

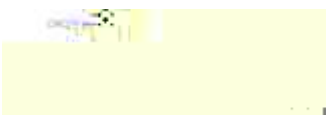
Main Menu > HR eForms > View a HR eForm

1. Navigate to the admin tool
2. Search for an eForm by using one of the search fields – or will direct you to the eForm
3. 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 to view the form

Select at the bottom of the page

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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	Quick Reference Guide – Viewing Contract Status		16 September 2015	
	Associate Director, Client Services		16 September 2018	