



Introduction to Etrieve

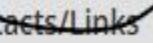
Instructional Technology & Web Services

For clarification, Etrieve is the product we use that is made by Softdocs.

- To find the link to Etrieve, you will need to be sure and log in to the EWU portal page, inside.ewu.edu. If the link at the upper right of the page reads “login,” please click it and go through the login process. If it reads “logout,” as in the screenshot below, you are already logged in and can move to the next step.

InsideEWU

STUDENTS ▾ FACULTY/ADVISORS ▾ EMPLOYEES ▾ MY ACCOUNT ▾ **LOGOUT** 

Canvas Outlook ▾ EagleNET Experience Directory Campus Maps Timesheets Cloud Storage ▾ 

Newsroom EWU Stories Announcements Around Campus EagleSync Campus Engagement GoEags EWU Sports

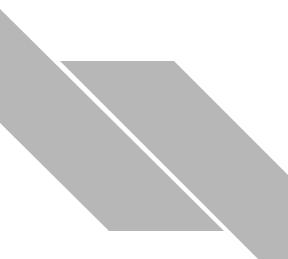
New EagFunder Crowdfunding Platform Launched
EagFunder is designed to help student clubs, organizations and faculty bring their ideas to life through community support.... [More](#)

Announcing Annika Scharosch as Chief of Staff
Scharosch is a higher education attorney with more than a decade of experience serving in crucial roles at EWU.... [More](#)

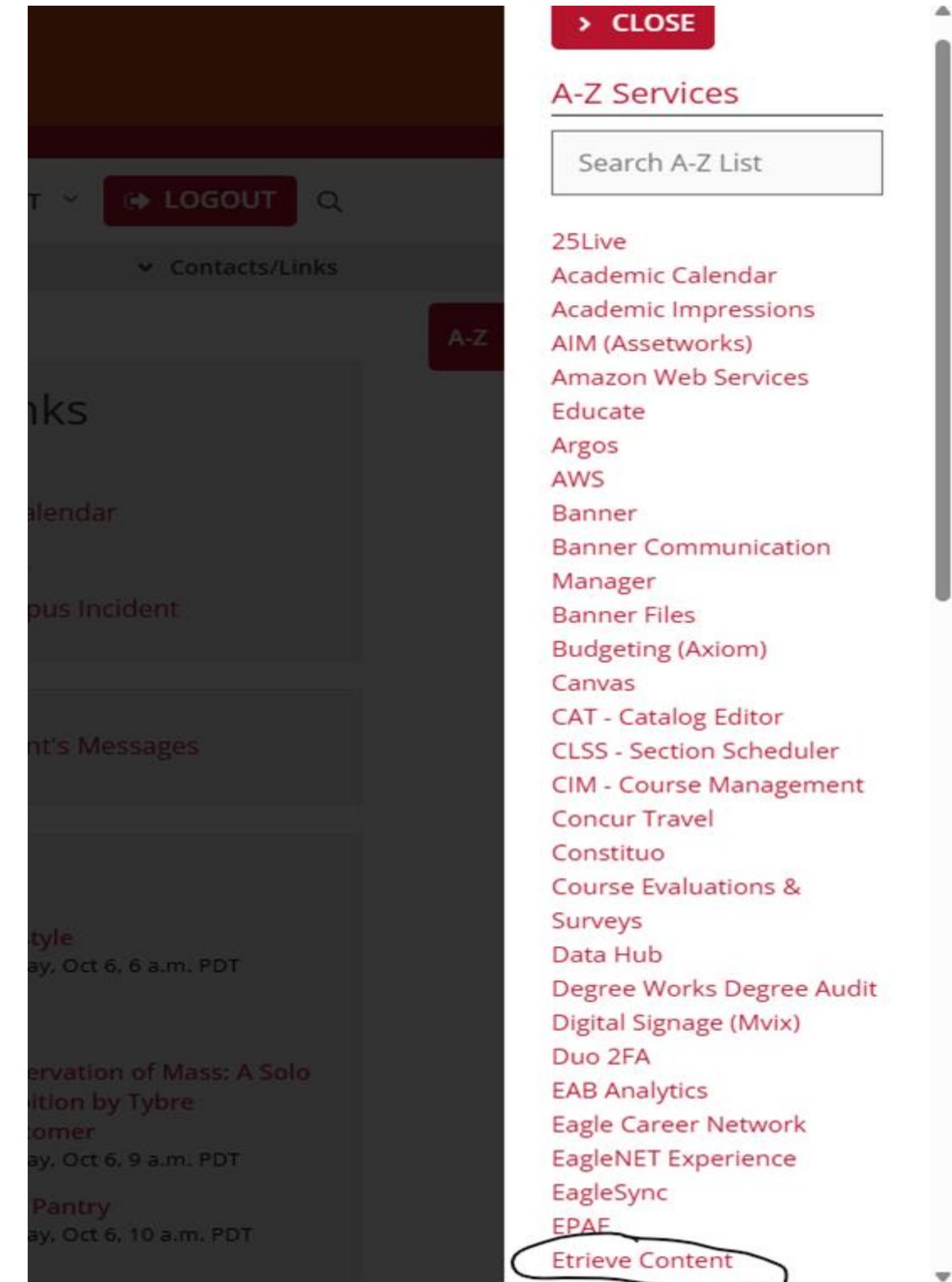
Quick Links
[A-Z Services](#) [Academic Calendar](#) [IT Help Desk](#) [Report Campus Incident](#)

