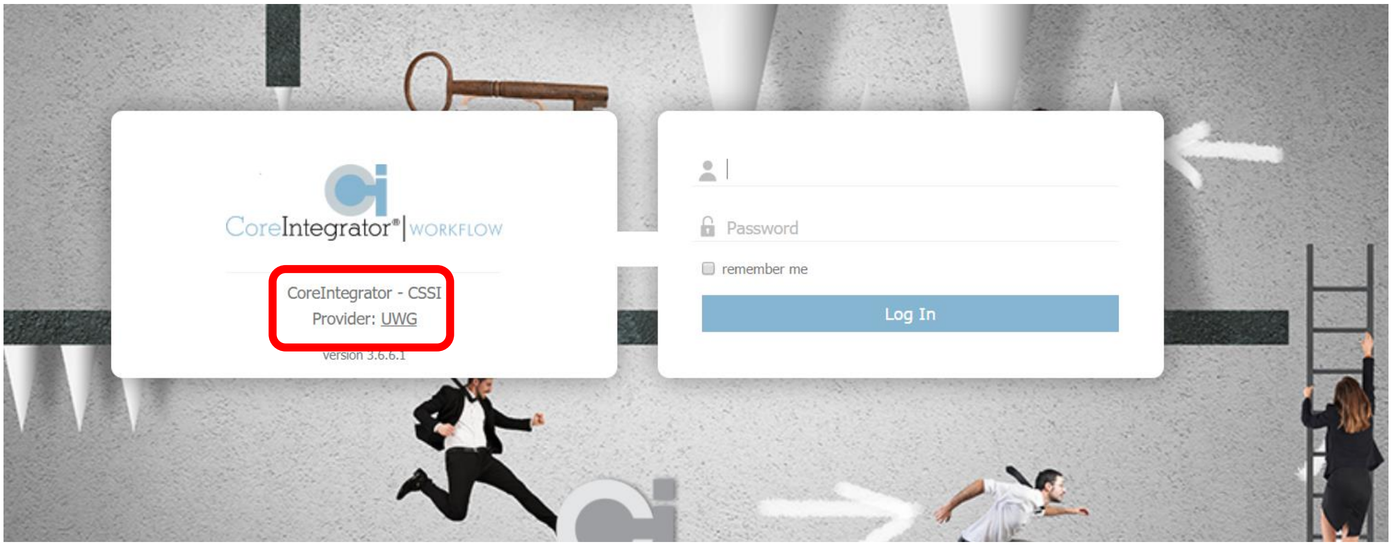
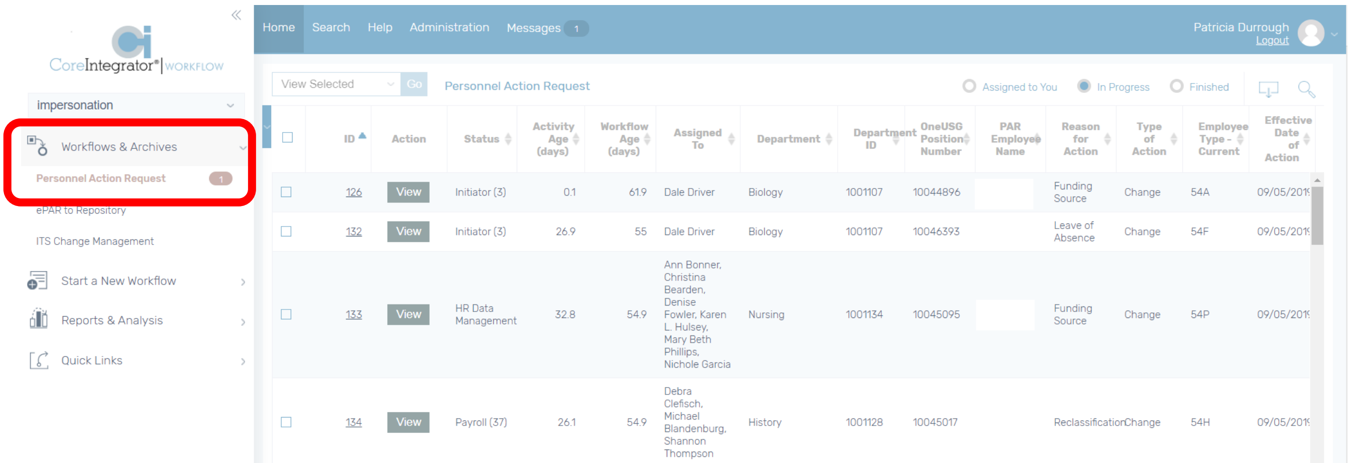
ePAR Upgrade Enhanced User Interface

