Transfer of Possession
Waterfront Learning Staff

### Equipment Return Form

1. WFL Staff member returns equipment.

2. WFL Tech gathers the equipment and does one of the following:

    a. If WFL Staff member is present, the WFL Tech can open the form on a computer for WFL Staff member to complete.

   b. If WFL Staff member is not present, the WFL Tech can email the link to the WFL Staff member.

    Equipment Form link:

(http://docuclass.aiu3.net/e-forms/dcformsserver.exe?action=webform&formid=45&documentid=0)

3. WFL Staff member completes, digitally signs, and then submits the form.

4. WFL Staff member receives a copy of the submitted form. The WFLHelp account receives notification of the submitted form (a copy of the form is not attached) and is instructed to go to DocuClass to review, accept, and approve the form.

5. WFL Tech reviews and approves the form within DocuClass:

    a. Launch the DocuClass portal.

    b. Click on the **Workflow Client** link located in the Process Automation section.

    c. Click the **Login** button.

    d. Once in the client, go to the **Workflow Queues List** and scroll down until you see the **WFL Return Possession Form Queue**.
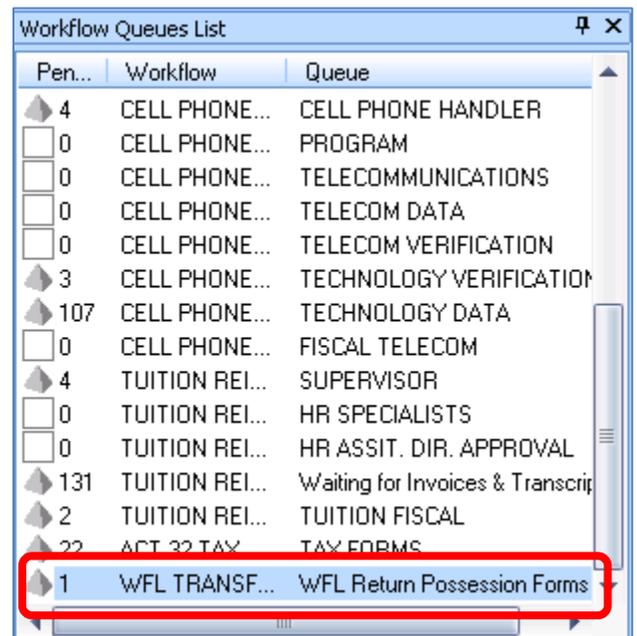
e. Double click on the queue name. The list of forms waiting for review and approval will display in the User Workflows area located to the right of the Workflow Queues List section.
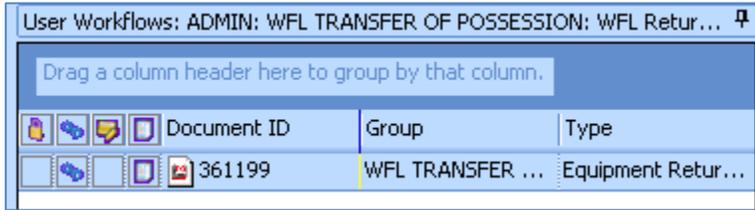

f. To review the form and accept the information, right click over the form in the list, and choose **Update Form Document**.
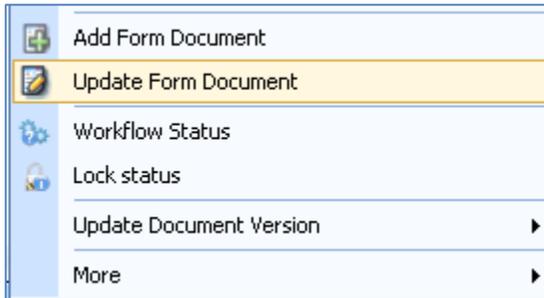
The form will load within DocuClass.

g. Review the information for accuracy and make any necessary changes.

h. WFL Tech or WFL Administrator types in his/her name in the **Waterfront Representative Name** field.

i. WFL Tech or WFL Administrator clicks the "I Accept" button which represents a digital signature and the approval of the information.

j. To accept and approve the form, click any of the **Save Form** buttons.

k. Exit the form by clicking on the **Close** button.
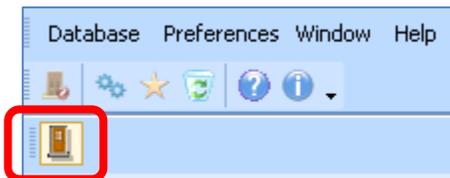
The document is now approved and should be moved out of the queue. If the document is

still listed, click the Update icon in the toolbar to refresh the queue. If you still see the

document listed, go back and update the form to make sure the Waterfront Representative Name and Accept button fields are completed.

After approval, the WFL Staff member receives a copy of the approved form with a "Program Approved" stamped on the document. The WFLHelp account also receives notification of the approved form, this time with the form attached.

l. When finished, exit out of the Workflow Documents screen by clicking on the **Close Browser** button located in the toolbar.

m. To exit the Workflow Client, click on the **Exit** button located in the toolbar.

6. To exit DocuClass, click the **Exit** button located in the toolbar.