 **President's Messages**

Events
OCT **Freestyle**
Monday, Oct 6, 6 a.m. PDT



Clicking on A-Z services will present a “fly out” panel from the right, listing all EWU services.



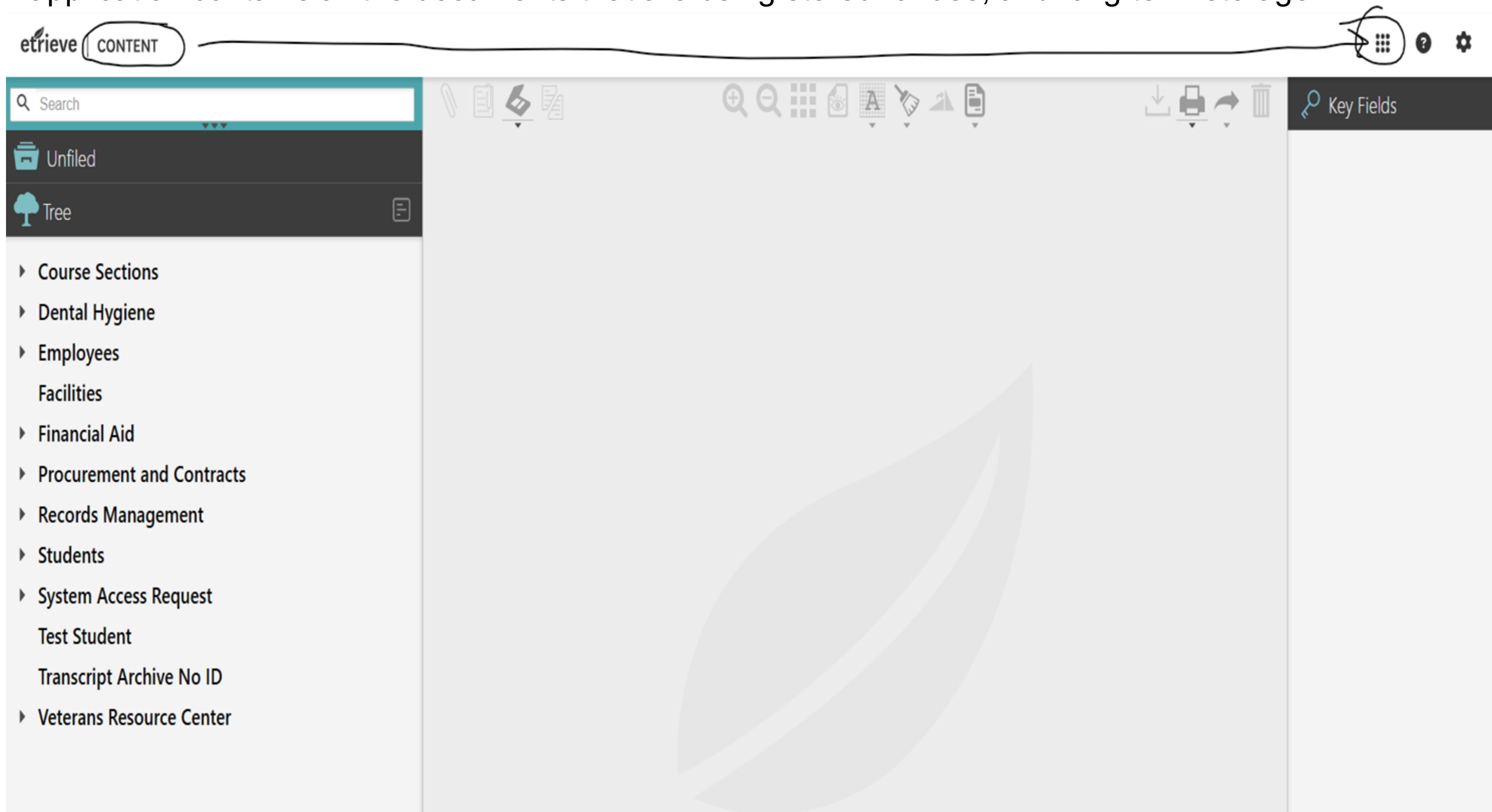
The screenshot shows a dark-themed web interface with a sidebar on the left and a main content area on the right. In the top right corner of the content area, there is a red button labeled "LOGOUT". Below it is a search bar with the placeholder "Search A-Z List". To the right of the search bar is a red "CLOSE" button with a white arrow icon. A red "A-Z" button is located in the top right corner of the sidebar. A vertical scroll bar is visible on the right side of the content area. A red oval highlights the "Etrieve Content" link at the bottom of the list.

