How to Track an Access Request's Status as a Requestor

Step-by-Step Instructions	HINTS
Navigate to **Penn eForms** (https://provider.www.upenn.edu/ computing/da/eforms/index.html)	▪ **eForms** consist of several sections for **Requester Information**, **Supervisor Action**, **Form Routing**, etc. ▪ As the form progresses along its routing paths, various fields will become editable or complete.
Click the **[My eForms status]** link to access the list of all **eForms** you have submitted. (FIGURE 1, #1)	Forms, represented by their unique **[Document/Notification ID]**, are displayed (most recently submitted appear first), along with their current status and creation date.
Check **Route Status** column for quick request status information.	FIGURE 1, #3.
Click on the appropriate **[Document / Notification ID]** number for request details. (FIGURE 1, #2)	• This enables you to view the form in its entirety, with fields as they currently stand. • It does NOT allow you to edit any fields; this is for viewing only.
Click the icon in the **[Route Log]** column. (FIGURE 1, #4),	On the **[Route Log]** screen (FIGURE 2), you can view the routing history for the form, including: • **Actions taken** (with status, person by whom the action was taken, and when it occurred; FIGURE 2, #1) • **Pending Action Requests** (the action that is pending, the person or routing level of whom it is requested, and when it was routed to that person or level; FIGURE 2, #2)

Notes:
- You may use the fields at the top of the My eForms Status page to narrow the list by date submitted (From/To), type of form, or even a particular document ID (FIGURE 1, #5, green highlighted area).
- There are **Export Options** for the list of your submitted requests (FIGURE 1, #6). Please use the 'Spreadsheet' option only. Note: The column 'Route Log' in the results is not helpful.
- **If you are an approver for or have view access to an eForm**, you may also view the status of other individuals' requests
    - The steps are the same as those noted above, but since the **[My eForms status]** link defaults to showing your own requests, you'll need to alter the search fields to look for another initiator (by PennKey); search for form to which you have access by date (From/to), etc.

FIGURE 1: [My eForms status] page.

FIGURE 2: [Route Log] for one request.