

Navigation: Main Menu > HR eForms > View a HR eForm

Using the HR eForm

- 1. Navigate to the admin tool
- 2. Search for an eForm by using one of the search fields eForm ID or Empl ID will direct you to the eForm
- 3. Workflow Form Type can also be used to select the form type you are searching for, i.e TES (CRAFT) or ACCCODE
- (Account Code Amendment Form)
- 4. Select **Search** to view the form

5. Select Next at the bottom of the page

Process Visualiser

6. This will take you to the approval workflow visualiser. The visualiser will show you what steps have been undertaken and where the task is currently sitting. See page 2 for the meanings of each icon.

(continued)



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Transaction/Signature log

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