



NORTH-WEST UNIVERSITY
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ITP Searching for a record

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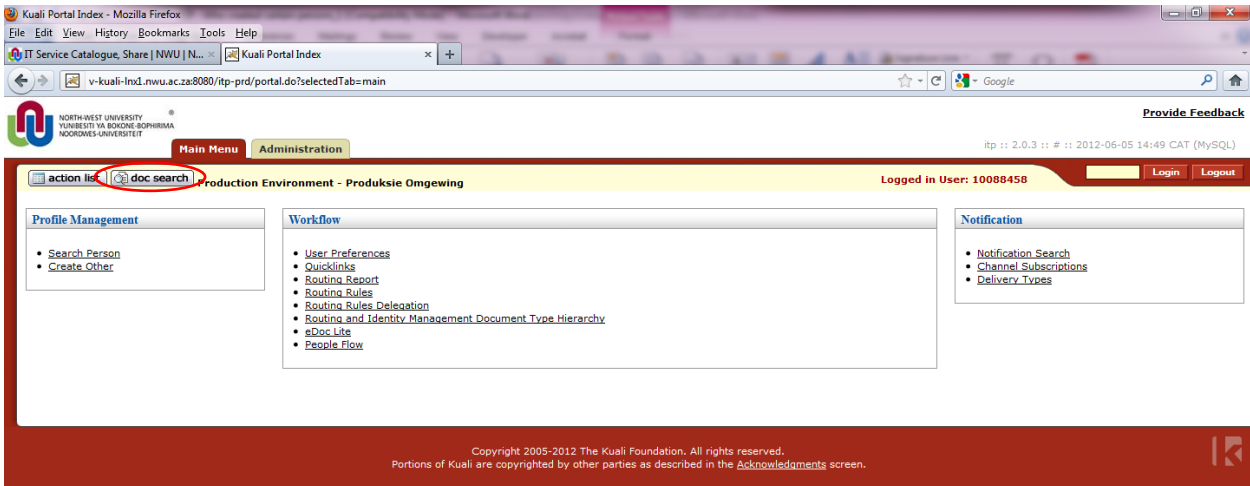
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ITP Searching for a record

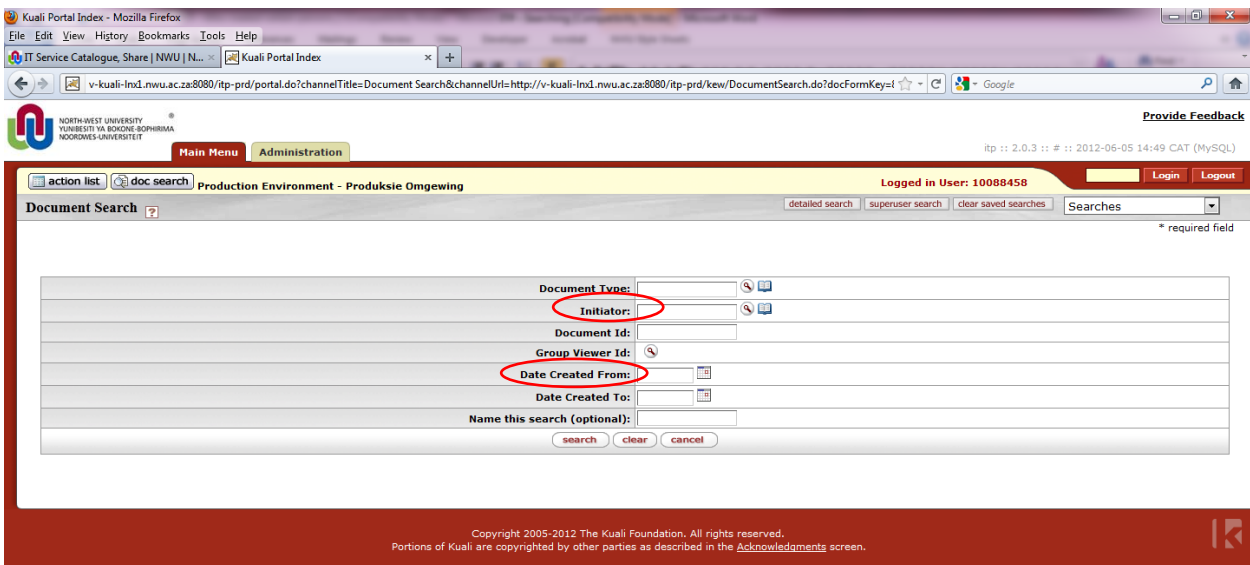
1 Introduction

There are different options to search for a specific record. The two most used options are by the **Initiator** and by the **Date Created From**.

- Both options are used by selecting the **doc search** option.



- You will then see the **Initiator** and **Date Created From** fields.



1.1 Searching by the Initiator

The initiator is the **Creator's NWU#**: This is the person who typed the information of the guest in the different fields.

- Type the **Creator's NWU#** in the **Initiator** field and click on **search**. The guests will be displayed.

