



# 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](https://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 ▾ ▾ Contacts/Links

**Newsroom**  
EWU Stories

Announcements  
Around Campus

EagleSync  
Campus Engagement

GoEags  
EWU Sports

**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

**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](#)

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

CONTACTS

LOGOUT

Contacts/Links

A-Z

Links

Calendar

Emergency Incident

Student's Messages

Style

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omer

ay, Oct 6, 9 a.m. PDT

Pantry

ay, Oct 6, 10 a.m. PDT

CLOSE

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

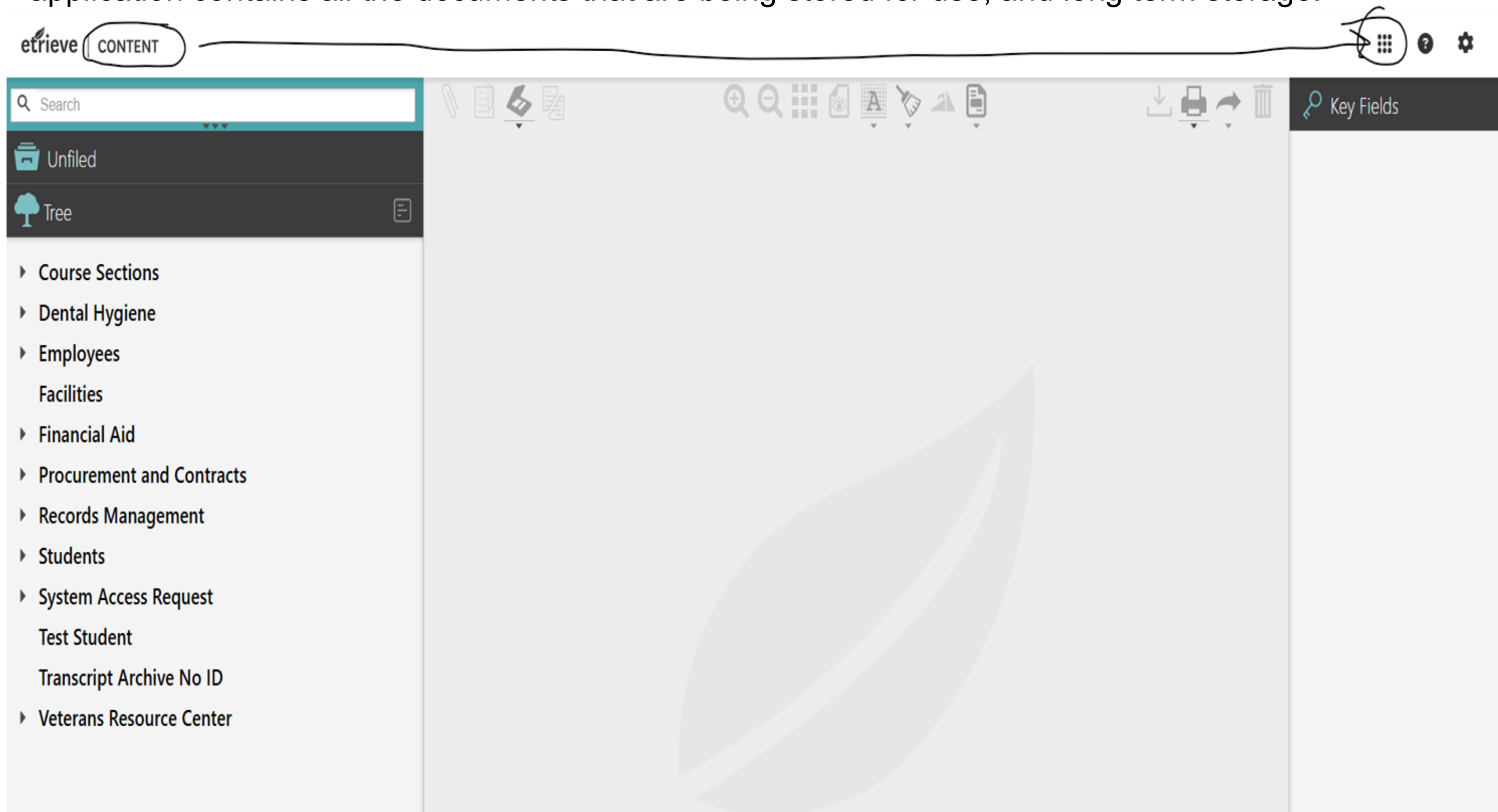
EagleSync

EPAF

Etrieve Content

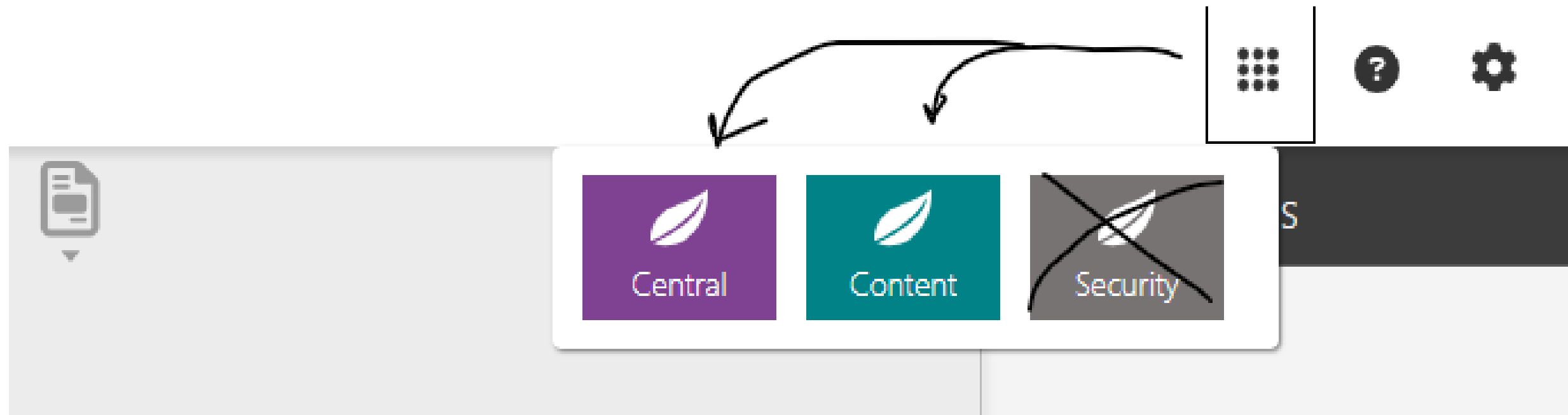


