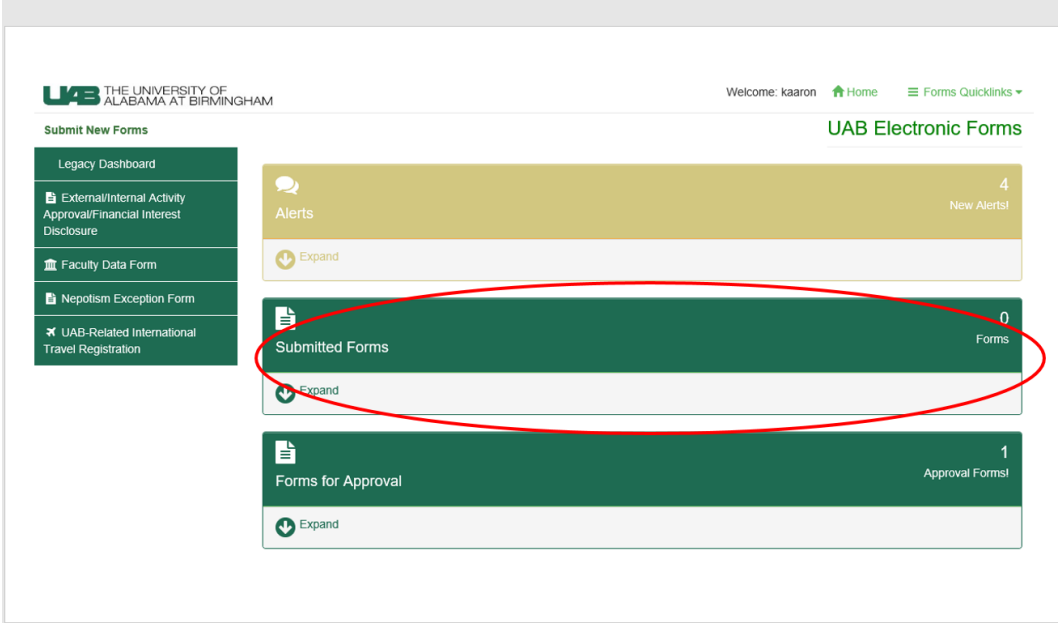
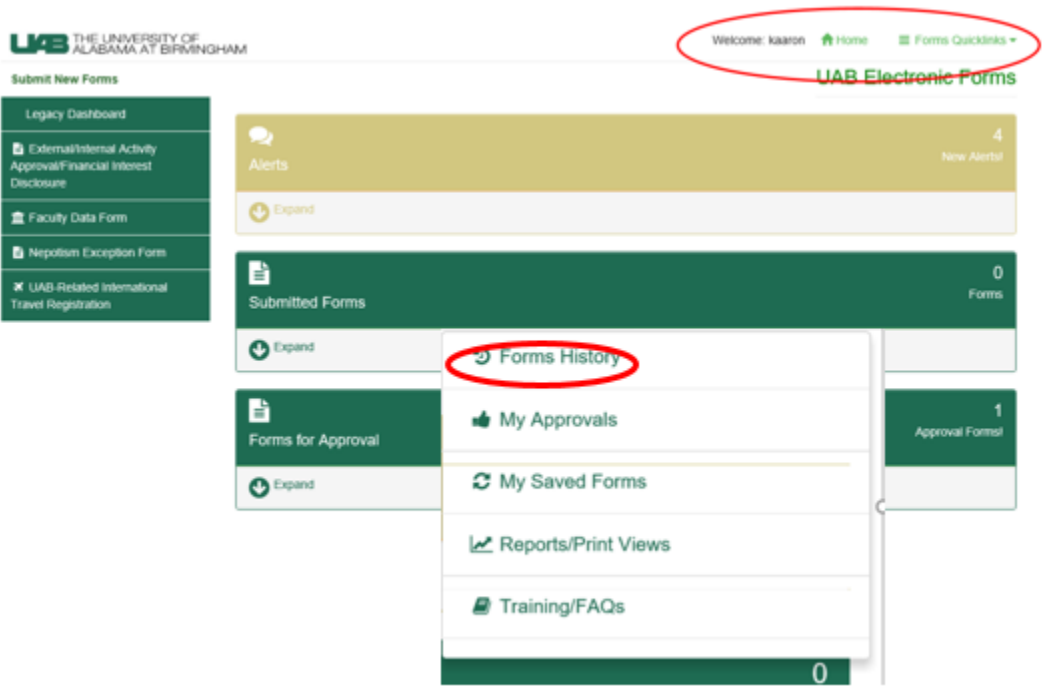


Where is my document? A quick reference guide

On the right hand side of the Submitted Forms bar you will see a number of forms that you have submitted, if you click on the expand arrow, you can see links to the submitted forms. This will include all saved forms and submitted forms **in process for the past 7 days**.



Submitted forms **older than 7 days** can be found in Forms History under the Quick links dropdown.



Where is my document quick reference guide?