A-Z Services

Search A-Z List

25Live
Academic Calendar
Academic Impressions
AIM (Assetworks)
Amazon Web Services
Educate
Argos
AWS
Banner
Banner Communication Manager
Banner Files
Budgeting (Axiom)
Canvas
CAT - Catalog Editor
CLSS - Section Scheduler
CIM - Course Management
Concur Travel
Constituo
Course Evaluations & Surveys
Data Hub
Degree Works Degree Audit
Digital Signage (Mvix)
Duo 2FA
EAB Analytics
Eagle Career Network
EagleNET Experience
EagleSync
EPAF
Etrieve Content

Depending on what level of permissions you have within the Etrieve Application, will depend on what you can do and see next. The link within A-Z sends users directly to Etrieve Content. This area within the application contains all the documents that are being stored for use, and long term storage.



etrieve **CONTENT**

Search

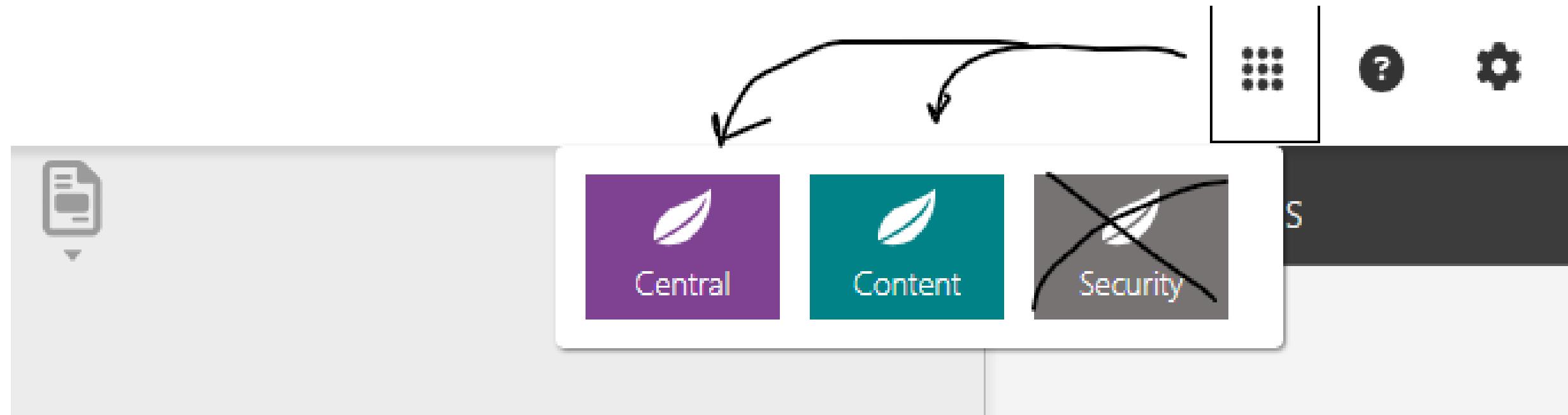
Unfiled

Tree

- ▶ Course Sections
- ▶ Dental Hygiene
- ▶ Employees
- Facilities
- ▶ Financial Aid
- ▶ Procurement and Contracts
- ▶ Records Management
- ▶ Students
- ▶ System Access Request
- Test Student
- Transcript Archive No ID
- ▶ Veterans Resource Center

