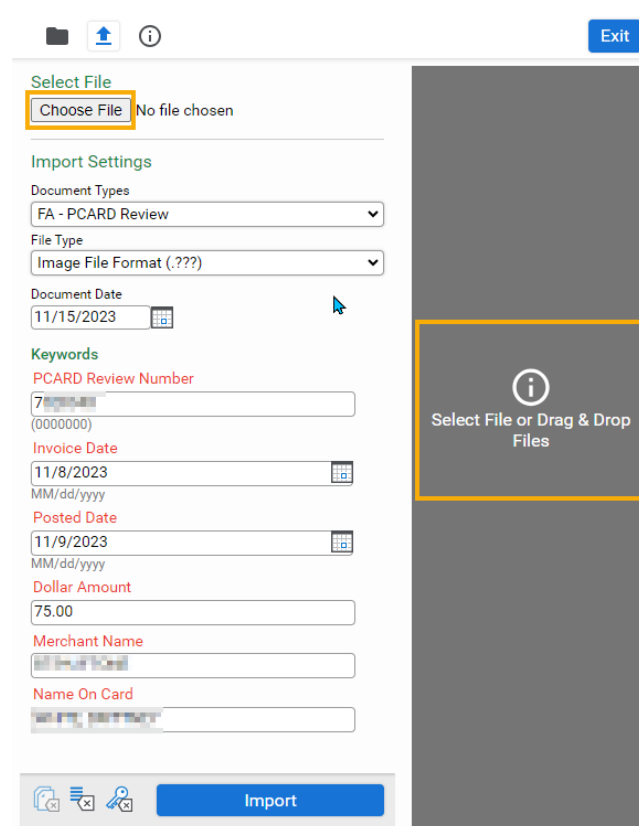
If you wish to import any **additional documentation** for this request,

- Click the **Upload File icon** in the top left of the screen



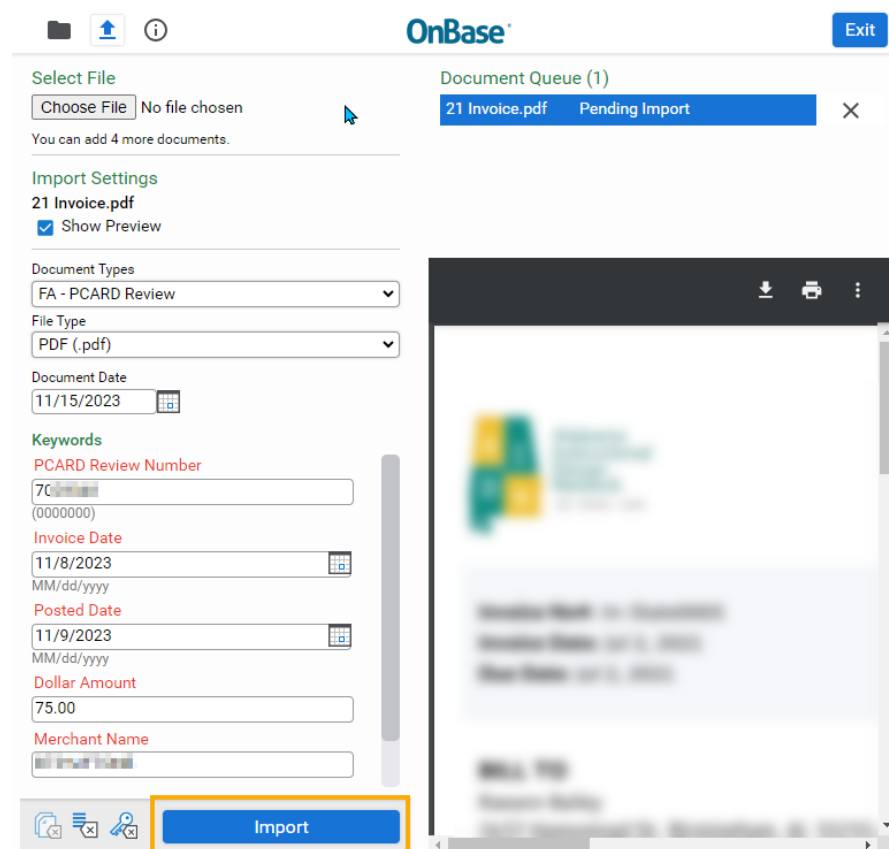
On the Import screen,

- All Keywords fields will auto populate with the required information
- Click **Choose File** to browse and find the file(s) that you want to upload or **drag and drop** your file(s) into the view pane.



For file(s) in the document queue **Pending Import**,

- Click the blue **Import** button in the bottom left of the screen



Once **Imported Successfully**, the blue document bar will turn green



Exit OnBase by clicking the **[X]** on **the browser tab** and closing the window – *do not use the Exit button*

