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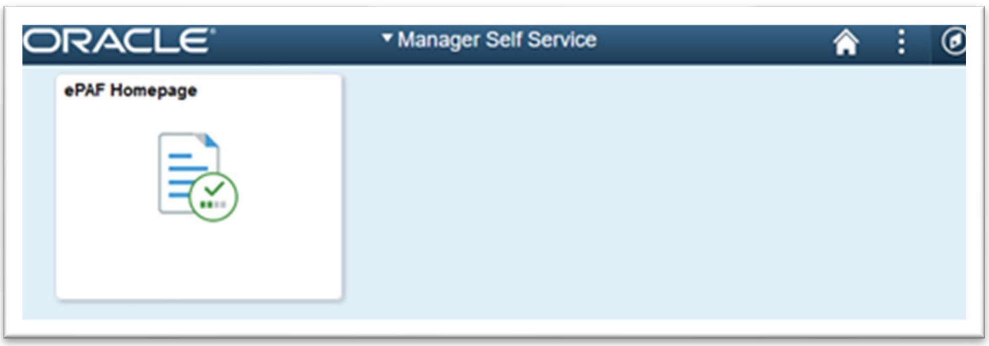
Step	How to View an eForm
Navigation: Main Menu > Navigate to Manager Self Service > ePAF Homepage tile	

1

In this document. we will discuss how to view a form. You may want to view an in progress or historic form to see the information submitted on the form, who has approved the form or who is the pending approver. Viewing a form is a great way to see the status of a form you submitted or are waiting to approve.

To access ePAF, begin on the **Manager Self Service** Homepage. Find and click on the **ePAF Homepage** Tile.



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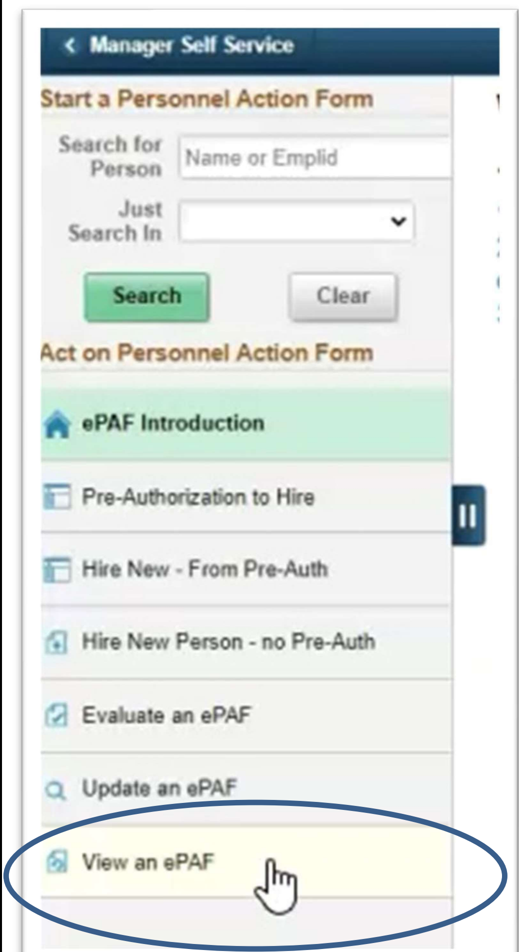

When you reach the ePAF Homepage, look for the View an ePAF task in the lower left sidebar.

Click the **View an ePAF** link to search for a display only version of In Progress or historic forms.

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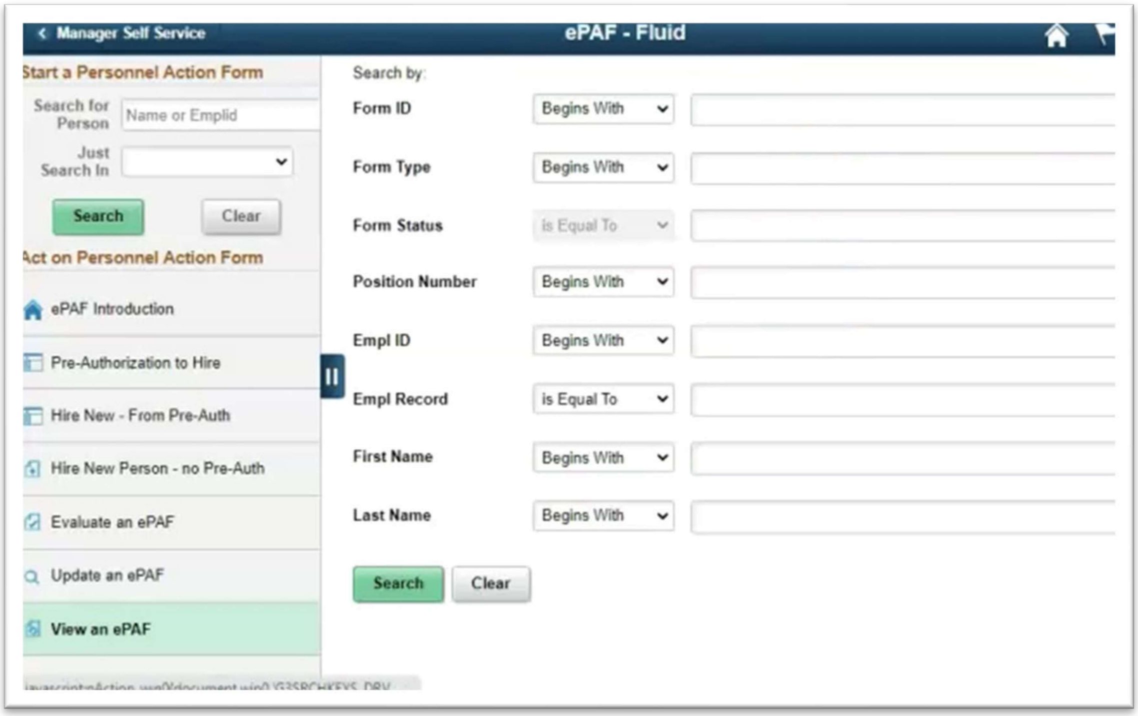
3

