




## UNDERSTANDING THE ROUTE LOG


Please reference the *Searching for eDocs* guide to locate an eDoc

### PART ONE: ACCESSING THE ROUTE LOG

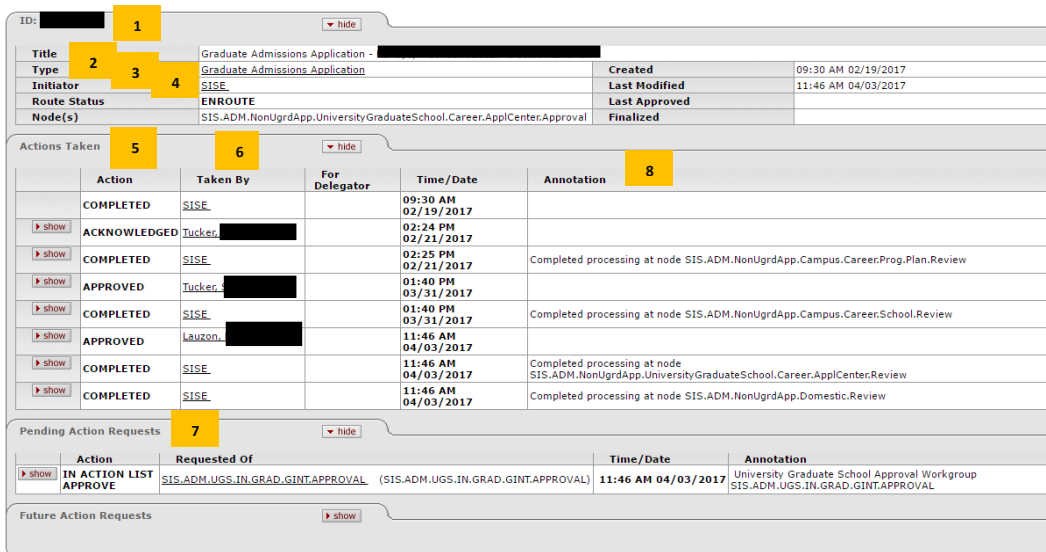
#### I. DOCUMENT SEARCH

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



The screenshot shows the 'Route Log' section of an eDoc. It is divided into three main areas: 'Actions Taken', 'Pending Action Requests', and 'Future Action Requests'. The 'Actions Taken' table lists various actions like 'COMPLETED', 'ACKNOWLEDGED', and 'APPROVED' with columns for 'Action', 'Taken By', 'For Delegator', 'Time/Date', and 'Annotation'. The 'Pending Action Requests' table shows requests for approval with columns for 'Action', 'Requested Of', 'Time/Date', and 'Annotation'. Numbered callouts (1-8) point to specific fields: 1 (ID), 2 (Title), 3 (Type), 4 (Initiator), 5 (Actions Taken header), 6 (Taken By), 7 (Pending Action Requests header), and 8 (Annotation).

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.

ID: [REDACTED] hide

<b>Title</b>	Graduate Admissions Application [REDACTED]		
<b>Type</b>	<a href="#">Graduate Admissions Application</a>	<b>Created</b>	12:03 PM 04/05/2017
<b>Initiator</b>	SISE	<b>Last Modified</b>	12:03 PM 04/05/2017
<b>Route Status</b>	ENROUTE	<b>Last Approved</b>	
<b>Node(s)</b>	SIS.ADM.NonUgrdApp.Campus.Career.Prog.Plan.Approval	<b>Finalized</b>	

**Actions Taken** hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	SISE		12:03 PM 04/05/2017	
COMPLETED	SISE		12:03 PM 04/05/2017	Completed processing at node SIS.ADM.NonUgrdApp.Campus.Career.Prog.Plan.Review

**Pending Action Requests** hide

Action	Requested Of	Time/Date	Annotation
<a href="#">IN ACTION LIST APPROVE</a>	<a href="#">SIS.ADM.IN.DENT.DENT7.DDSDDS.APPROVAL</a> (SIS.ADM.IN.DENT.DENT7.DDSDDS.APPROVAL)	12:03 PM 04/05/2017	Department Approval Workgroup SIS.ADM.IN.DENT.DENT7.DDSDDS.APPROVAL

**Future Action Requests** show

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

expand all collapse all

**Overview** hide

<b>Group Id:</b> [REDACTED]	<b>Type Name:</b> Default
<b>Group Namespace:</b> KUALI - Kuali Systems	<b>Group Name:</b> SIS.ADM.IN.DENT.DENT7.DDSDDS.APPROVAL
<b>Active?:</b> Yes	<b>Group Description:</b> Graduate eApplication Workgroup - IUPUI Dentistry Department Approval Dentistry Professional Dental Surgery DDS

**Assignees** hide

Viewing rows 1 to 3

**Members:**

	* Type Code	* Member Identifier	Namespace	Name	Full Name	Active From Dt	Active To Dt
1	Principal	0003651294		[REDACTED]	Juan [REDACTED]		
2	Principal	0003277148		[REDACTED]	Lucy [REDACTED]		
3	Principal	0001777831		[REDACTED]	Sheree [REDACTED]		

close

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