Depending on what level of permissions you have within the Etrieve Application, will depend on what you can do and see next. The link within A-Z sends users directly to Etrieve Content. This area within the application contains all the documents that are being stored for use, and long term storage.



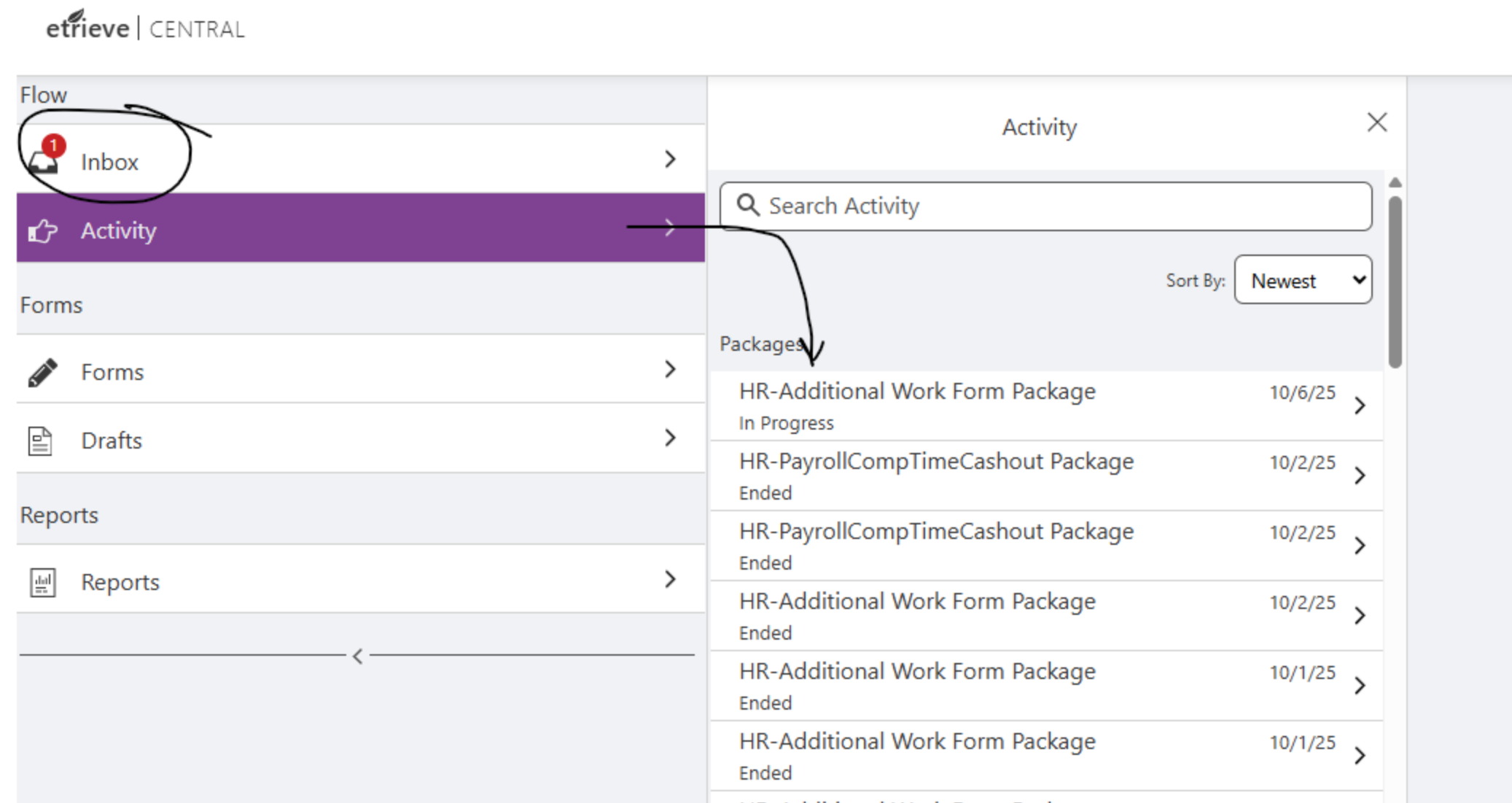


In the upper right on the Content page, you will see nine dots arranged in a square. Clicking on this will give you options, again, based on your level of access.



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 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):

etrieve | CENTRAL

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

Financial Aid ▶

Human Resources ▼

HR-Additional Employment Form

Payroll ▼

PayrollCompTimeCashout

Student Financial Services ▶

Unassigned ▶

COLLAPSE ALL

### 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

- MOJO Line - 509.359.6656
- Email - [instructionaltech@ewu.edu](mailto:instructionaltech@ewu.edu)
- Zoom Room -
  - Meeting ID 145 106 536
  - Hours 9 AM - 4 PM Monday - Friday