

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	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.			
	Inhov			

Inbox		
Actions (93) Archive	Manage Business Pro	
Viewing: All v Sort By: Newest v	2 day(s) ago - Due 12/31/2019; Effective 12/3	
erminate: Rob Kelly (Retired) (W2116086) day(s) ago - Due 12/31/2019; Effective 2/31/2019	Worker Rob Kelly (Retired) (W2116086)	
Assign Roles to Another Worker: Terminate: Rob Kelly (Retired) (W2116086) 2 day(s) ago - Due 01/14/2020; Effective 1/2/31/2019		
onfirm Employment Verification: Hire: Test	Task Bu	
mployee (W2116099)	Review and Acknowledge State O Policy Documents (V	
F Setup Tasks: Hire: Test Employee (W2116099) 이 day(s) ago - Effective 12/18/2019	Open Br Ki 10	
etup in Time Keeping System: Hire: Test mployee (W2116099) 0 day(s) ago - Due 12/19/2019; Effective	Open C. (F	

- 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.

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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** 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.