The screenshot shows a 'History' table with the following columns: Form Name, Submitter, Created, Additional Info, Submitted For, and Approval Status. A search box is located at the top right, and a pagination control is at the bottom right. Both are circled in red. The table contains 10 rows of data, each representing a document entry with details like document number, reclassification, and approval status.

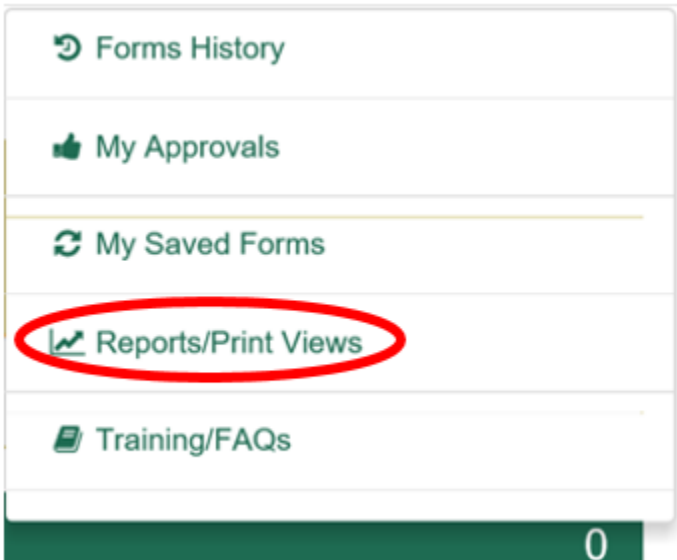
	Form Name	Submitter	Created	Additional Info	Submitted For	Approval Status
Form	CRF	Kimberly, Aaron	01/15/2020	Doc # 33521,CRF - Reclassify - Org:191402000	Kimberly, Aaron	Approved
Form	CRF	Kimberly, Aaron	01/15/2020	Doc # 33522,CRF - Reclassify - Org:191402000	Kimberly, Aaron	Approved
Form	CRF	Kimberly, Aaron	01/15/2020	Doc # 33523,CRF - ReOrg - Org:191402000	Kimberly, Aaron	Approved
Form	CRF	Kimberly, Aaron	01/15/2020	Doc # 33525,CRF - Incentive - Org:191402000	Kimberly, Aaron	Approved
Form	CRF	Kimberly, Aaron	01/15/2020	Doc # 33528,CRF - Other - Org:191402000	Kimberly, Aaron	Returned
Form	CRF	Kimberly, Aaron	01/15/2020	Doc # 33531,PAR - Refill - Org:191402000	Kimberly, Aaron	Saved
Form Workflow	CRF	Kimberly, Aaron	01/15/2020	Doc # 33524,CRF - Update JD - Org:191402000	Kimberly, Aaron	Pending
Form Workflow	CRF	Kimberly, Aaron	01/14/2020	Doc # 33511,CRF - Reclassify - Org:191001000	Kimberly, Aaron	Pending
Form	CRF	Kimberly, Aaron	01/14/2020	Doc # 33510,PAR - Refill - Org:191402000	Kimberly, Aaron	Approved
Form Workflow	CRF	Kimberly, Aaron	01/14/2020	Doc # 33509,PAR - New - Org:191402000	Kimberly, Aaron	Pending

The search box allows you to search on any of the columns. You also can sort the Submitter and Created columns by clicking on the column header. The first click will sort in oldest to newest order. To sort newest to oldest, click the column header again. Both search and sort can be used together.

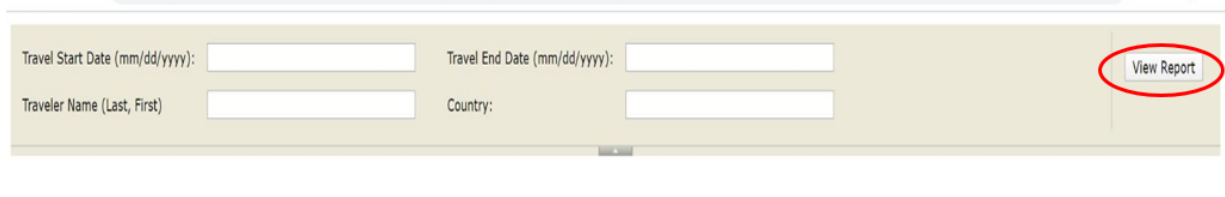
Page navigation is available at the bottom right of the expanded section. You can use this function with both the search and sort functions.

Where is my document quick reference guide?

Submitted forms can be accessed through reporting also. To navigate to reporting, click on Forms Quicklinks and then Reports/Print Views.



Select the form type that you would like to search and fill out the appropriate filters. Click the View Report button to run the report. All reports from the legacy system will be available through reporting.

A screenshot of a search filter form. It contains four input fields: 'Travel Start Date (mm/dd/yyyy):', 'Travel End Date (mm/dd/yyyy):', 'Traveler Name (Last, First):', and 'Country:'. A 'View Report' button is located on the right side of the form and is circled in red.

If you are still having difficulty locating a submitted form, please open a ticket enter at ticket at uab.edu/techhelp.