

# View an AppoINT eForm status

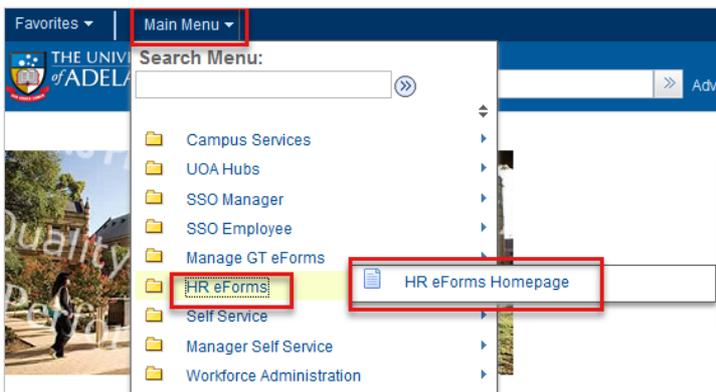
## Introduction

It's important to be able to identify the status of a single or multiple AppoINT eForms in the approvals workflow. You can do this yourself by following the guide below.

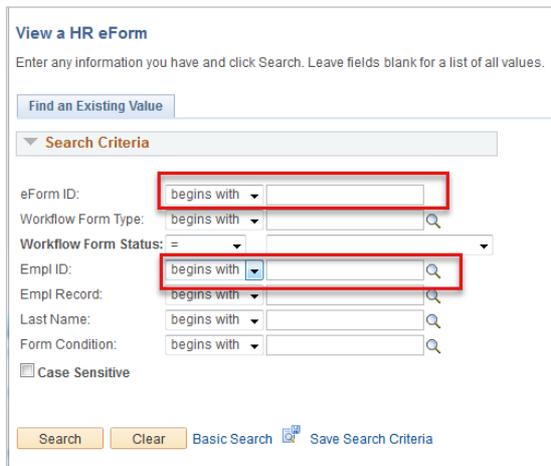
## Procedure

### View a submitted HR eForm

1. In an Internet browser, open the HCM worklist: <https://hcm.adelaide.edu.au/>
2. Sign in using your usual University employee ID and password.
3. Select **Main Menu >HR eForms>HR eForms Homepage**



4. Select **View a HR eForm**, enter either the **eForm ID** or **Empl ID** and click **Search**.



The screenshot shows the 'View a HR eForm' search page. The 'Search Criteria' section is expanded, and the following fields are highlighted with red boxes: 'eForm ID' (set to 'begins with'), 'Empl ID' (set to 'begins with'), and 'Workflow Form Status' (set to '='). Other search criteria include 'Workflow Form Type', 'Last Name', and 'Form Condition', all set to 'begins with'. There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

5. You'll then be able to view the submitted eForm.

## Viewing the workflow status (Process Visualiser)

1. Scroll down to the bottom of the eForm and click **Next**.

Transaction / Signature Log						
	Current DateTime	Role Name	User ID	User Description	Action	Status
1	27/01/2017 2:15:43PM	GT Hiring Coordinator	a1615546	Martina Varga	Submit	Pending
2	02/03/2017 9:43:32AM	GT Employee Services	a1216875	Johanna Schipper	Approve	Part Apprv
3	02/03/2017 9:43:53AM	GT Head of Schools			CustmRoute	Part Apprv
4	02/03/2017 9:43:56AM	GT Faculty Head			CustmRoute	Part Apprv
5	02/03/2017 9:43:59AM	GT Executive Dean			CustmRoute	Part Apprv
6	02/03/2017 9:44:03AM	GT Head of HR			CustmRoute	Part Apprv
7	02/03/2017 9:45:08AM	GT Vice Chancellor	a1001479	Michael Brooks	Approve	Part Apprv

**Comments**

**Your Comment:**

**Comment History:**

2. You can now see the status of the eForm on the Process Visualiser. In this example, it's sitting with the Employee for action.

**View a AppoINT eForm**

Form History

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**Form Information**

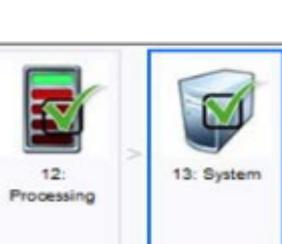
eForm ID	66929
Form Status	Part Apprv
Form Type	APPOINT      AppoINT Form
Condition	DEFAULT      Default
Next Approver	GT APPOINT Employee <a href="#">Who can work this form?</a> <a href="#">Form Messages</a>

**Process Visualiser**

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graph LR
    1[1: Hiring Coordinator] --> 2[2: Human Resources (33 days 19 hours 27 minutes)]
    2 --> 3[3: Head of School (< 1 minute)]
    3 --> 4[4: Faculty Finance (< 1 minute)]
    4 --> 5[5: Executive Dean (< 1 minute)]
    5 --> 6[6: HR Director (< 1 minute)]
    6 --> 7[7: Vice-Chancellor (1 minute)]
    7 --> 8[8: Employee]
    8 --> 9[9: Processing]
    9 --> 10[10: System]
  
```

## 3. Refer to this table to confirm the status of the workflow.

<b>Icon</b>	<b>Meaning</b>
 <p>3: Human Resources (3 minutes)</p>	<p><u>Green Tick</u> The task has been completed by the appropriate person. It also shows when the task was complete in brackets.</p>
 <p>2: School Contact</p>	<p><u>Blue outline</u> The form is sitting in the users worklist and requires actioning.</p>
 <p>9: VC</p>	<p><u>Green Arrow</u> The form will bypass this step as it is not required.</p>
 <p>10: Human Resources</p>	<p><u>Greyed out</u> The form will workflow to this step in the approval process and will require action via their worklist <i>Note: If the visualiser task is greyed out at the Supervisor level, then the form has bypassed the supervisor and was actioned by the School Contact</i></p>
 <p>6: Faculty Finance (4 minutes)</p>	<p><u>Blue arrow</u> The form has been declined at that step in the approval process and therefore has been pushed back to the relevant previous step which will be shown as a blue outline.</p>
 <p>10: Human Resources (14 minutes)</p> <p>11: Employee (5 minutes)</p>	<p><u>Blue Arrow (Employee) and red cross (HR)</u> When an employee declines a new contract, the visualiser will show a blue arrow on the employee's task directed at Human resources When the task has been declined, Human Resources will Terminate the contract, and the 'x' will appear in the visualiser</p>
 <p>12: Processing</p> <p>13: System</p>	<p><u>Green tick on System box</u> Once the form has been processed and the contract has been generated and accepted by the staff member, the process and system boxed will be ticked and the eForm process has been completed and the data has loaded to PeopleSoft</p>

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)