

# Using the Workflow Inquiry to Review eProfile Changes



The **Workflow Inquiry** page allows approvers to search for transactions of employees assigned to them. An **Empl ID** or **Transaction Name** is required. The **Optional Search Fields** enable a more narrow search functionality.

Standard business procedure is to utilize the worklist page to approve transactions.

## Workflow Inquiry

**Required Search Fields**

Employee ID or Transaction Name is required.

Empl ID:

Transaction Name:

**Optional Search Fields**

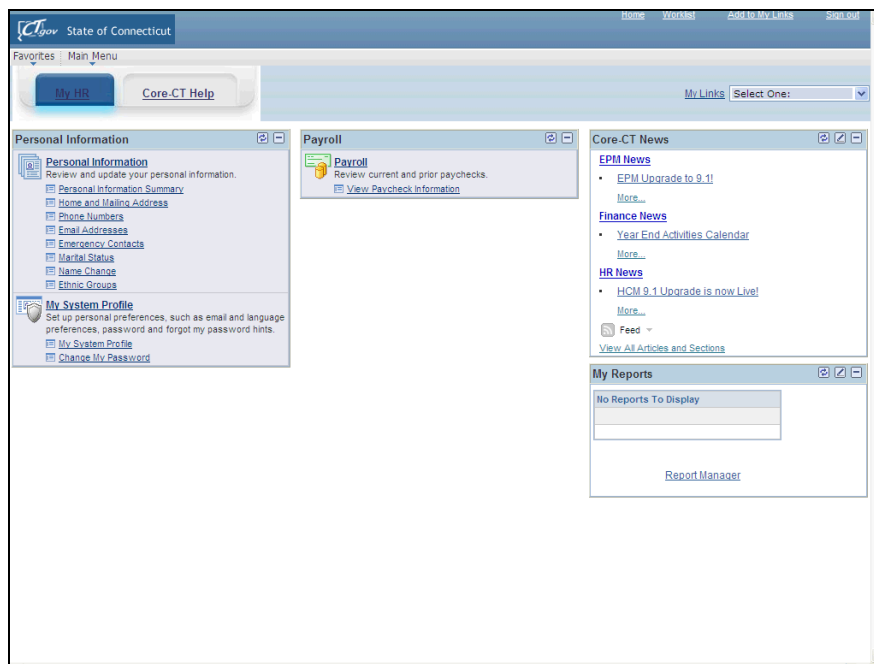
Date:

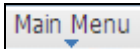
Narrow your search results by choosing one or more of the following statuses:

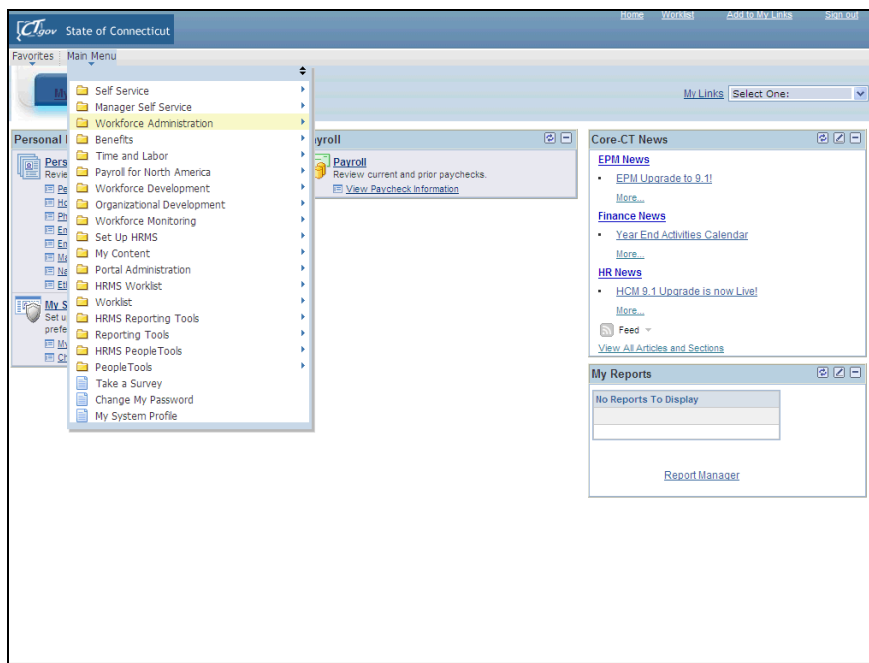
<input type="checkbox"/> Error with Processing	<input type="checkbox"/> Warnings Encountered
<input type="checkbox"/> In Approval Process	<input type="checkbox"/> Successful Updates
<input type="checkbox"/> Administrator Action Required	<input type="checkbox"/> Denied/Cancelled

