

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

Step-by-Step Instructions	HINTS
Navigate to Penn eForms (http://www.upenn.edu/computing/da/eforms/index.html)	<ul style="list-style-type: none"> ▪ 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)	<ul style="list-style-type: none"> • 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),	<p>On the [Route Log] screen (FIGURE 2), you can view the routing history for the form, including:</p> <ul style="list-style-type: none"> • 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)
<p>Notes:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - 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. 	

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

FIGURE 1: [My eForms status] page.

Document Lookup ? ▼ * required field

Search Filter (Green Box):

- Type:
- Initiator: 5
- Document/Notification Id:
- Date Created From:
- Date Created To:
- Name this search (optional):

3 items found. Please refine your search criteria to narrow down your search.
3 items retrieved, displaying all items.

Document/Notification Id	Type	Route Status	Initiator	Date Created	Route Log
3959	LMS access	ENROUTE	Janet C. Smith (smithjc, 10051662) (active) Service Provider - Isc-Ait (also: Alumni)	02/28/2011 11:30 AM	
3823	General Ledger access	CANCELED	Janet C. Smith (smithjc, 10051662) (active) Service Provider - Isc-Ait (also: Alumni)	02/18/2011 01:04 PM	
3811	Salary Management access	CANCELED	Janet C. Smith (smithjc, 10051662) (active) Service Provider - Isc-Ait (also: Alumni)	02/16/2011 04:23 PM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#) 6

FIGURE 2: [Route Log] for one request.

Route Log refresh

ID: 3959 hide

Title	Routing Document Type 'lmsAccessForm'	
Type	LMS access	Created
Initiator	Janet C. Smith (smithjc, 10051662) (active) Service Provider - Isc-Ait (also: Alumni)	Last Modified
Route Status	ENROUTE	Last Approved
Node(s)	supervisorNode	Finalized

1 Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Janet C. Smith (smithjc, 10051662) (active) Service Provider - Isc-Ait (also: Alumni)		11:33 AM 02/28/2011	

2 Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST	Amy A. Miller (milleraa, 10094590) (active) Staff - Isc - Ait & Data Admin - Sr It Project Leader	11:33 AM 02/28/2011	