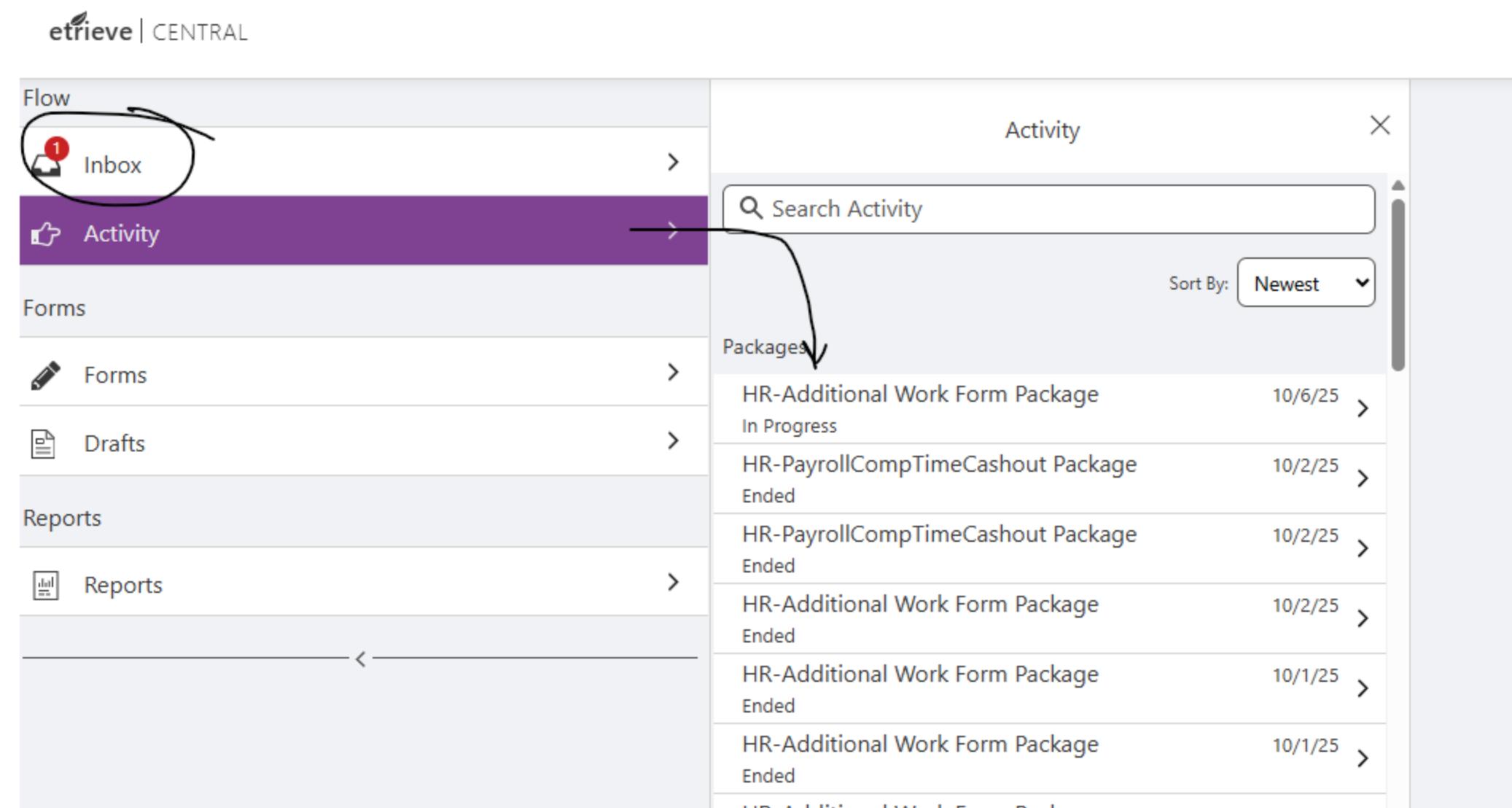
Key Fields

In the upper right on the Content page, you will see nine dots arranged in a square. Clicking on this will give you options, again, based on your level of access.



