How to Check the Status of an Online Form

Who is the form pending with? Has it been processed and completed?

From the "Task Manager" screen, please follow these steps below.

1. Under "Task History", click on the name of the form.

Т	ask History			0
	Created	Process Description	Subject	
+	Thu Jan 28	9:40am Notice of Resignation		

2. On the "Process History" screen, click on the arrow to the left of the "Date Created" date.

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Date Created 🔻	Time	Status	Description	Subject	Initiator	Area		Resend
01/28/2016 Thu	9:40 am	Open	Notice of Resignation			Employee	*	Task Emai

3. After clicking on the arrow, additional information will show. Status of the form will show under the "Task History" section. The status will show as "Pending" next to the assignee whose task manger it is in and requires an action from such as approval, processing or final review. If the status shows as "Completed" next to all the assignees, the form has been processed and closed. (In the example below, the form is showing pending with Human Resources.)

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