



Locating an eLOI Job Aid

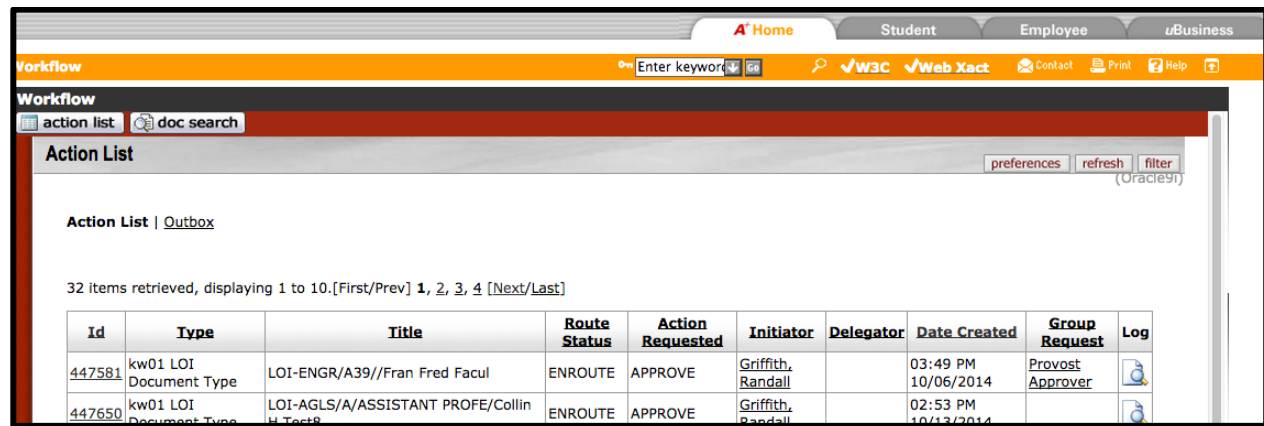
Purpose: The purpose of this job aid is to list and describe the **Doc Search** features for finding eLOIs. In this job aid, you will learn about:

- Doc Search Location** 1
- Using Basic Doc Search** 1
- Using Detailed Doc Search** 2
- Document Route Log** 2

Doc Search Location

The purpose of the **Doc Search** button is to allow the user to retrieve a specific **eLOI** or set of eLOIs.

The **Doc Search** button appears on the **AccessPlus Home** screen on the right side of the **Action List** button.



Using Basic Doc Search

In the Basic Doc search, you can use the following search fields to limit your results:

Document Type = kw01.LOI.DocType
Expected Result = Limit your search to just letters of intent.

Document Type: kw01.LOI.DocType

Initiator:

Document Id:

Date Created From:

Date Created To:

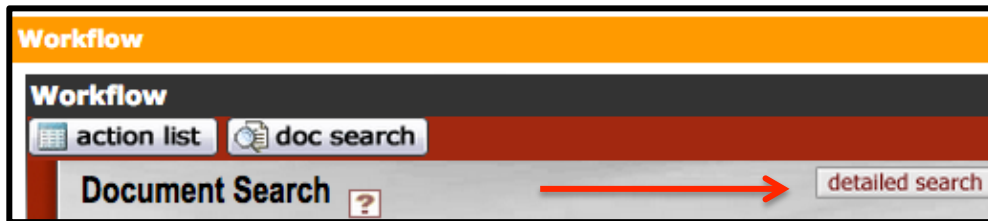
Name this search (optional):



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Using Detailed Doc Search

In the Detailed Doc search, you can use the following search fields to find an eLOI that is not at your approval stage:



Detailed Search Field	Expected Result
Document Type = kw01.LOI.DocType	Limit your search to just eLOIs.
Date Created From/To	Return eLOIs for a specific time range
Title= *DEPT*	View eLOIs for Department abbreviation listed
Title= *LASTNAME*	Find an individual's current/past eLOIs

Document Route Log

The **Route Log** shows the approval status of the **Document** and can be accessed by clicking the paper with a search icon. In the route log, view who has approved or will need to approve this eLOI.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Requested	Log
447581	kw01 LOI Document Type	LOI-ENGR/A39//Fran Fred Facul	ENROUTE	APPROVE	Griffith, Randall		03:49 PM 10/06/2014	Provost Approver	

ID: 447889 ▼ hide

Title		LOI:/P34/CONSTRUCTION MA/Denise Test	
Type	kw01 LOI Document Type	Created	08:30 PM 10/20/2014
Initiator	Griffith, Randall	Last Modified	08:30 PM 10/20/2014
Route Status	ENROUTE	Last Approved	
Node(s)	kw01.LOI.Originator	Finalized	

Actions Taken ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Griffith, Randall		08:30 PM 10/20/2014	Document Routed from the AccessPlus KW01/LOIFcity.jsp

Pending Action Requests ▼ hide

Requested Of	Time/Date	Annotation
▶ show IN ACTION LIST APPROVE (Multiple - expand to see details)	08:30 PM 10/20/2014	originator