

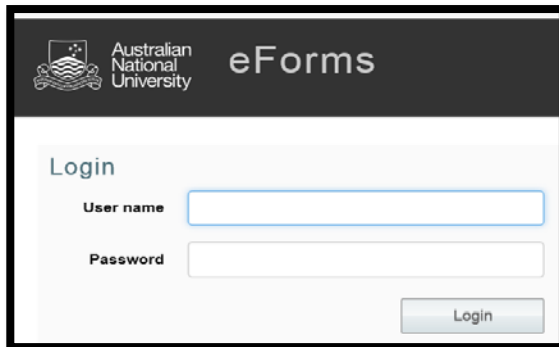
Tracking an e-form which I have taken a part in completing

This guide will show you how to determine whether a HR e-form has been initiated, the state of the e-form, and who it is currently assigned to.

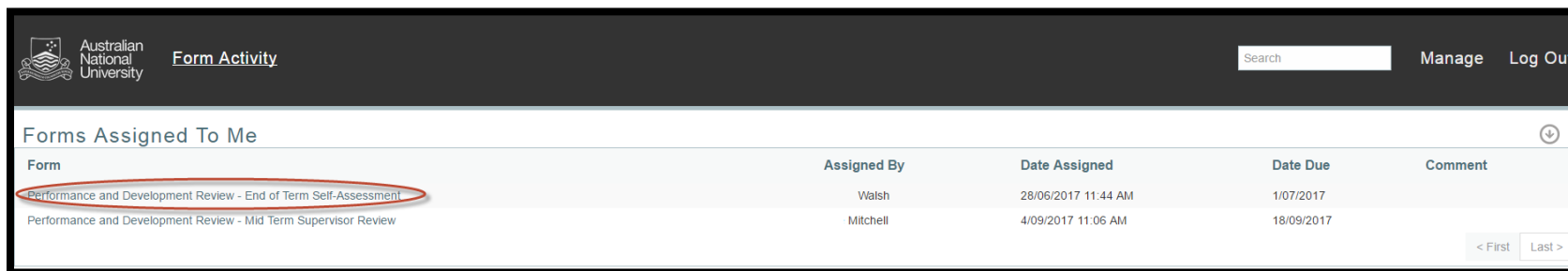
An e-form that which you have taken part in may include a PDR for which you are either the staff member or supervisor, or a VaHA nomination in which you are either a nominator, delegate or VaHA and have taken part in the e-form process.

To track an e-form, follow the below steps:

1. Login to e-forms via <https://e-forms.anu.edu.au> using your login credentials :

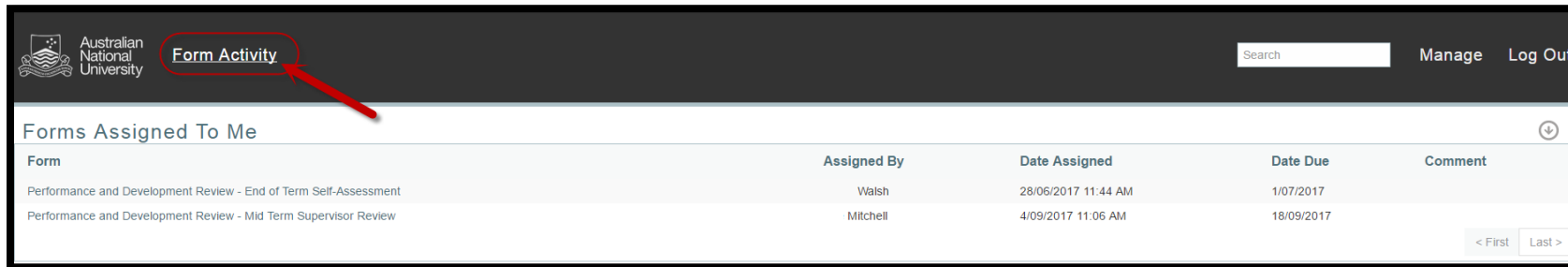


2. E-forms that are currently assigned to you will display at the top of the page, under "Forms Assigned to me." These can be accessed by selecting the Form name in the list:



Form	Assigned By	Date Assigned	Date Due	Comment
Performance and Development Review - End of Term Self-Assessment	Walsh	28/06/2017 11:44 AM	1/07/2017	
Performance and Development Review - Mid Term Supervisor Review	Mitchell	4/09/2017 11:06 AM	18/09/2017	

3. To view other forms which you are a part of, or taken part in completing, select the “Form activity” link at the top of the page:



You will see a list of all HR e-forms which you have been involved in throughout the process:

Form	State	Assigned To	Assigned By	Last Updated	Created By	History
Visitor and Honorary Appointments	Appointee Acceptance	Christie May	Alex moore	15/11/2016 8:57 AM	Melanie High	
Performance and Development Review	End of Term Self-Assessment	Mark Avery	Joshua Clarence	26/11/2016 4:59 PM	Joshua Clarence	
Performance and Development Review	End of Term Self-Assessment	Joshua Clarence	Sam Ash	29/03/2017 3:26 PM	Sam Ash	
Performance and Development Review	End of Term Self-Assessment	Tori Spelling	Joshua Clarence	28/06/2017 11:44 AM	Joshua Clarence	
Performance and Development Review	End of Term Self-Assessment	Whitney White	Whitney White	3/07/2017 12:49 PM	Joshua Clarence	
Performance and Development Review	Mid-Term Self-Assessment	Malcolm Righ	Cooper Reed	27/07/2017 9:50 AM	Cooper Reed	
Performance and Development Review	Mid Term Supervisor Review	Joshua Clarence	Joshua Clarence	4/09/2017 11:06 AM	Joshua Clarence	

- **State** indicates where in the process the form is currently (*note*: completed VaHA e-forms will not appear on this list, ie, one’s where the VaHA has accepted the nomination)
- **Assigned To** indicates with whom the form is currently sitting. This individual will be able to see the form under “Forms Assigned to me” in e-forms
- **Assigned By**: indicates the last person to have actioned to form
- **Last updated**: is the date on which the form was last updated

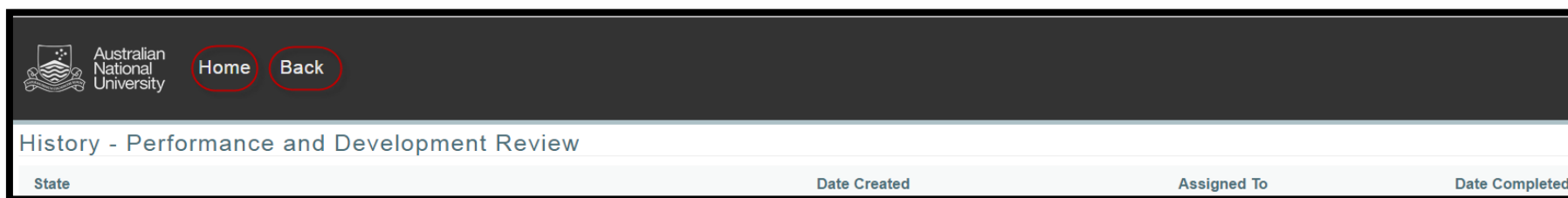


- **Created by:** indicates who created and/or initiated the form
- **History:** Links to a detailed page outlining the specific history of the relevant form

4. To view the history of a particular form, select the corresponding history icon  under the "history" column:

State	Date Created	Assigned To	Date Completed
Supervisor Initiates PDR Plan	16/08/2016 4:21 PM	Joshua Clarence	16/08/2016 4:21 PM
Staff Member PDR Plan Contribution	16/08/2016 4:21 PM	Whitney White	9/09/2016 3:33 PM
Supervisor Signoff- PDR Plan	9/09/2016 3:33 PM	Joshua Clarence	9/09/2016 3:34 PM
Staff Member Plan Acknowledgement	9/09/2016 3:34 PM	Whitney White	19/09/2016 1:52 PM
Mid-Term Self-Assessment	19/09/2016 1:52 PM	Whitney White	27/06/2017 12:31 PM
Mid Term Supervisor Review	27/06/2017 12:31 PM	Joshua Clarence	28/06/2017 11:43 AM
Mid Term Review Staff Member Acknowledgement	28/06/2017 11:43 AM	Whitney White	28/06/2017 11:44 AM
End of Term Self-Assessment	28/06/2017 11:44 AM	Whitney White	(None)

5. To return to the list of forms you have been involved in, select the "Back button", or select "Home" to return to your e-forms homepage:



The screenshot shows the top navigation bar of the system. On the left is the Australian National University logo. To its right are two buttons: 'Home' and 'Back', both of which are circled in red. Below the navigation bar is the title 'History - Performance and Development Review' and the start of a table with columns: State, Date Created, Assigned To, and Date Completed.

You can track the status of an e-form for your area for VaHA's through Insight reporting. Insight reporting can also assist in tracking PDR's in an area.
<https://insight.anu.edu.au>