There is a new login page; be sure to select UWG as the provider in the left-hand box as well as entering your UWG username and password.

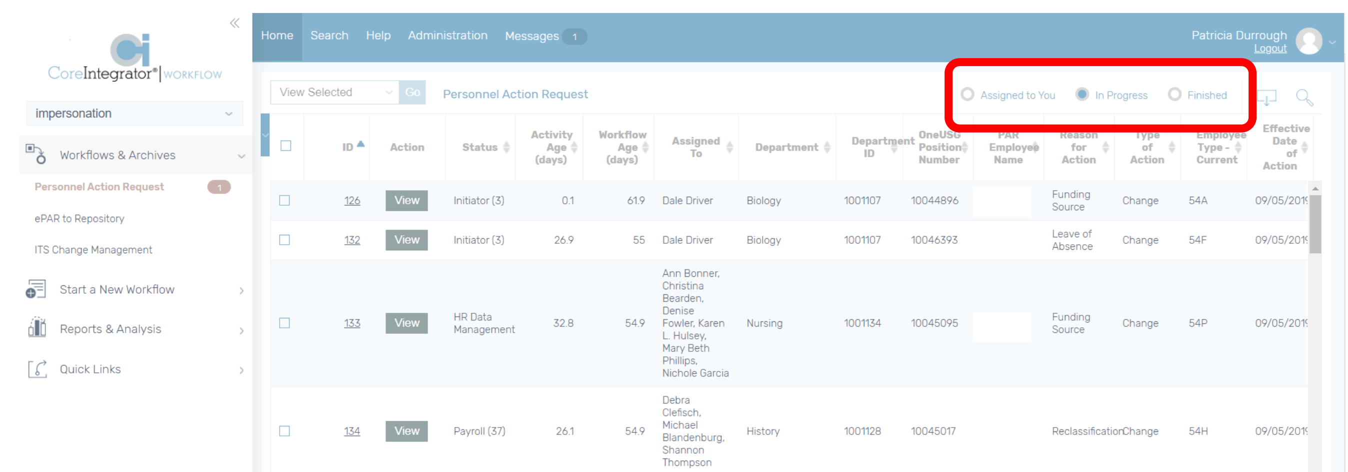


Users have the ability to collapse the left side bar to increase the viewing capacity of the transaction list on the right.

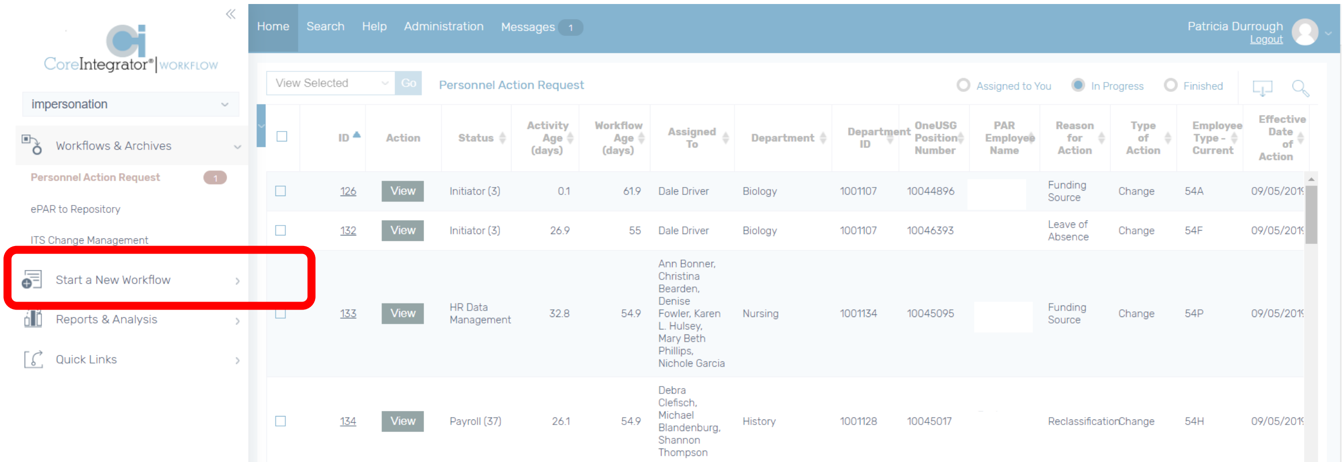
My Tasks, Document Status and Historical Documents are now combined into a new **Workflows & Archives** menu link.



