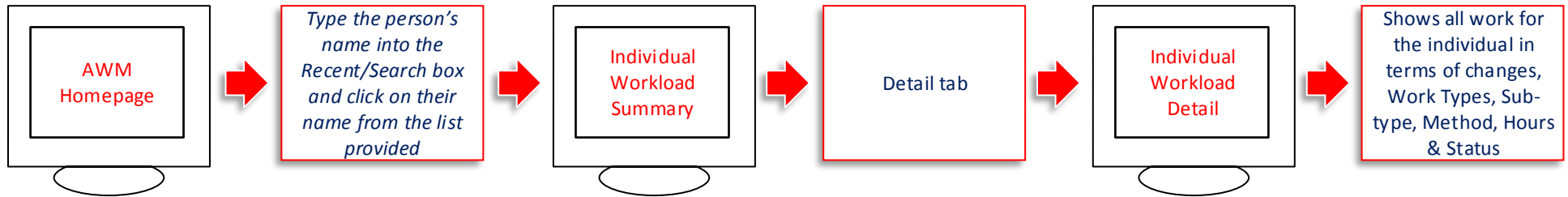


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View the Detail of all Work Items allocated to a Sessional Academic

Navigate to appropriate screen



Key Factors to know

- The Detail tab in the Individual Workload screen allows you to view all work allocated to the individual.
- You can add, edit and delete work items from this screen.
- This screen will allow you to Select an Action (i.e. Submit for Checking, Submit for Approval, Approve, Reject, Revise).