PART ONE: ACCESSING THE ROUTE LOG

I. DOCUMENT SEARCH
Search for the eDoc in Document Search. When you find the eDoc you need, scroll to the far right of your screen. Click on the arrow icon under the Route Log column.

II. WITHIN THE EDOC
1. Scroll to the very bottom of the eDoc until you reach the Route Log section and click on

PART TWO: ANATOMY OF THE ROUTE LOG

1. Document ID
2. The type of eDoc
3. Initiator Name – SIS for admissions / Student’s name for candidacy
4. Route Status
   a. Saved: Not yet submitted for routing
   b. Enroute: Still in process and routing for approval
   c. Final: Approved and finalized
   d. Canceled: Created in error or exists as a duplicate
   e. Disapproved: Did not meet requirements
   f. Exception: Contact support through the Technical email on the last page

NOTE: If an eDoc has a status of canceled, disapproved, or final, it cannot be edited or re-routed. A new eDoc must be started.

5. Actions that have been completed
6. Shows who approved the action
7. This will reveal where the eDoc is pending for approval
8. More information about the status
PART THREE: WHO IS IN THE APPROVAL GROUP?

1. Find the **Pending Action Requests** section.
2. In order to find out who is in the approval group, click on the link under the “Requested of” column.

3. This will reveal a list of names of staff or faculty who currently have the eDoc in their action list.

CONTACT INFORMATION

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