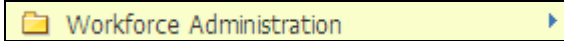
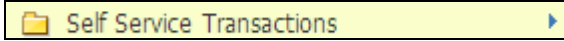

## Procedure

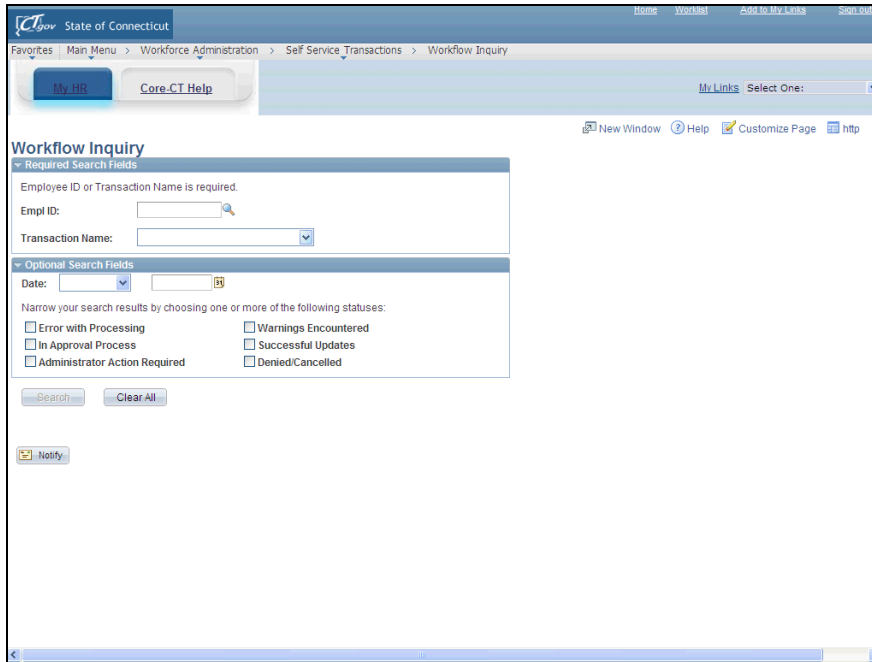
Main Menu > Workforce Administration > Self Service Transactions > Workflow Inquiry



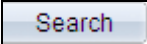


Step	Action
1.	Click <b>Main Menu</b> . 



Step	Action
2.	Click the <b>Workforce Administration</b> menu. 
3.	Click the <b>Self Service Transactions</b> menu. 
4.	Click the <b>Workflow Inquiry</b> menu. 
5.	The <b>Workflow Inquiry</b> page allows approvers to search for transactions of employees assigned to them. An <b>Empl ID</b> or <b>Transaction Name</b> is required.  The <b>Optional Search Fields</b> enable a more narrow search functionality.  Standard business procedure is to utilize the worklist page to approve transactions.



Step	Action
6.	Click the <b>Transaction Name</b> list. 
7.	Click the <b>Address Change</b> list item. 
8.	Click the <b>Search</b> button. 
9.	The search results in the <b>Details</b> group box display information related to the transaction.  Clicking the <b>Go to Personal Data</b> link opens a separate window that displays the <b>Personal Information</b> page for the employee.  Clicking the <b>Update Status</b> link opens the <b>Administrator Actions</b> page where approvers can select an action. However, standard business procedure is to utilize the worklist page to approve transactions.
10.	<b>End of Procedure.</b>