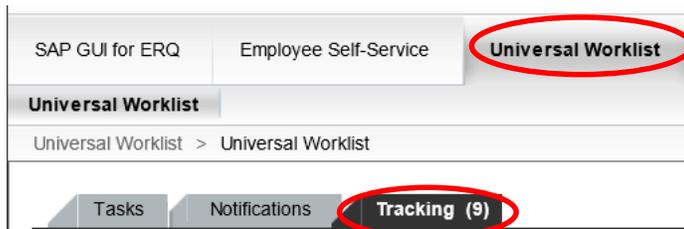


View Workflow

Location(s): myNKU → Universal Worklist tab

Purpose: Only the initiator is able to do the following steps to see where travel transaction is located in workflow.

1. Click Universal Worklist tab
2. Click Tracking sub-tab



3. Click the Subject hyperlink (the underlined portion) to open the request



4. Click on the Title hyperlink (the underlined portion) to view the transaction



5. When the transaction is open, click the Services for Objects dropdown
6. Select Workflow Overview

Travel Request 8281 for 9913, Training 21

Menu [] [Back] [Save] [Cancel] [Exit] [System] [Overview] [Approve]

General Trip Data

Start of Trip: 04/29/2013 Time: 14:00
 End of Trip: 05/01/2013 Time: 16:00
 1st Destination: San Diego, CA
 Country: USA Activity: Conference
 Reason: Comic-Con

Estimated Costs: 2,500.00 United States Dollar

Request Transportation/Accommodation

Services for Objects dropdown:
 Create Attachment
 Attachment list
 Workflow overview
 Help for object services

7. Highlight the request with a Status of In Process
8. Click on Information

Data on Linked Workflows

Workflows for Object: 000008281

Title	Creation D...	Creation ...	Status	Task
Travel Request Trip 000008281 for Training 21	04/03/2013	08:31:35	In Process	ZTravel Request Approval

Travel Request 000008281 for Training 21	Completed	Travel plan approved	04/03/2013 - 08:31:37	04/03/2013 - 08:34:29	TRAINING21
Index access to agent tables	Completed		04/03/2013 - 08:34:29	04/03/2013 - 08:34:29	Northern Kentucky University
Travel Request 000008281 for Training 21	Ready		04/03/2013 - 08:34:29		Information

Information objects addressed so far

- [EmployeeTrip 000008281](#)

9. The username who has the transaction for release is reflected

