Annual Activity Report Submission - Submissions Dashboard

Access the dashboard of all workflow items in your unit through the Workflow->Submissions menu choices

The Workflow Submissions dashboard includes status information for all schedules, past and present.

You can sort and filter columns to adjust the scope of submissions you see in the table. If you have large volumes of submissions, the table will paginate. Note that when you sort and filter, those settings apply across pages. Also note that the name filter on the Subject column is case sensitive.

For example, to see the list of faculty who have not submitted their report in the current report schedule, select

- **Schedule Filter**: UMD 2020 Annual Faculty Activity Review
- **Step/Status Filter**: Assemble Activities and Personal Statement
The **Step/Status** can also be filtered to show submissions that are waiting for the chair/director or dean to review and approve. Set the **Step/Status Filter** to *Unit Approver*.