# NAVIGATION TIPS – WITS

## YOUR WITS WORK AREA



## GETTING STARTED

To access WITS and initiate work items go to **http://wits.od.nih.gov**.  Enter your Login ID and password.  Upon sign-on, the WiTS main-screen will be displayed on the screen.

## INITIATING AN ACTION

On your main WiTS page, under "Process Initiation", check the box next to "Initiating Action Process." Once inside the initiation process, you may direct the next step of the process (e.g., "Send to HR Specialist", "Send to SPA", etc.)

1.  Click the check box beside the process.
2.  Select the Start button.
3.  The **Input Sheet** will open, allowing you to complete the required information.

4.  Click the Rubber Stamp ![icon] I icon to the right of the response drop-down list.   Once you click the Rubber Stamp icon, the work item will be sent to the next activity depending on the action type.

## ACCESSING WORK SENT TO YOU

All work that is sent to you will appear in your **Worklist.**  You will receive either a system generated e-mail notification or a pop-up window from WiTS when an item is added to your Worklist.

1.  Log into WiTS.
2.  Scroll down to your Worklist and check the box of the appropriate action.
3.  The Input Sheet will open, allowing you to complete the required information.

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4. Click the Rubber Stamp  icon to the right of the response drop-down list. Once you click the Rubber Stamp icon, the work item will be sent to the next activity depending on the process flow.

## ADDING AN ATTACHMENT

1. Click the Attachments  icon.
2. An Attach file dialog box will open. Locate the file you wish to attach. You can attach any type of file.
3. Click Open. Your file will appear in a panel at the bottom of the screen.

## MOVING THE ACTION FORWARD

If applicable, click the drop-down list in the upper left corner of the window and select a response.

1. Click the Rubber Stamp  icon to the right of the response drop-down list. Once you click the Rubber Stamp icon, the work item will be sent to the next activity depending on the process flow.

## SAVE AN ACTION AS PARTIALLY COMPLETED

If you save a partially completed work item, WiTS keeps the information you have already entered, but does not send it to the next activity. The work item appears again in your Work Area as partially completed. NOTE: *While you may save items as partially completed, you are still required to fill in all mandatory fields before you will be allowed to do a partial save.*

1. Click the Partially Completed  icon.
   - The form will be saved in your Work Area.

## GETTING HELP

1. On your main WiTS page, under "Process Initiation", check the box next to "HR Systems Support Workflow".
2. Select the Start button.
3. Complete information for Section 1.
4. Make sure the response drop down list is displaying "Send to HR Systems Support."

5. Click the Rubber Stamp  icon to the right of the response drop-down list.
6. Your HR Systems Support ticket number will appear.