Check the Status of a Business Process

The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.
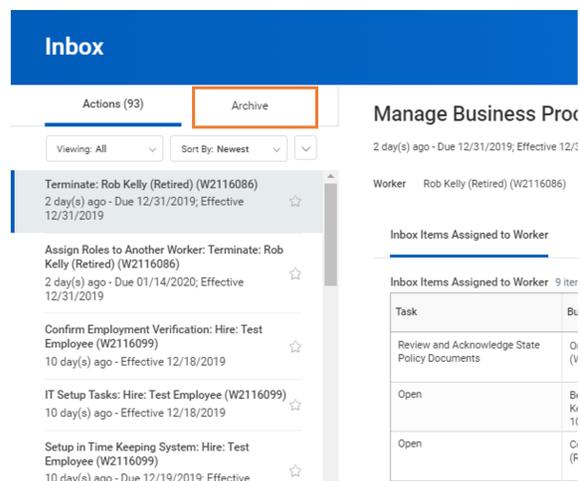
The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox [93] button.

2. Click the **Go to Inbox** Go to Inbox hyperlink.

3. Click the **Archive** tab.

   Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.

6. Review the Overall Status field at the top-left side of the transaction page.

   Information: The overall status of a business process displays as….
   - "Successfully Completed" when all required steps in the process have been completed.
   - "In Progress" when there are some tasks awaiting action by someone in the business process routing.

7. To view the status of individual tasks in a business process, click the **Process** Process tab.

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.