

# MY ONBOARDS

The My Onboards page allows you to monitor the onboards you are the supervisor for.

From the menu on the left-side of the screen, Workflows > My Onboards.

Here, you can filter by Onboard, Folder, and Status.

## VIEW ONBOARD

1. Under the Onboard column, click the onboard you want to view.
2. On the right side of the page, you will see the list of required documents and the status.

Onboard	Folder	Status
AP New Vendor	Acme Inc.	Incomplete
AP New Vendor	Quincy Inc	Incomplete
AP New Vendor	ABC Company	Incomplete
AP New Vendor	BR Supply	Incomplete
AP New Vendor	The Outhouse Portable	Incomplete
AP New Vendor	TML Risk	Incomplete
AP New Vendor	City Lumber	Incomplete
AP New Vendor	ABC Company	Incomplete

  

Onboard	Sub Title	Folder	Doc Type	DocID	Status
AP New Vendor	Contract	ABC Company	Vendor Cover Sheet	19162	Complete
AP New Vendor	Test review	ABC Company	Offer Letter		Incomplete
AP New Vendor	Test	ABC Company	Vendor Cover Sheet	19162	Complete