UAB FINANCIAL AFFAIRS
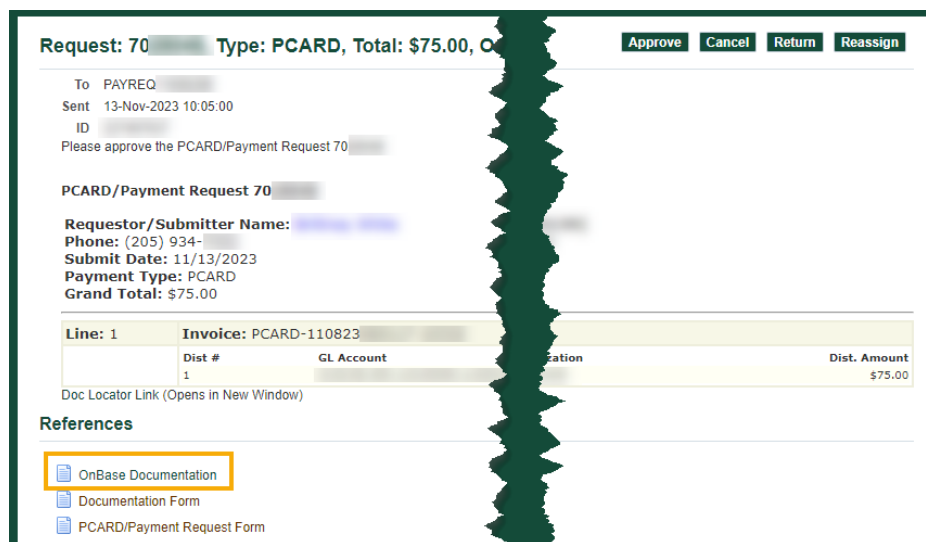The University of Alabama at Birmingham

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

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

OnBase will default to the **View Documents** screen, showing the list of submitted documents
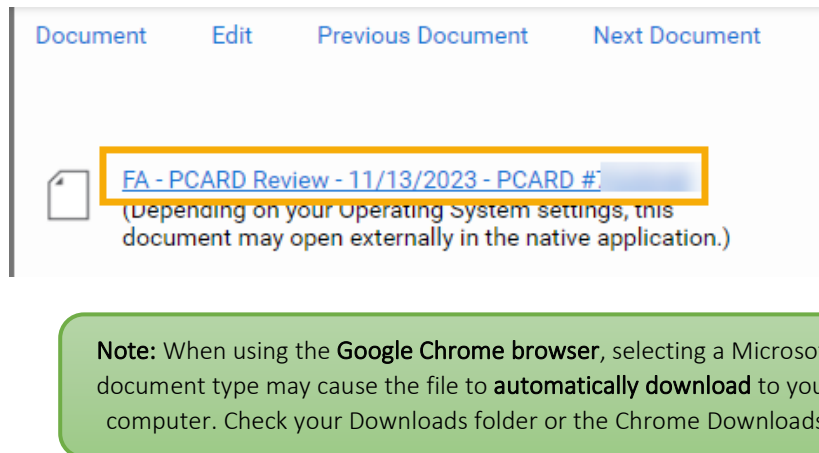
- If there is more than one document submitted, click on the file name in the **Document Name list**
- The contents of the document will appear in the **view pane** on the right
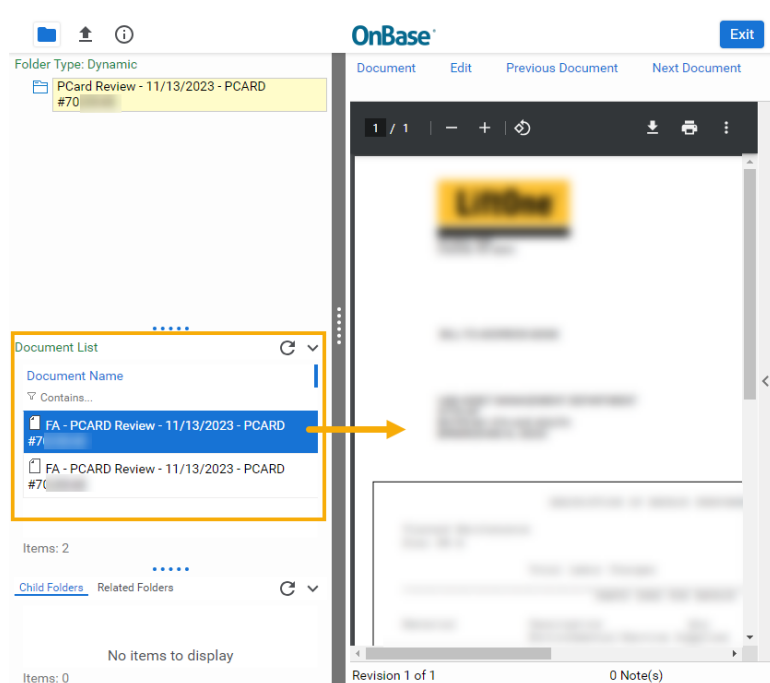
If the attached documentation is a **Microsoft Office** document type,

- 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
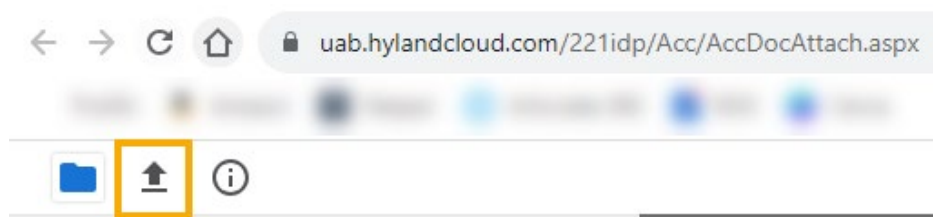
On the Import screen,

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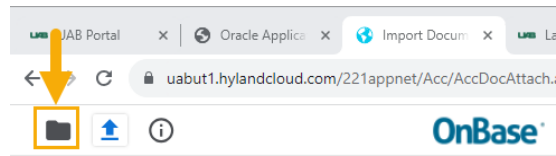
For file(s) in the document queue **Pending Import**,

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

Click **View Documents** (file folder) to confirm the document(s) were successfully imported.	
To exit OnBase, **click the X** to close the OnBase tab.	