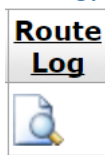




Open the Route Log

See *Searching for eDocs* for help finding your eDoc



Old Search Form
Route Log Link



New Search Form Route
Log Link

Once you have pulled up your eDoc using the search form, you will find the route log link at the far right in the search results. Clicking the image will load the route log.

The screenshot shows a route log for document ID 43179008. It includes sections for 'Title' (Routing Document Type 'UGS.Candidacy.Doctype'), 'Type' (2), 'Initiator' (3, Nicodemus, Elizabeth), 'Route Status' (4, FINAL), and 'Node(s)' (UGS.Candidacy.Major2FYI). Below this are 'Actions Taken' (5) and 'Pending Action Requests' (6). The 'Actions Taken' table lists actions like 'COMPLETED', 'APPROVED', and 'FYI' with columns for 'Taken By', 'For Delegator', 'Time/Date', and 'Annotation'. The 'Pending Action Requests' table shows an 'IN ACTION LIST FYI' request by Nicodemus, Elizabeth.

Anatomy of the Route Log

1. Document ID
2. The type of eDoc
3. Initiator Name - this must be the student
4. Route Status
 - Saved:** The eDoc has not been submitted by the student. Data has been entered but it is not submitted for routing
 - Enroute:** The eDoc is routing for approval
 - Final:** The eDoc is approved and finalized. No further changes are possible.
 - Canceled:** The eDoc was in created in error or is duplicate
 - Disapproved:** The eDoc was disapproved due to not meeting requirements. The exact reason should be added in the Notes section of the eDoc.
 - Exception:** Contact support at the email below
5. Actions that have been completed. Also referred to as 'Nodes that have approved'
6. Pending Action section shows where the eDoc is currently waiting for approval. Also referred to as 'Current Node'
7. If the node was proxy approved, the 'taken by' column will show the name of the person who approved and the 'For Delegator' column will show the person approved for.
8. Any text that was entered in the annotation box at the time of approval.

The 'Show' Button



Along the left of the route log, you will see 'show' buttons. Clicking this will reveal more information about the person that took action.

hide	APPROVED	Nicodemus, E J	01:32 PM 10/28/2014	
show	Action	Requested Of	Time/Date	Annotation
	APPROVE	UGS.Bl.Committee.FINA1	01:06 PM 10/20/2014	

Clicking the next 'show' button, you will see detailed information about the 'node'. This may be helpful if you need to contact eDoc support.

Action	Requested Of	Time/Date	Annotation
hide	APPROVE	UGS.Bl.Committee.FINA1	01:06 PM 10/20/2014
	Action Request Id	103296595	
	Request Status	DONE	
	Node	UGS.Committee.Department1a	
	Responsibility Id	1045734	
	Priority	1	
	Responsibility	FINA - First departmental approval	
	Annotation		
	Rule	1390764	

Who is in the approval Group?

Sometimes the 'Requested of' column contains a group name. If you click the group name, a new page will open showing you who is in the group. There may be more than one person in a group and any one of those members can approve.

The screenshot shows the 'Overview' page for a group. It includes fields for 'Group Id' (0190248), 'Group Name' (UGS.COMMITTEE - UGS - Nomination of Research), 'Namespace' (Comanite), and 'Active?' (Yes). Below this is an 'Assignees' section with a table of members:

Type Code	Member Identifier	Namespace	Name	Full Name	Active From Dt	Active To Dt
Principal	0602347143	spNc	Elizabeth Nicodemus			

Additional Information

- If an eDoc has a status of canceled, disapproved, or final, it cannot be edited or re-routed. A new eDoc would need to be started.
- A Pending Action of 'In action List FYI' will not prevent the eDoc from continuing to route. The action is not required. 'In Action List Approve' is required and the eDoc will not progress until action is taken.