You can search by **Form ID**, **Form Type**, **Form Status**, **Position Number**, **Empl ID**, **Empl Record**, **First** or **Last Name**. Use any combination of these fields to narrow your search. For example, you could search for Job Change form for a specific Empl ID or Name.

Your search will be limited to 300 results. Use the search criteria to carefully limit results.

Click **Search** to display your search results.



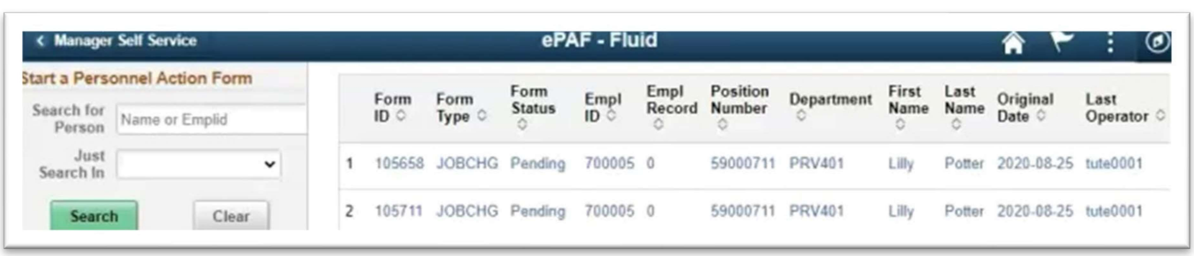
4

Search results will appear in a grid at the bottom of the page. Note: When accessing forms from the View link, you will see all In Progress and historic forms meeting your search criteria.

Click on any column heading to sort that column. For example, click the **Last Name** column heading to sort your forms alphabetically.

Click any result to view the form.

Note: If your search returns a single result, you'll skip the result list and go directly into the form.



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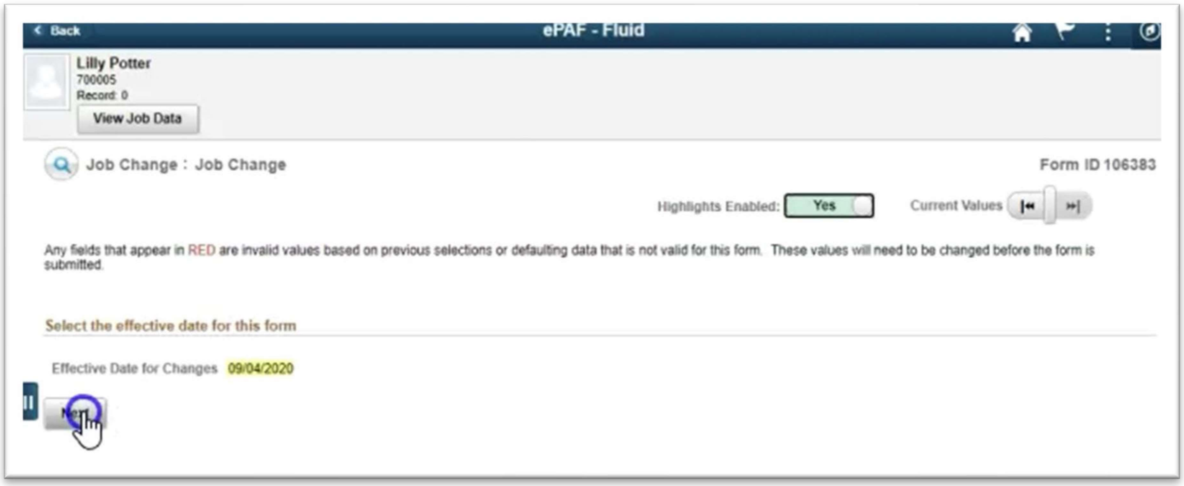
5

