



*The* UNIVERSITY of OKLAHOMA

## How Can I View the Workflow Approval Routing?

On the final page of the form, the workflow path is available by clicking the button that says “View Approval Route.” You can see the list of all actions taken on the form by opening the “Signature/Action Log” segment. When you can see this information depends on what you are doing with the form.



Action	When can I view the routing and log?
Creating a New Form	After submitting the form on the Results page.
Evaluating a form	After submitting the form on the Results page.
Updating a form	After submitting the form on the Results page.
Viewing a form	Click the “Next” button to reach the last page.

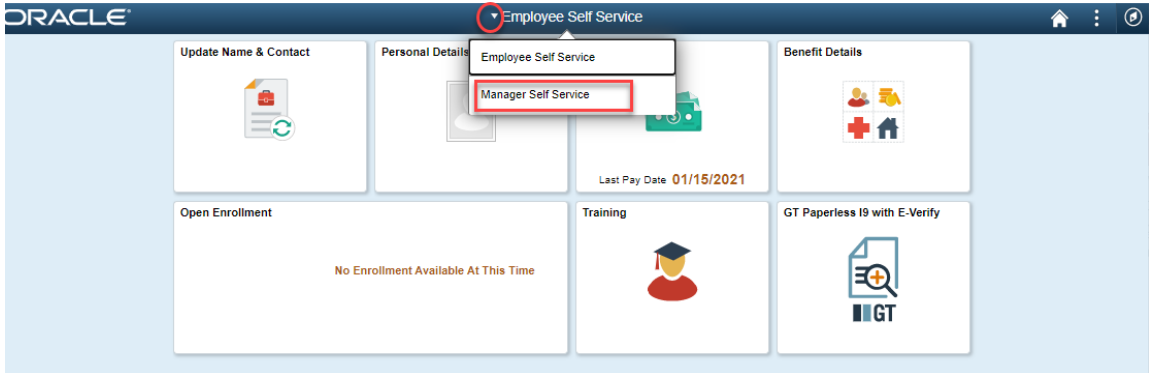


**Step: How to view next approver for ePAF**

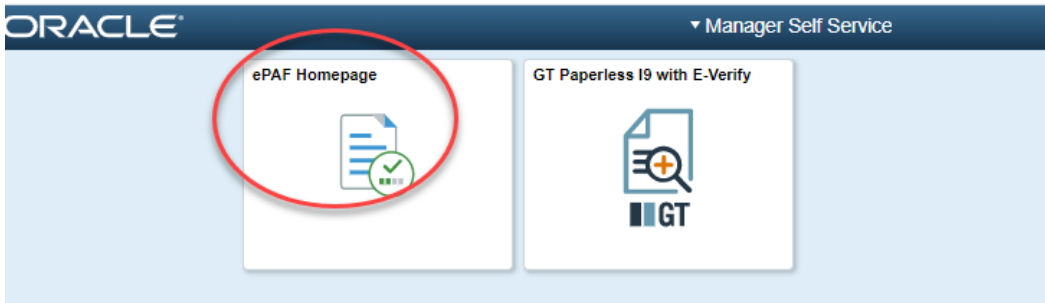
**Navigation: Manager Self Service > ePAF Homepage > View an ePAF**

1 In this document, we will discuss how to view the next approver for an epaf. You will need to login to PeopleSoft production to view this.

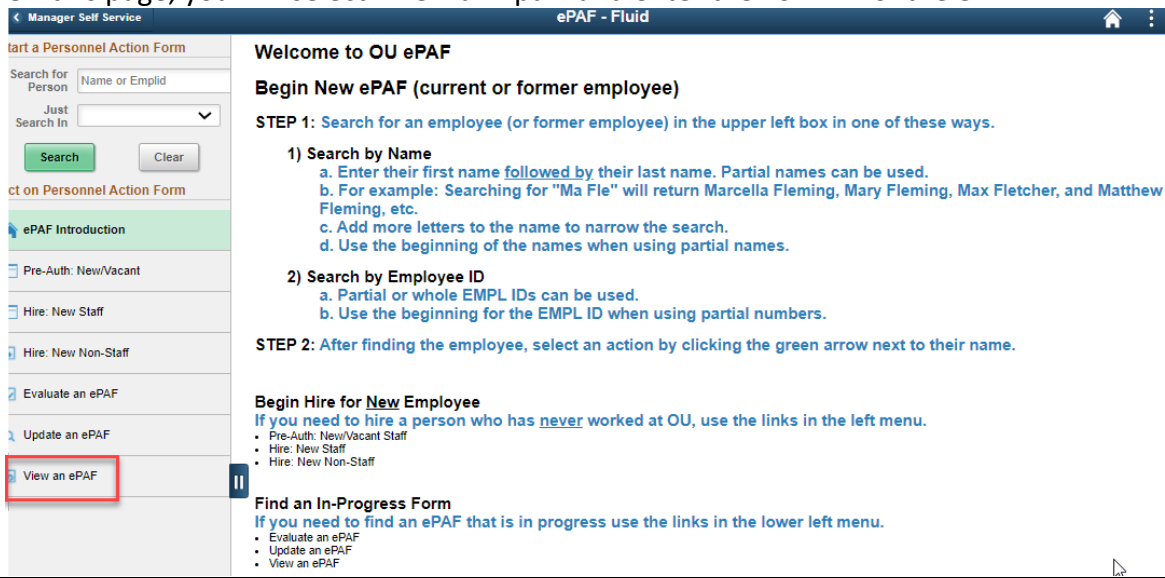
2 Once logged in, you will select manager self service from the drop down menu on the homepage.




3 You will then select epaf homepage.



4 On this page, you will select “View an Epaf” and enter the Form ID of the ePAF.

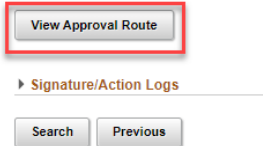


5 When the form opens, scroll down to the bottom of the form and select “next”. Repeat this on every page until you arrive at the last page (no longer a next button).

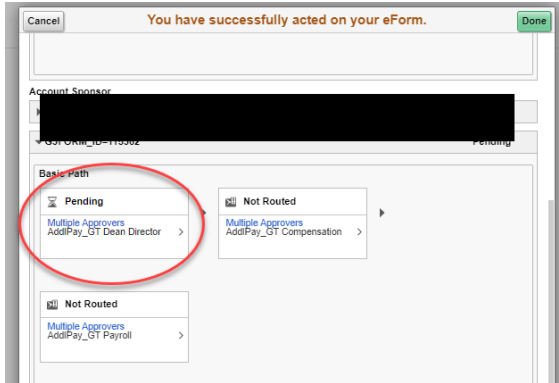




6 On the last page, you can select “View Approval Route” to see the future approval routing of where the form is to be approved next. If the form is still in progress, you can see the current pending approver in this window, the workflow visualizer. You can also see how long a form has been pending with a certain approver using the transaction log.



7 A pop up window will open, where the form states Pending, click the blue link “Multiple Approvers” to view who can approve the form at that time. You can also click the “Multiple Approvers” link in each step that is Not Routed to see where the form will go next.



8 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.

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.

