
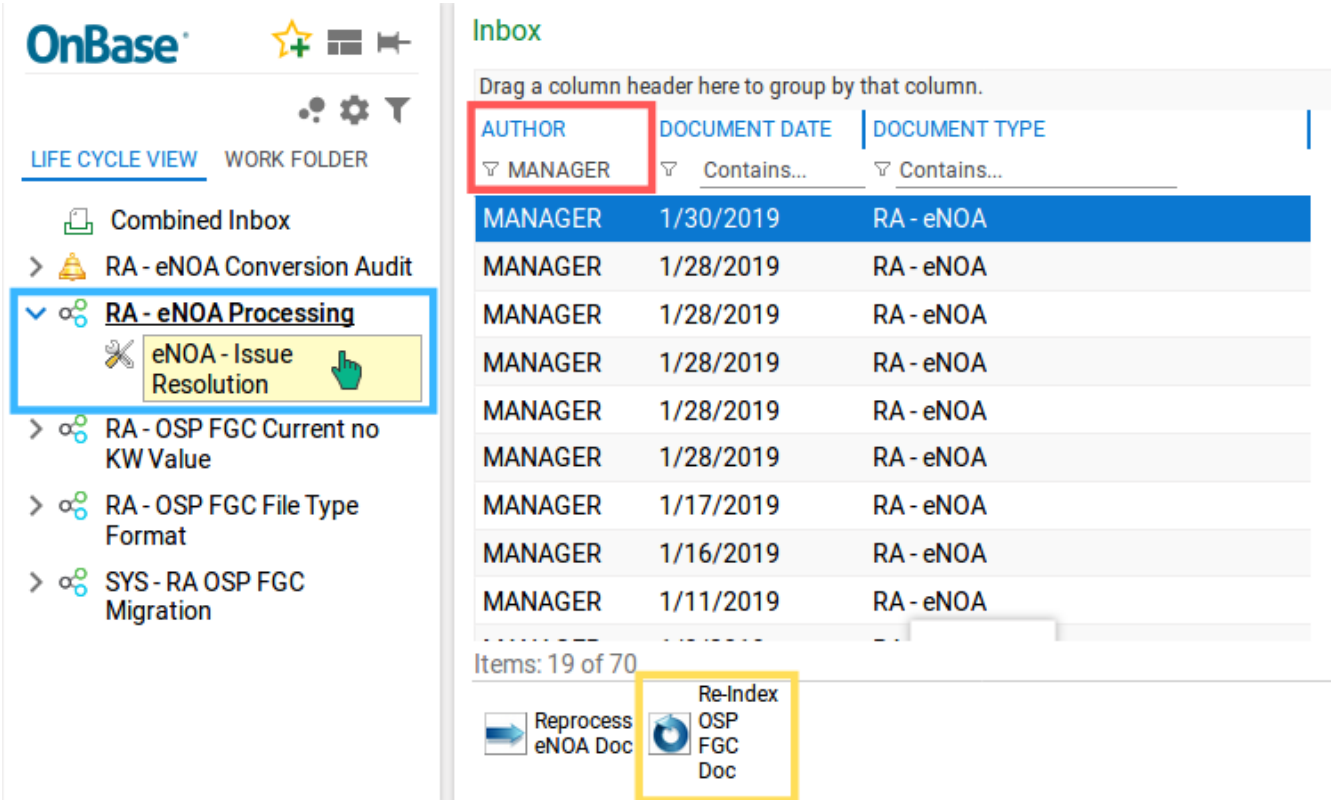


Re-indexing Files in Error Queue in OnBase

- Open **Menu button** → 
- Go to **Open Workflow**
- Open **RA - eNOA Processing**
- Click on **eNOA - Issue Resolution**
- Find your file
 - you could find the files that you created using the **Author's filter**
- Click on your file
- Click on **Re-Index OSP FGC Doc**



The screenshot shows the OnBase interface. On the left, the navigation pane is open to "RA - eNOA Processing" > "eNOA - Issue Resolution". The main area displays an "Inbox" table with columns: AUTHOR, DOCUMENT DATE, and DOCUMENT TYPE. The "AUTHOR" column header is highlighted with a red box. Below the header, the first row of data is highlighted in blue. At the bottom, the "Re-Index OSP FGC Doc" button is highlighted with a yellow box.

AUTHOR	DOCUMENT DATE	DOCUMENT TYPE
MANAGER	1/30/2019	RA - eNOA
MANAGER	1/28/2019	RA - eNOA
MANAGER	1/28/2019	RA - eNOA
MANAGER	1/28/2019	RA - eNOA
MANAGER	1/28/2019	RA - eNOA
MANAGER	1/28/2019	RA - eNOA
MANAGER	1/28/2019	RA - eNOA
MANAGER	1/17/2019	RA - eNOA
MANAGER	1/16/2019	RA - eNOA
MANAGER	1/11/2019	RA - eNOA

You will be presented with options to change any keyword or file type related to that specific document.

