Tracking an e-form which I have taken a part in completing

This guide will show you how to determine whether a HR e-form has been initiated, the state of the e-form, and who it is currently assigned to.

An e-form that which you have taken part in may include a PDR for which you are either the staff member or supervisor, or a VaHA nomination in which you are either a nominator, delegate or VaHA and have taken part in the e-form process.

To track an e-form, follow the below steps:

1. Login to e-forms via https://e-forms.anu.edu.au using your login credentials:

![Login to e-forms](image)

2. E-forms that are currently assigned to you will display at the top of the page, under “Forms Assigned to me.” These can be accessed by selecting the Form name in the list:

![Forms Assigned To Me](image)
3. To view other forms which you are a part of, or taken part in completing, select the “Form activity” link at the top of the page:

You will see a list of all HR e-forms which you have been involved in throughout the process:

- **State** indicates where in the process the form is currently *(note: completed VaHA e-forms will not appear on this list, ie, one’s where the VaHA has accepted the nomination)*
- **Assigned To** indicates with whom the form is currently sitting. This individual will be able to see the form under “Forms Assigned to me” in e-forms
- **Assigned By**: indicates the last person to have actioned to form
- **Last updated**: is the date on which the form was last updated
Quick Guide

- **Created by**: indicates who created and/or initiated the form
- **History**: Links to a detailed page outlining the specific history of the relevant form

4. To view the history of a particular form, select the corresponding history icon under the “history” column:

![History - Performance and Development Review](image)

5. To return to the list of forms you have been involved in, select the “Back button”, or select “Home” to return to your e-forms homepage:

![Home & Back buttons](image)

You can track the status of an e-form for your area for VaHA’s through Insight reporting. Insight reporting can also assist in tracking PDR’s in an area.

[https://insight.anu.edu.au](https://insight.anu.edu.au)