



# NAVIGATION TIPS – WITS

## YOUR WITS WORK AREA


WITS #	Process Name	Priority	HRIS	HRSA	Date Recd	Action Type	IC	Org Initials	PName	LName	Pos. Title	PPlan Series
109794	Recruit & Selection Process	Medium	Grant, Terri	Jones, Barbara	01/31/2006 10:28 PM	Recruitment /Selection	NEAD	OCHO NURS APPS	Mary	DeGrecia	Nurse Specialist	GS 0610
111831	Resignation Process	Medium	La Donna	Daniels, Jones, S, Barbara	02/15/2006 11:12 AM	Resignation	NEAD	DIR LCD MVS	Faith	Dugan	Nurse Specialist	GS 0610
119699	Recruit & Selection Process	Medium	La Donna	Daniels, Jones, S, Barbara	04/03/2006 1:47 PM	Recruitment /Selection	NEAD	OSTEP	Nail	Sunkley	Scientific Recruitment/Training Specialist	GS 0301
129298	Recruit & Selection Process	Medium	La Donna	Daniels, Jones, S, Barbara	05/23/2006 10:51 AM	Recruitment /Selection	NEAD	DR M/DE	Daming	Zhu	Biologist	GS 0401
143745	Recruit & Selection Process	Medium	Grant, Terri	Jones, Barbara	08/10/2006 9:17 AM	Recruitment /Selection	NEAD	DR LP RVS	Michael	Marino	Microbiologist	GS 0403

## 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 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 I.
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.