Document Search

Document Type:

Initiator: 10088458

Document Id:

Group Viewer Id:

Date Created From:

Date Created To:

Name this search (optional):

search clear cancel

62 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
175598	Person	Person - Create email address - Noliha.Mpoza@en	FINAL	BOTHA, CHANDRÉ ANNE	05/02/2012 10:56 AM	Route Log
174151	PMS KEW	PMS KEW - Create N Taseski again...	FINAL	BOTHA, CHANDRÉ ANNE	04/25/2012 07:59 AM	Route Log
130073	Person	Person - Create email address	FINAL	BOTHA, CHANDRÉ ANNE	02/16/2012 10:45 AM	Route Log
130065	PMS KEW	PMS KEW - Create HJ de Villiers	ENROUTE	BOTHA, CHANDRÉ ANNE	02/16/2012 10:31 AM	Route Log
129805	PMS KEW	PMS KEW - Create W Tolken	FINAL	BOTHA, CHANDRÉ ANNE	02/16/2012 09:19 AM	Route Log

1.2 Searching by the Date Created From

- Select the date from the calendar next to **Date Created From** field and then click on **search**. All the guests created from that date on will be displayed.

Document Search

Document Type:

Initiator:

Document Id:

Group Viewer Id:

Date Created From: 08/27/2012

Date Created To:

Name this search (optional):

search clear cancel

10 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
274860	PMS KEW	PMS KEW - Create MM Takundwa	FINAL	KAWADZA, TONDERAYI DAVID	08/30/2012 04:01 PM	Route Log
274856	Person	Person - Create Roles D Kawadza	FINAL	admin, admin	08/30/2012 03:06 PM	Route Log
274556	Person	Person - Create Roles M de Lange	FINAL	admin, admin	08/30/2012 09:00 AM	Route Log
274346	Person	Person - Create Roles M de Lange	FINAL	admin, admin	08/29/2012 12:49 PM	Route Log
274027	PMS KEW	PMS KEW - SJ Graham	FINAL	FLEMMING, CORNELIA JOHANNA	08/29/2012 09:41 AM	Route Log
274026	Person	Person - Create Roles C. Flemming	FINAL	admin, admin	08/29/2012 09:37 AM	Route Log
274024	Person	Person - Create Roles C. Flemming	FINAL	admin, admin	08/29/2012 09:32 AM	Route Log
274020	Person	Person - Create Roles C. Flemming	FINAL	admin, admin	08/29/2012 09:07 AM	Route Log
273792	Person	Person - Create Roles C. Flemming	FINAL	admin, admin	08/28/2012 03:03 PM	Route Log

2 Investigating the record

After doing one of the searches mentioned above, there are two fields to investigate. The one being the **Status** and the other the **Route Log**.

2.1 Status

FINAL – the record has been approved by the Creator, Approver and IT Operations.

Any other status – there are outstanding approvals.

2.2 Route Log

The record below has status **ENROUTE**. You will notice the **Pending Action Requests** implying that there are approvals outstanding.

Route Log

ID: 277217

Title	PMS KEW - Create Guest		
Type	PMS KEW	Created	12:45 PM 09/04/2012
Initiator	COETZER, JENNY	Last Modified	01:03 PM 09/04/2012
Route Status	ENROUTE	Last Approved	
Node(s)	sdaNode	Finalized	

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	COETZER, JENNY		01:00 PM 09/04/2012	
COMPLETED	COETZER, JENNY		01:01 PM 09/04/2012	
APPROVED	COETZER, JENNY		01:03 PM 09/04/2012	

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	QOSTHUIZEN, WILHELMINA PETRONELLA (SDAUSER) VAN GRAAN, ADRIAAN (SDAUSER) BUYS, PETRUS PAULUS JACOBUS (SDAUSER) HUMAN, JURGENS JOHANNES (SDAUSER) VAN DIJKEN, MARTHA ELIZABETH (SDAUSER)	01:03 PM 09/04/2012	

Future Action Requests

The record below has status **FINAL**. There are no **Pending Action Requests**. Thus the record will move to Consolidation.

Route Log

ID: 274860

Title	PMS KEW - Create MM Takundwa		
Type	PMS KEW	Created	04:01 PM 08/30/2012
Initiator	KAWADZA, TONDERAYI DAVID	Last Modified	04:30 PM 08/30/2012
Route Status	FINAL	Last Approved	
Node(s)	ouUserFYINode	Finalized	04:30 PM 08/30/2012

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	KAWADZA, TONDERAYI DAVID		04:11 PM 08/30/2012	
COMPLETED	KAWADZA, TONDERAYI DAVID		04:12 PM 08/30/2012	
APPROVED	KAWADZA, TONDERAYI DAVID		04:14 PM 08/30/2012	
APPROVED	MABENA, MASECHABA DELIA		04:30 PM 08/30/2012	
FYI	KAWADZA, TONDERAYI DAVID		08:15 AM 08/31/2012	

Future Action Requests

Original details: Chandré Anne Botha(10088458) P:\ITP\ITP - Searching.docm
4 September 2012

Current details: Chandré Anne Botha(10088458) P:\ITP\ITP Searching for a record.docm
5 September 2012