

1. Forms assigned to the user will appear in the top section of the screen- to access the form- click on the form name
2. If you would like to begin a new form, select the form from the list available
3. If you would like to see where your forms are- click the form activity link

Australian National University **Form Activity** 3 Log Out

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
Person of Interest / Honorary Appointment Nominator Review	John Smith	13/07/2015 11:22 AM	
Person of Interest / Honorary Appointment Supervisor Nomination	Emma Pickering	14/07/2015 10:31 AM	Person of Interest (POI) draft
Performance and Development Review - Staff Member PDR Plan Contribution	Emma Pickering	29/07/2015 2:43 PM	

Begin a New Form

Folder Form

Human Resources

- Accelerated Increment
- Performance and Development Review
- Person of Interest / Honorary Appointment

Travel

- Travel Approval
- Travel Approval - Copy Previous Approval

Utilities







- Recall an Active Form

< First Last >

How do I see where my forms are?

The form activity section of the form portal allows users to track the forms that they have raised, and see what stage the form is currently at, and who the form is with.

1. Type of form raised
2. Workflow state the form is currently at
3. Who the form is currently assigned to
4. Who assigned the form
5. When it was last updated
6. Who originally created the form
7. Form History button (see next page for details)

 Australian National University Home Manage Log Out						
Form	State	Assigned To	Assigned By	Last Updated	Created By	History
Person of Interest / Honorary Appointment	Nominator Review		John Smith	13/07/2015 11:22 AM		 ←
Person of Interest / Honorary Appointment	Supervisor Nomination		Emma Pickering	14/07/2015 10:31 AM		
Performance and Development Review	Staff Member PDR Plan Contribution		Emma Pickering	29/07/2015 2:43 PM		
Person of Interest / Honorary Appointment	POI Detail Entry		Emma Pickering	4/08/2015 2:59 PM		
Person of Interest / Honorary Appointment	Nominator Review		Tom Brown	4/08/2015 3:16 PM		

Form History

The form history button provides an audit trail of activity on the form to date.

1. Workflow state
2. Date the state was started
3. Who the form was assigned to
4. When they completed the activity

History - Person of Interest / Honorary Appointment

State 1	Date Created 2	Assigned To 3	Date Completed 4
Supervisor Nomination	13/07/2015 11:15 AM	Emma Pickering	13/07/2015 11:15 AM
POI Detail Entry	13/07/2015 11:15 AM	John Smith	13/07/2015 11:22 AM
Nominator Review	13/07/2015 11:22 AM	Emma Pickering	(None)