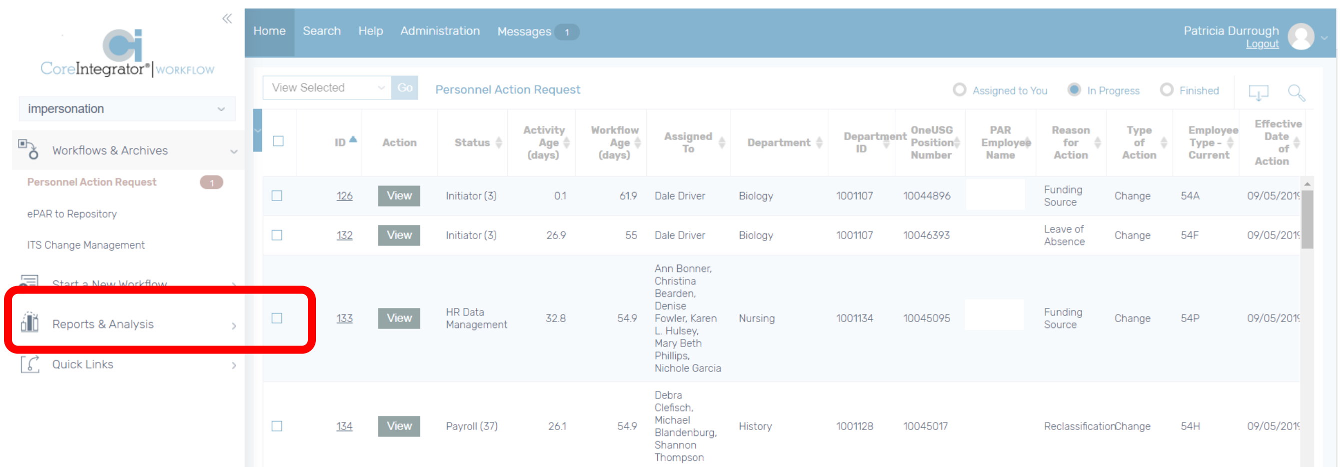
From within **Workflows & Archives**, the user will select **Assigned to You**, **In Progress** or **Finished**. **Assigned to You** (previously "My Tasks") are the transactions awaiting action by you and will have the Process "Action" button. **In Progress** (previously "Document Status") are the transactions currently in progress that you have access to view and will have the View "Action" button meaning they are "read only." **Finished** (previously Historical Documents) are the transactions that have been fully processed and moved to a finished status.



The **Start a New Workflow** link is where a user will start a new ePAR form. This was previously the “My Forms” link.



The **Reports & Analysis** link will allow the user to view all of the pre-defined reports. This was previously the “My Reports” link.



The new **Search** feature will allow users to search on one or multiple fields.

The **Download** button will allow the user to download the search results to Excel. Once in the Excel spreadsheet, the user can click on the Execution ID (ePAR #) to actually view the document.

Users can now customize their transaction list by adding or removing columns. Click the Dropdown Arrow to de-select or select column headings. Users can also rearrange the column order by clicking and dragging the column to the desired location. Column widths can also be resized as needed.

ePAR's can now be printed. The PDF version will automatically be created and can be found in the **Related Documents** section of the actual ePAR form. Click on the Document ID to open the PDF version.