Most commonly, specific areas within Central and Content will be available to users. In some cases, users may only have access to particular forms within Central, but not the whole of Central itself. Forms will be linked from departmental web pages that need to utilize them. For Example, Human Resources.

Once in Central, you will see this page (below):

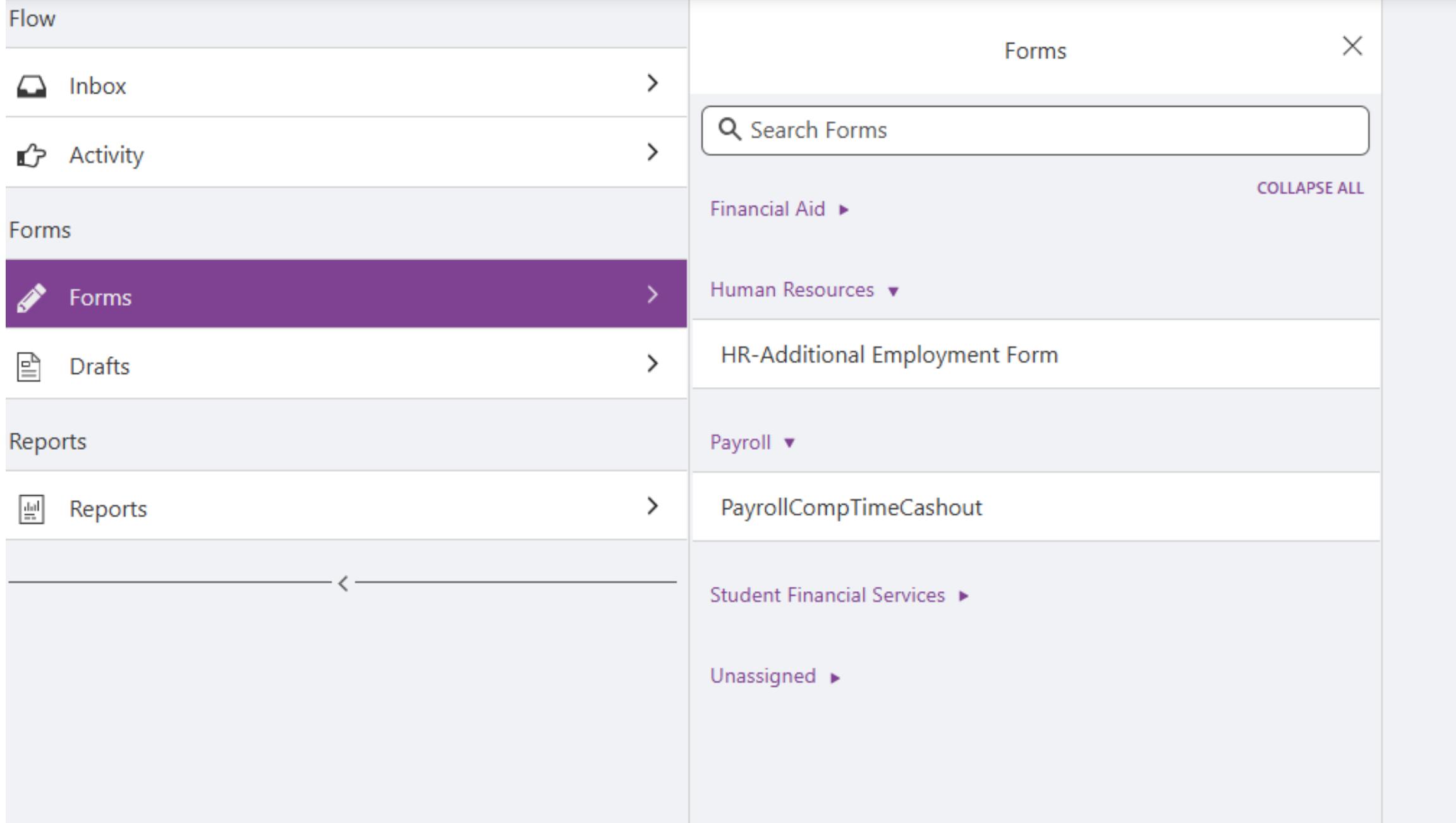


The screenshot shows the etrieve | CENTRAL interface. On the left, a navigation menu includes 'Flow' (with an 'Inbox' item circled in red), 'Activity' (selected and highlighted in purple), 'Forms', 'Drafts', 'Reports', and 'Forms' again. A callout bubble from the 'Activity' menu points to a list of activities on the right. The list is titled 'Activity' and includes a search bar and a 'Sort By: Newest' dropdown. The list shows seven entries, each with a title, status, and date: 'HR-Additional Work Form Package' (In Progress, 10/6/25), 'HR-PayrollCompTimeCashout Package' (Ended, 10/2/25), 'HR-PayrollCompTimeCashout Package' (Ended, 10/2/25), 'HR-Additional Work Form Package' (Ended, 10/2/25), 'HR-Additional Work Form Package' (Ended, 10/1/25), and 'HR-Additional Work Form Package' (Ended, 10/1/25).

Activity	Status	Date
HR-Additional Work Form Package	In Progress	10/6/25
HR-PayrollCompTimeCashout Package	Ended	10/2/25
HR-PayrollCompTimeCashout Package	Ended	10/2/25
HR-Additional Work Form Package	Ended	10/2/25
HR-Additional Work Form Package	Ended	10/1/25
HR-Additional Work Form Package	Ended	10/1/25

- The menu on the left will vary with permission levels.
- If you have permissions that show an inbox, this means you are in a group that needs to interact with forms that are passing through workflows.
- **This is a group inbox however, and every form you see in this inbox will not always be yours to approve**
- The best way to check this, is to select the Activity option, and glance at the form to ensure it is one that is yours to act upon.
- Additionally, if you've been requested to act on or approve a form, you will get an official notification within your Outlook email, with a link, that should take you directly to the form in question.

To see what forms you may have access to, select “Forms.” in Central (below):



