VIEWING THE SUBMISSIONS TABLE

**Generally**

The “Submissions Table” contains information related to electronic forms that: (i) are **in-progress**; or (ii) have been **completed**. The Submissions Table will provide access to all of the data entered into the particular electronic form, as well as all signatures and all documents uploaded into the form. For recordkeeping purposes, these documents will remain in the Frevvo system. However, it’s a best practice to download these documents to a Boise State network drive for duplicate storage and contingency planning.

Only certain personnel from the Office of Sponsored Programs ("OSP"), Academic and Non-Academic Departments, the Office of the General Counsel and the Department of Purchasing will have access to the Submissions Table.

**Steps for Using the Submissions Table**

1. Step 1: Click the ►► Icon

   1.1. Click the ►► icon to the left of “My Tasks” on the top, left-hand side of the Frevvo home screen.

   ![Frevvo Home Screen](image)

   1.2. This will open a page that looks similar to the following:

   ![Frevvo Shared Items](image)

2. Step 2: Click the Shared Items Link

   ![Frevvo Shared Items](image)
2.1. Click the “Shared Items” link under “My Tasks” on the top, left-hand side of the page that opened at the end of Step 1.

![Image of Frevvo interface with My Tasks and Shared Items]

2.2. Then click on the applicable “Submissions” link under the desired workflow. In this case, the workflow is the “OSP Proposal & Award Acceptance Workflow.”

![Image of Frevvo interface with OSP Proposal & Award Acceptance Workflow]

3. **Step 3: Use the Submissions Table Features**

3.1. After following the above steps, a page similar to the following will open.

![Image of Submissions Table Features]

3.2. Among other things, you will have the options to:

3.2.1. Choose the dates during which you’d like to see the Submissions;

![Form for choosing dates]

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3.2.2. Choose the “States” (or statuses) of the tasks in the workflow (see the Frevvo User Guide for definitions of the following);

<table>
<thead>
<tr>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMITTED</td>
</tr>
<tr>
<td>PENDING</td>
</tr>
<tr>
<td>ERROR</td>
</tr>
<tr>
<td>ABORTED</td>
</tr>
<tr>
<td>SAVED</td>
</tr>
<tr>
<td>WAITING</td>
</tr>
</tbody>
</table>

3.2.3. Perform a “Control + F” search for items in the Submissions Table (e.g., OSP Proposal Numbers, Department IDs, PI Usernames, Award Numbers and Sponsor Names);

3.2.4. Double-click anywhere on a row to access (via a pop-up window) the documents and other information related to the project;
3.2.5. Sort any of the Submissions data columns in ascending or descending order [*this is not functioning correctly right now*]; AND

3.2.6. Download the Submissions Table data to Excel by clicking the “Excel” icon located at the top, left-hand side of the Submissions Table (see above). The Excel document will contain more information than what is visible, but you’ll be able to hide or delete rows and columns to pare down the data for your particular use.