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 My Tasks Icon](image)

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

   ![Frevvo My Tasks Page](image)
2. **Step 2: Click the Shared Items Link**

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.

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.” **[Hint: Do not click the “Submissions (legacy)” button.]**

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

3.1. After following the above steps, a page similar to the following will open. Click the chevron to the left of the “Submissions Filter” to get started.
3.2. The Submissions Filter will give you the following options:

3.2.1. Choose the dates during which you'd like to see the Submissions. **Hint:** You can also delete the dates.

![Date Selector](image1.png)

3.2.2. Choose the “State” of the tasks in the workflow (see the Frevvo User Guide for definitions). **Hint:** If you’re looking for an action that is currently pending, we suggest only checking “Saved,” “Pending” and “Waiting.” If you’re looking for an older action that has been routed completely (i.e., through PI acceptance or an unfunded proposal), we suggest only checking “Submitted.” You will rarely, if ever, need “Aborted.”

![State Selector](image2.png)

3.2.3. In the "Field" drop down box, choose whether to search by many options including, but not limited to, the OSP proposal number, the Department ID, PI Username, sponsor award number or sponsor name (e.g., Proposal Number).

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1 “Department ID” is old terminology that is being phased out and will be updated in Frevvo in the near future. This term previously referred to the old sponsored project account number (e.g., 199G106108). Now, this field will include the Department, a hyphen and the OFC/PPM award number (e.g., 18700-1000191).
3.2.4. In the "Condition" drop down box, choose one of the conditions for your search (e.g., “contains”).

3.2.5. In the “Value” field, type a number, name, etc., that corresponds to your choices in 3.2.3 and 3.2.4 above (e.g., 6854).

3.2.6. If you make a mistake and want to start the search over, just click the “Reset” button.

3.2.7. Left-click anywhere outside the Submissions Filter box and the search criteria will update in the “Matching Submissions” below.
3.2.8. You can change the viewable columns in the Matching Submissions by doing the following:

3.2.8.1. Clicking the “Columns” button; and

3.2.8.2. In the pop-up “Hide and Show Columns” window that opens, select and deselect the columns you desire to appear by: (i) clicking the various names (e.g., Proposal Number); and (ii) clicking “Ok.”

3.2.9. Once the columns in the Matching Submissions table are as you desire, double-click anywhere on a row to access (via a pop-up window) the documents and other information related to specific projects.
3.2.10. The pop-up window will contain several additional features.

3.2.10.1. First, by clicking the “Data” tab, you can scroll down to open and download all attachments that were uploaded into the form.

3.2.10.2. Second, by clicking the “Signatures” tab, you can see all of the signatures that have been added to the form.
3.2.10.3. Third, by clicking the “Documents” tab, you can read all of the text that has been added to the form even when it’s not in your queue. The information in the Documents tab is currently stored in XML. In a future enhancement, the XML will be converted to a more readable text.

3.2.11. If desired, you can download the Matching Submissions data to Excel by: (i) clicking the check boxes in the rows you want to download; and (ii) clicking the “Download” button.