# Intelledox eForms Home Page

1. Forms assigned to the user will appear in the top section of the screen- to access the form- click on the form name
2. If you would like to begin a new form, select the form from the list available
3. If you would like to see where your forms are- click the form activity link

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![Australian National University] **Form Activity** [3]                                    **Log Out**

## Forms Assigned To Me

[1]

| Form | | Assigned By | Date Assigned | Comment |
|------|--|-------------|---------------|---------|
| Person of Interest / Honorary Appointment Nominator Review | | John Smith | 13/07/2015 11:22 AM | |
| Person of Interest / Honorary Appointment Supervisor Nomination | ▼ | Emma Pickering | 14/07/2015 10:31 AM | Person of Interest (POI) draft |
| Performance and Development Review Staff Member PDR Plan Contribution | | Emma Pickering | 29/07/2015 2:43 PM | |

## Begin a New Form

| Folder | Form | Search |
|--------|------|--------|

**Human Resources**    [2]

- 📄 Accelerated Increment
- 📄 Performance and Development Review
- 📄 Person of Interest / Honorary Appointment

**Travel**

- 📄 Travel Approval
- 📄 Travel Approval - Copy Previous Approval

**Utilities**

- 📄 Recall an Active Form

< First    Last >

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TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C

## How do I see where my forms are?

The form activity section of the form portal allows users to track the forms that they have raised, and see what stage the form is currently at, and who the form is with.

1. Type of form raised
2. Workflow state the form is currently at
3. Who the form is currently assigned to
4. Who assigned the form
5. When it was last updated
6. Who originally created the form
7. Form History button (see next page for details)

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**Australian National University**          Home                                                        Manage    Log Out

## Form Activity

| Form | State | Assigned To | Assigned By | Last Updated | Created By | History |
|------|-------|-------------|-------------|--------------|------------|---------|
| Person of Interest / Honorary Appointment | Nominator Review | | John Smith | 13/07/2015 11:22 AM | | |
| Person of Interest / Honorary Appointment | Supervisor Nomination | | Emma Pickering | 14/07/2015 10:31 AM | | |
| Performance and Development Review | Staff Member PDR Plan Contribution | | Emma Pickering | 29/07/2015 2:43 PM | | |
| Person of Interest / Honorary Appointment | POI Detail Entry | | Emma Pickering | 4/08/2015 2:59 PM | | |
| Person of Interest / Honorary Appointment | Nominator Review | | Tom Brown | 4/08/2015 3:16 PM | | |

## Form History

The form history button provides an audit trail of activity on the form to date.

1. Workflow state
2. Date the state was started
3. Who the form was assigned to
4. When they completed the activity

## History - Person of Interest / Honorary Appointment

| State | 1 | Date Created | 2 | Assigned To | 3 | Date Completed | 4 |
|---|---|---|---|---|---|---|---|
| Supervisor Nomination | | 13/07/2015 11:15 AM | | Emma Pickering | | 13/07/2015 11:15 AM | |
| POI Detail Entry | | 13/07/2015 11:15 AM | | John Smith | | 13/07/2015 11:22 AM | |
| Nominator Review | | 13/07/2015 11:22 AM | | Emma Pickering | | (None) | |