Check on status of a business process

You can see the status of all transactions that only you initiate.

There is more than one place to see the status. This guide will show you both methods.

**Method 1**

- From your home page, click on the area over your name and the cloud
- Click on "Inbox"
**STEP 2**

- **Click** on the “Archive” tab
- **Select** the business process you want to review, so that the information is displayed in the main window.

**Note:**
Some business processes have many “sub-processes.” **Always use the main process to view accurate status.** For example: Choose “Hire” process instead of the sub-processes: assign costing allocations, propose compensation, assign organizations, etc.

**STEP 3**

- **Click** on the “Process” tab in light gray
- **Scroll** down in both the main window and the small window in the active area of the inbox
- The last row of the table will display the “awaiting action” status
- To see what is next, **click** “Remaining Process”
**STEP 1**

For active employees:

- From your home page, **type** in the employee’s name in the search bar
- **Click** on the name

**STEP 2**

- **Click** on “Processes” under the “Category” filter on the left of your page
- **Search** for the business process you want to review
**STEP 3**

- **Click** on the Twinkie (related actions button)
- **Check** “Overall Status” first
- **IF**—you see “Successfully Completed” you are done
- **IF** — you see “In Progress” continue to **STEP 4**.

**STEP 4**

- **Move** your mouse to “Business Process”
- **Click** “Full Process Record”
STEP 5

- **Click** on the “Process” tab
- The last row will have the “Awaiting Action” information
- **Click** on Twinkie next to the person’s name to get phone or email information
- **Click** on “Remaining Process” to view more information