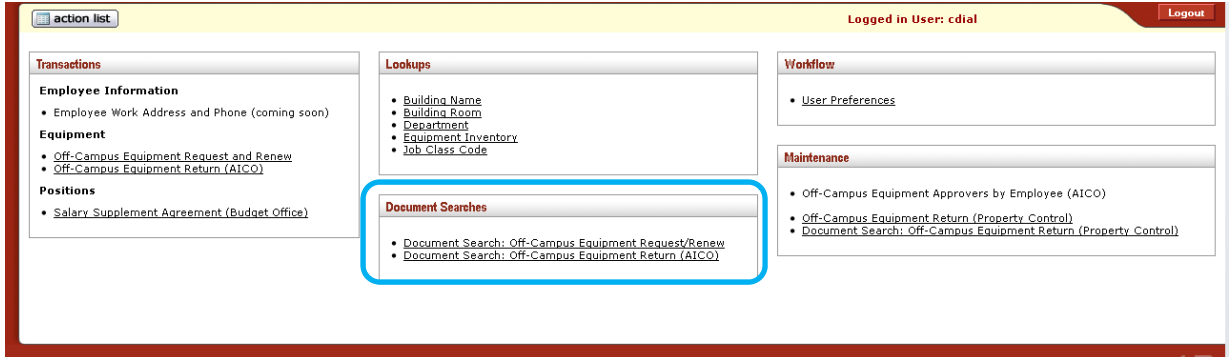


Searching for Documents

- To check the status of your document, you can use the Document Search options. Choose the appropriate link for the type of document you are searching.



- On the Document Search page you can enter some search parameters. Always complete the Date Created From option, and enter a date equal to or prior to the date the document was created. The first parameter of Document Type is automatically completed from the link you selected on the main menu. The other parameters are optional. Click Search.

The screenshot shows the 'Document Search' page with a search bar and several input fields. The 'Document Type' field is pre-filled with 'OffCampusEquipmentRe'. The 'Date Created From' field is highlighted with a blue box and contains the date '07/01/2013'. Below the form are 'search', 'clear', and 'cancel' buttons.

- The results of your search will be displayed with one row per document.

2 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
3122	Off-Campus Equipment Request Document	New OffCampusEquipment - Create Off-Campus Equipment Authorization	ENROUTE	DIAL, B CAROLYN	07/12/2013 03:55 PM	
3089	Off-Campus Equipment Request Document	New OffCampusEquipment - Create Off-Campus Eqpt Authorization	ENROUTE	DIAL, B CAROLYN	07/09/2013 03:05 PM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

- You can determine information from the search results and you can drill down to get more detail.

2 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Initiator	Date Crea
3122	Off-Campus Equipment Request Document	New OffCampusEquipment - Create Off-Campus Equipment Authorization	ENROUTE	DIAL, B CAROLYN	07/12/2013 03:
3089	Off-Campus Equipment Request Document	New OffCampusEquipment - Create Off-Campus Eqpt Authorization	ENROUTE	DIAL, B CAROLYN	07/09/2013 03:

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

- Status – this indicates the current status of the document. Some possible statuses are:
 - Final – document is fully approved
 - Enroute – document is routing through the approval chain

- iii. Saved – document has been created and saved but has not yet been submitted for routing
- iv. Disapproved – document was rejected by someone in the route path
- v. Exception – document encountered an error during the routing
- vi. Canceled – document was terminated by the initiator or someone in the route path

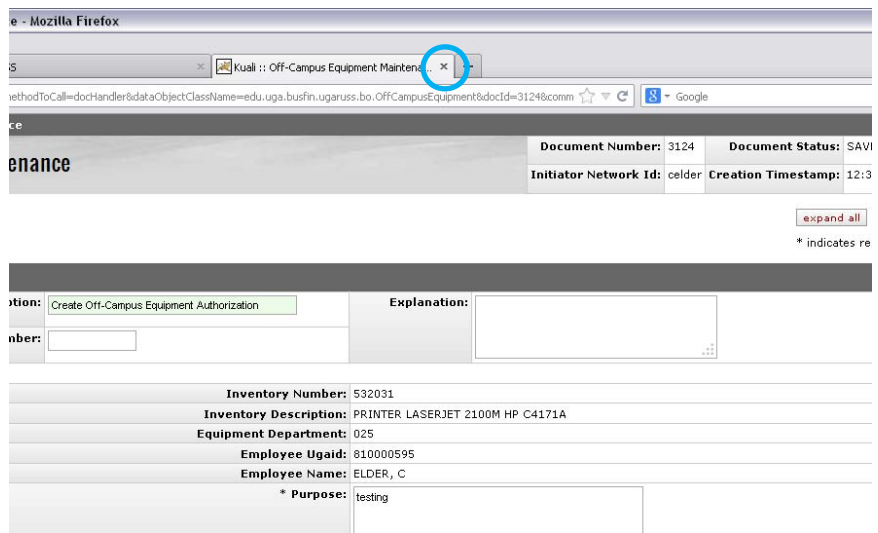
b. Selecting the Document Id from the search results will open the document for viewing.

2 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Initi
3122	Off-Campus Equipment Request Document	New OffCampusEquipment - Create Off-Campus Equipment Authorization	ENROUTE	DIAL_B_C
3089	Off-Campus Equipment Request Document	New OffCampusEquipment - Create Off-Campus Eqpt Authorization	ENROUTE	DIAL_B_C

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

a. Click the browser “x” to close the document when you are finished viewing it.



c. Selecting the Route Log icon will display the details of the document route path, including current pending action and future actions for the document.

Items.

Document Type	Title	Status	Initiator	Date Created	Route Log
Equipment Request Document	New OffCampusEquipment - Create Off-Campus Equipment Authorization	ENROUTE	DIAL_B_CAROLYN	07/12/2013 03:55 PM	
Equipment Request Document	New OffCampusEquipment - Create Off-Campus Eqpt Authorization	ENROUTE	DIAL_B_CAROLYN	07/09/2013 03:05 PM	

[CSV](#) | [XML](#)

1. The route log displays actions taken, which is the submission of the document for approval, and the pending action, which is the action the document is currently waiting on.

Route Log

Route Log refresh

ID: 3122 hide

Title	New Off-Campus Equipment - Create Off-Campus Equipment Authorization		
Type	Off-Campus Equipment Request Document	Created	03:55 PM 07/12/2013
Initiator	DIAL, B. CAROLYN	Last Modified	04:27 PM 07/12/2013
Route Status	ENROUTE	Last Approved	
Node(s)	Departmental Review	Finalized	

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	DIAL, B. CAROLYN		04:27 PM 07/12/2013	

Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	THELEN, SHARON L. (Dept Review 552)	04:27 PM 07/12/2013	

Future Action Requests show

- To see actions required after the current pending action, click the Show button to the right of Future Action Requests. Document actions will generally be approvals that are required, but it may also include acknowledgement or FYI actions

Pending Action Requests hide

Action	Requested Of
show IN ACTION LIST APPROVE	THELEN, SHARON L. (Dept Review 552)

Future Action Requests [show](#)

Note: Document actions will generally be approvals that are required but may also include acknowledgement or FYI actions.

- From the Route Log, use the browser back arrow to return to the Document Search results.