Important: a common mistake importing files is the users don't choose the right **Document Type**, this is the main reason that these files go to **RA - eNOA Processing**.

To re-index the file you have to

- Select the right **Document type ***
- Select the right **Subcategory ***
- Type the **Award ID** and hit **Tab**

If the data doesn't auto-populate:

- Type the **Proposal ID** and hit **Tab**
- Finally, Click on **Re-Index** button

Inbox
User Interaction

RA - eNOA - 1/30/2019 - Dept #: Process Instance: BARCODE

Document Type RA - OSP FGC Cash

File Type Image File Format

Document Date: 1/30/2019

KEYWORDS

RA Proposal ID
0000000696

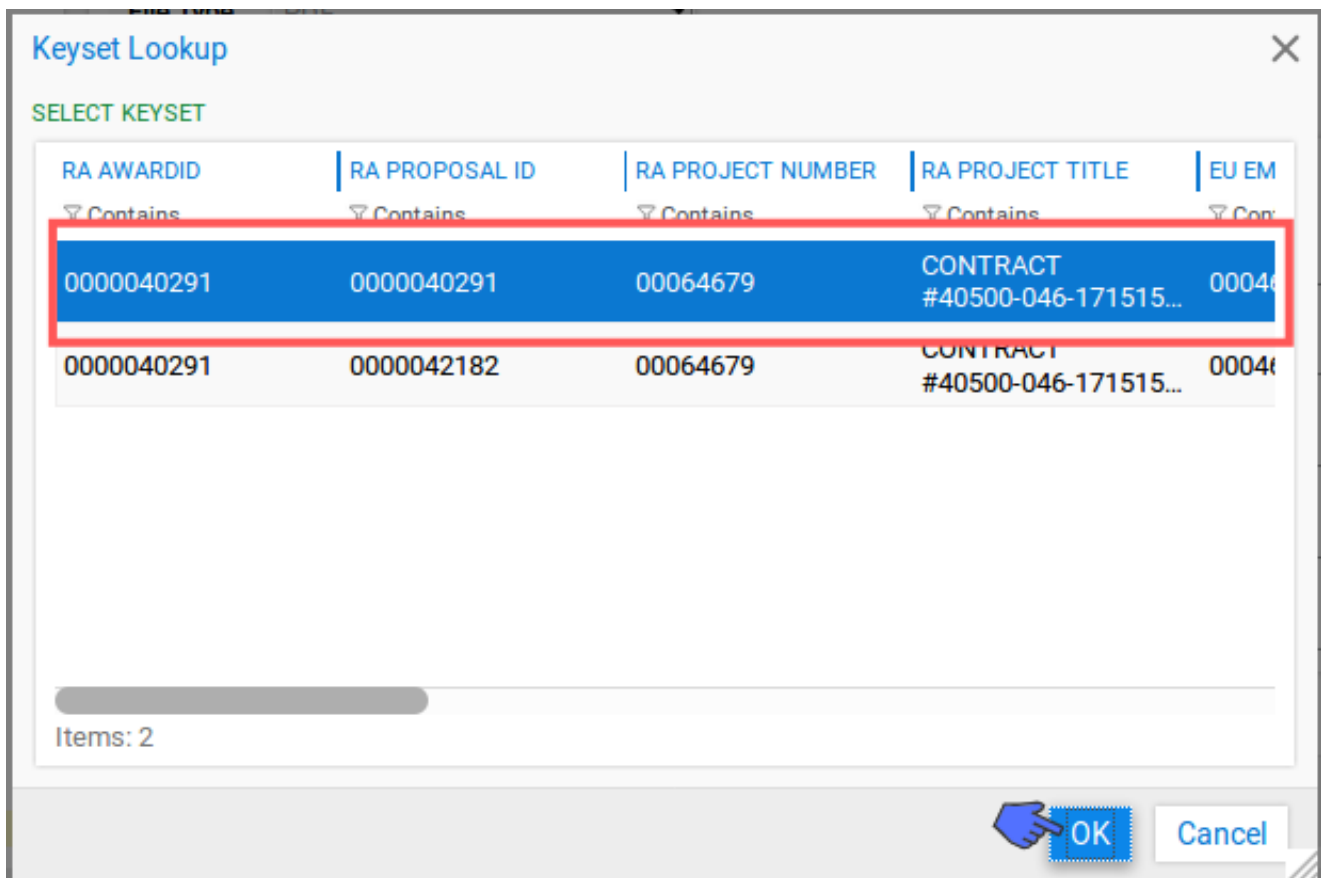
RA Cash Type
LETTERS

RA AwardID
0000000696

EU EmplID
0150710

Clear Keywords

Re-Index Close



Note: When entering an **Award ID** or **Proposal ID** you may be presented multiple options, please **select the first option** and click **OK**.