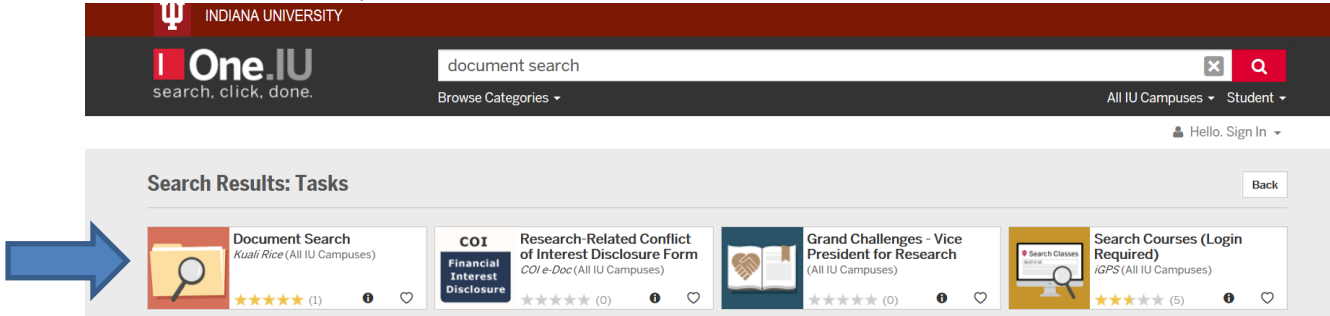


Tracking an eDoc in One.IU.edu

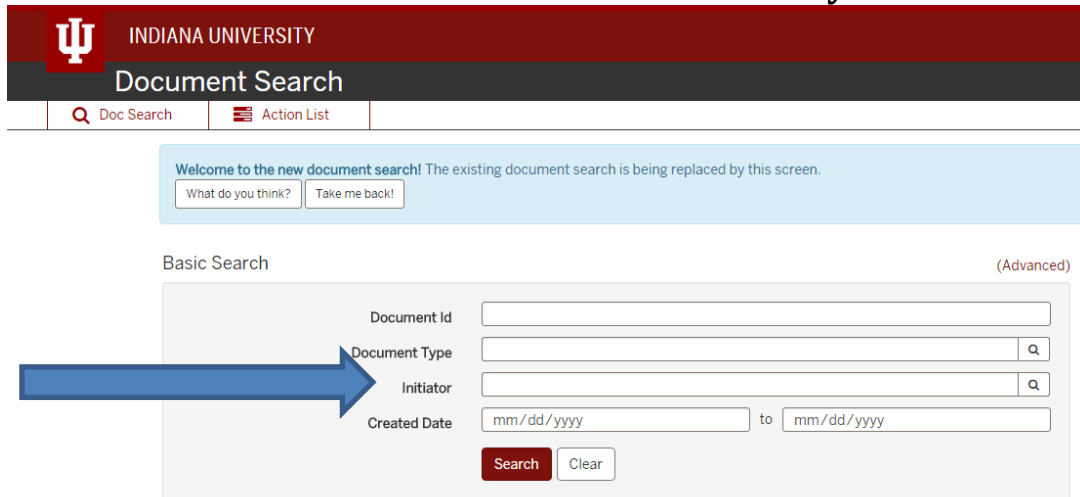
1. At one.iu.edu type “document search” in the search field.



2. In the results, click on the box “Document Search”.



3. At the next screen, put your username in the “Initiator” box and hit “search.” This will return all documents that you have initiated.



Tracking an eDoc in One.IU.edu

4. Find the document you need, click on corresponding “route log” in the far right.

Welcome to the new document search! The existing document search is being replaced by this screen. ⊗

What do you think?

Basic Search (Advanced)

Document Id

Document Type

Initiator

Created Date to

Recent Searches ⊗

- Initiator=pcrouch: 🔍 ☆ ✕
- Initiator=dubeasle: 🔍 ☆ ✕
- Doc Id=46596211: 🔍 ☆ ✕
- Doc Type=SIS.SY.CAR.NewCourseDocument: 🔍 ☆ ✕
- Initiator=pcrouch: 🔍 ☆ ✕
- Doc Id=47917705: 🔍 ☆ ✕

Favorite Searches ⊗

- best.r 🔍 ✕

747 documents match your criteria. 🔍 ☆

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
880967	TK Timesheet	04/23/2016 Crouch, Patricia Gayle (0001431090) Work Area: 4676	SAVED	Crouch, Patricia Gayle	4/8/2016 1:35 AM	🔍
476250	TK Timesheet	04/09/2016 Crouch, Patricia Gayle (0001431090) Work Area: 4676	FINAL	Crouch, Patricia Gayle	3/25/2016 1:33 AM	🔍
096632	TK Timesheet	03/26/2016 Crouch, Patricia Gayle (0001431090) Work Area: 4676	FINAL	Crouch, Patricia Gayle	3/11/2016 1:35 AM	🔍

5. The route log will show you who have approved the document, whose action list it is currently in, and whose action list it needs to go to.

Route Log

ID: [REDACTED] ▼ hide

Title	Created
Routing Document Type # [REDACTED]	03:05 PM 03/29/2016
Type [REDACTED]	Last Modified 03:07 PM 03/29/2016
Initiator [REDACTED]	Last Approved
Route Status [REDACTED]	Finalized
Node(s) [REDACTED]	

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date
COMPLETED	[REDACTED]		[REDACTED]
▶ show APPROVED	Crouch, Patricia Gayle		04:20 PM 03/22/2016
▶ show APPROVED	Bertenthal, Bennett I		12:47 PM 03/23/2016
▶ show APPROVED	Yu, Chen		10:00 PM 03/29/2016

Pending Action Requests ▼ hide

Action	Requested Of	Time/Date
▼ hide IN ACTION LIST APPROVE	UGS.BL.Candidacy.PSY2.PSYPHD	10:01 PM 03/29/2016
Action Request Id	135483769	
Request Status	ACTIVE	
Node	UGS.Candidacy.Major1	
Responsibility Id	1506223	
Priority	1	
Responsibility	BL-PSYPHD - Major approval	
Annotation		
Approval Policy	Single Approval Required	
Forced Action	true	
Rule	1440526	