The screenshot shows the etrieve | CENTRAL interface. On the left, a sidebar lists 'Flow' (Inbox, Activity), 'Forms' (Forms, Drafts), and 'Reports' (Reports). The 'Forms' section is currently selected, indicated by a purple background. On the right, a main content area is titled 'Forms' with a search bar labeled 'Search Forms' and a 'COLLAPSE ALL' button. It displays a list of forms categorized by department: 'Financial Aid' (HR-Additional Employment Form), 'Human Resources' (Payroll, PayrollCompTimeCashout), 'Student Financial Services' (Unassigned).

- Flow
 - Inbox
 - Activity
- Forms
 - Forms
 - Drafts
- Reports
 - Reports

Forms

Search Forms

COLLAPSE ALL

Financial Aid ►

Human Resources ▾

HR-Additional Employment Form

Payroll ▾

PayrollCompTimeCashout

Student Financial Services ►

Unassigned ►

Once you've been linked to a form to fill out, it will look like this on the right pane, or in the center of the screen, depending on the link sent. Either way, it is the same form. As can be seen below, the "submit" button is at the bottom left, outside of the form itself.

Forms

Search Forms

COLLAPSE ALL

Financial Aid ▶

Human Resources ▾

HR-Additional Employment Form

Payroll ▾

PayrollCompTimeCashout

Student Financial Services ▶

Unassigned ▶

Compensatory Time Cashout Form

Last Name, First Name * EWUID *

Willis, John 00250104

Number of Hours to Cash-out. *

Typically, a cash-out for compensatory time is scheduled to occur in the next available pay period. If you wish to delay the payout to a future pay period, please make a selection below, keeping in mind that the payment must be processed within the same fiscal year. Fiscal years begin July 1, and end on June 30th of the following year.

Select Month Select Pay Period

Alternate Budget Number (optional)

Requestor Notes (optional)

Submit Attachments Download Print

3:46 PM

Once submitted, it will go through the associated Workflow for processing, and completion. You will receive emails as to its progress while this process is under way



Contact Information

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- Zoom Room -
 - Meeting ID 145 106 536
 - Hours 9 AM - 4 PM Monday - Friday