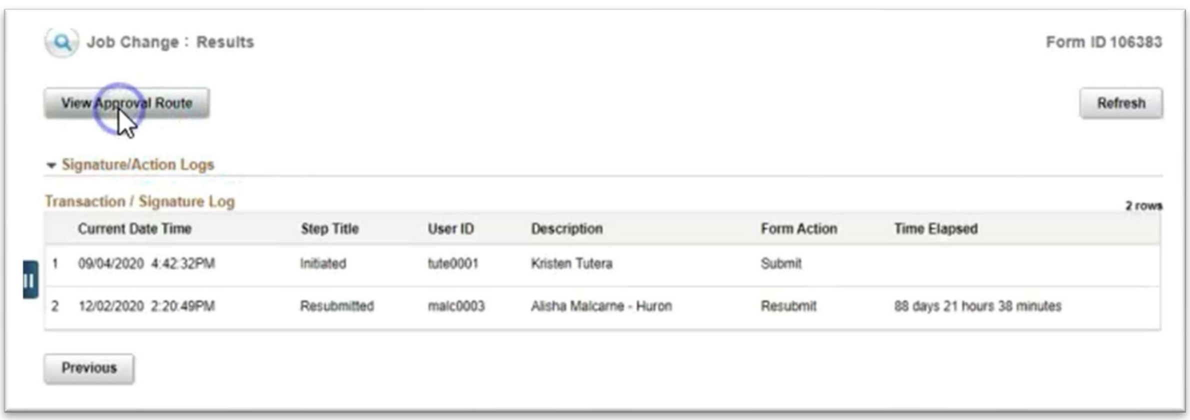
Click **Next** to continue through each page of the form. Some forms might contain user comments. You will see user comments on the last page of the form.



6

On the **Form History** page, you can review approvers as well as all actions.

Click the **View Approval Route** button to open a window showing the approval workflow, including the person approving each step.



If the form is still in progress, you can see the current pending approver in this window, the workflow visualizer. You can also see how long a form has been pending with a certain approver using the transaction log.

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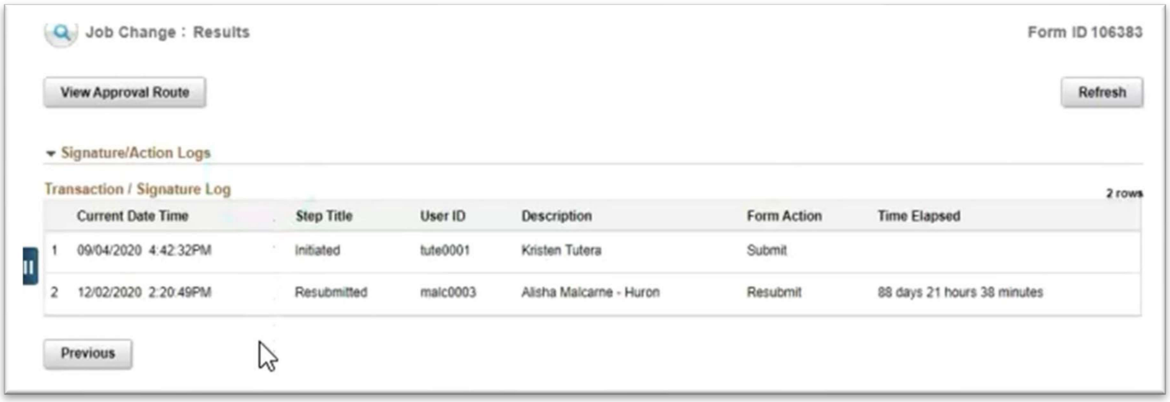
7	Also, on the **History** page, you can review the **Signature and Action Log**. The transaction log will list every action taken by any user on this form. The most recent actions appear at the bottom.  **CURRENT DATE AND TIME** shows the date and exact time of the form action. **STEP TITLE** shows the phase, or step, of the form workflow, like Initiated, first approver, second approver, etc. **USER ID** and **DESCRIPTION** displays the user who took the action. **FORM ACTION** describes the action, like Submitted or Approved. **TIME ELAPSED** describes the amount of time between form actions. The system action **Execute** is used when the data from the form is updated in PeopleSoft. If you're viewing a form to see whether it has been fully authorized and updated the system, you'll want to check the **Signature/Action Log** for the executed status.
8	If you want to evaluate another form in your results list, expand the left side menu by clicking the center-left blue button and repeat your search. 

Job Change : Results

Form ID 106383

View Approval Route

Refresh

Signature/Action Logs

Transaction / Signature Log

2 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	09/04/2020 4:42:32PM	Initiated	tute0001	Kristen Tutera	Submit	
2	12/02/2020 2:20:49PM	Resubmitted	malc0003	Alisha Malcarne - Huron	Resubmit	88 days 21 hours 38 minutes

Previous