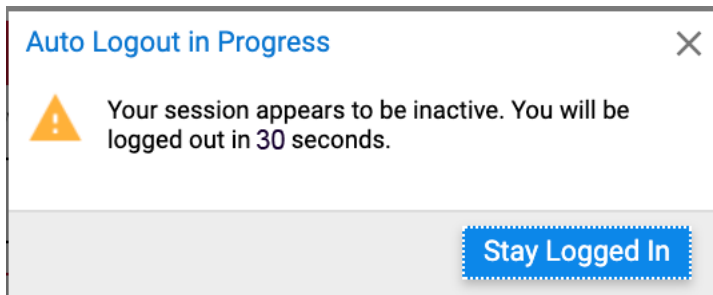


Curriculum Review Workflow Form Time Out Information

The Curriculum Proposal form will time out after 20 minutes. This is a security setting for all of OnBase. It is recommended to save an initial draft of the form and then save regularly during the session to avoid being timed out. If the form times out, the information will **NOT** be saved in the system.

Time Out Warning

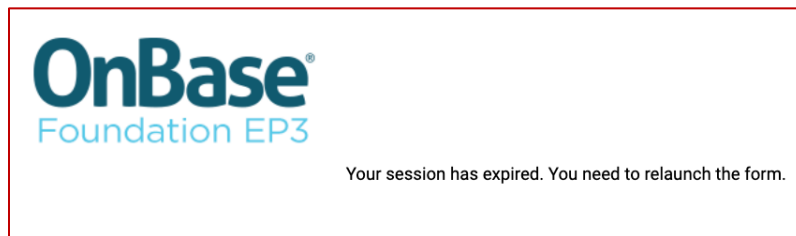
Once the form has been open for 20 minutes, the following message will appear on the proposal form. Select **Stay Logged In** within 30 seconds to continue editing the form.



If the **Stay Logged In** button is not selected within 30 seconds, the form will time out and one of the following messages will load in place of the proposal form on the screen.

Time Out Message for New Proposal Forms

The session will end and the information entered on the form will not be saved.



Time Out Message for Previously Saved Proposal Forms

The session will end and the information entered on the form will not be saved. Information saved on the form previously will remain in the system and can be accessed by re-opening the proposal from the original email link.

