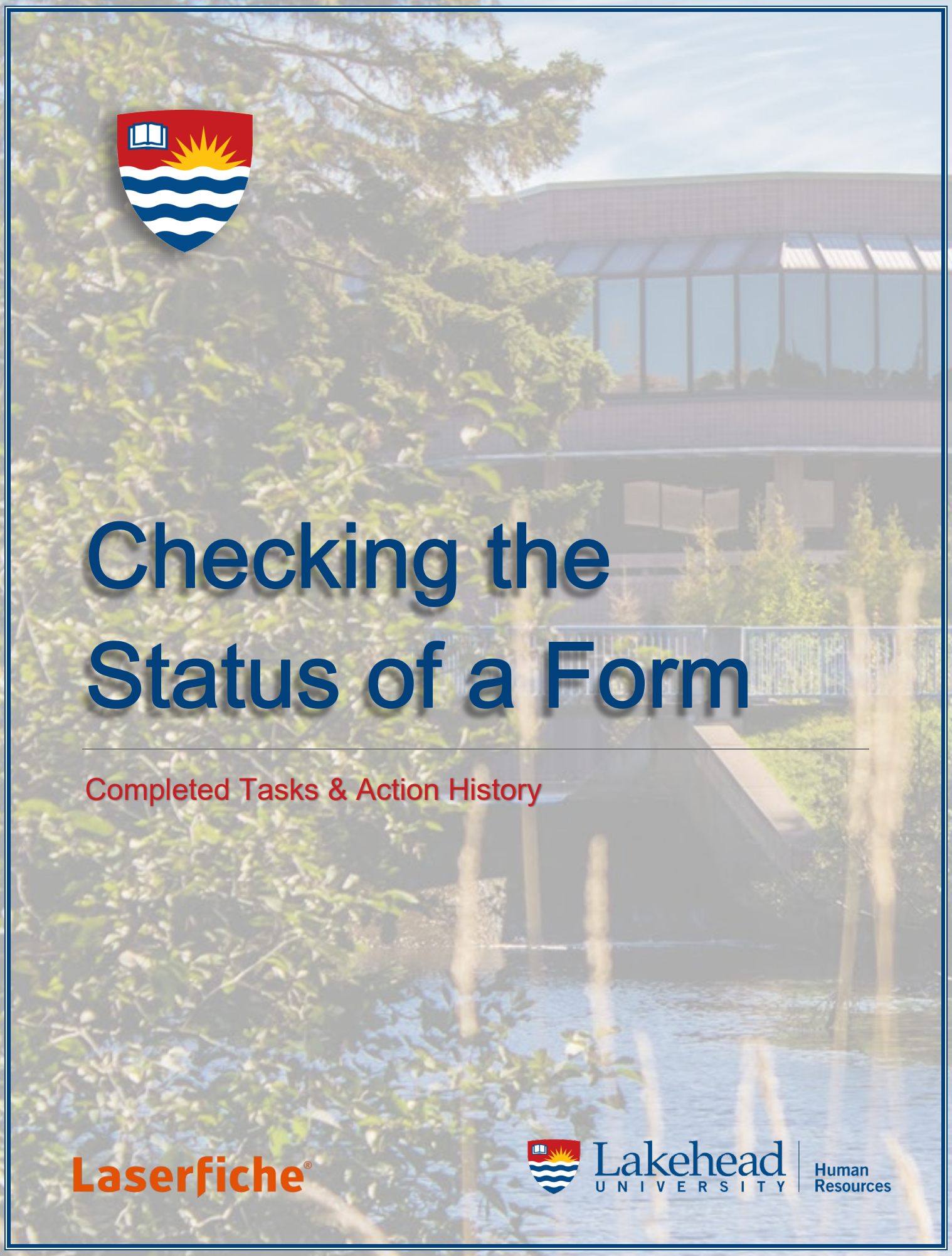


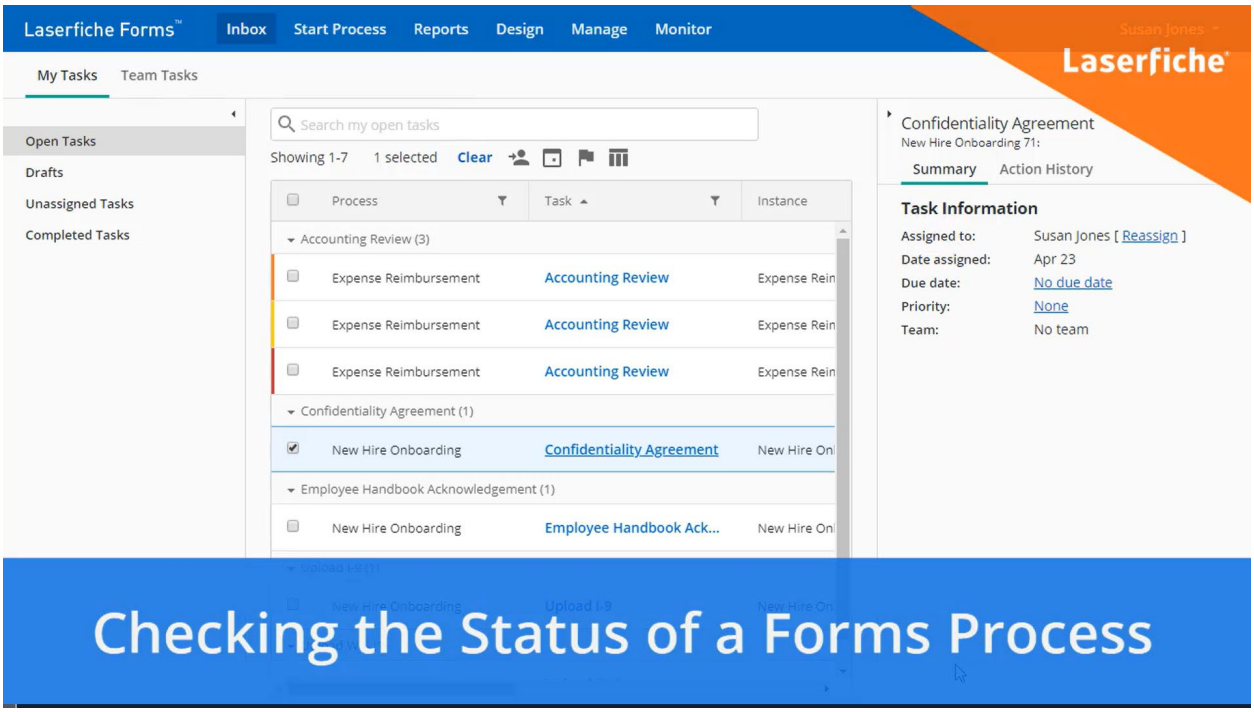
Checking the Status of a Form

Completed Tasks & Action History

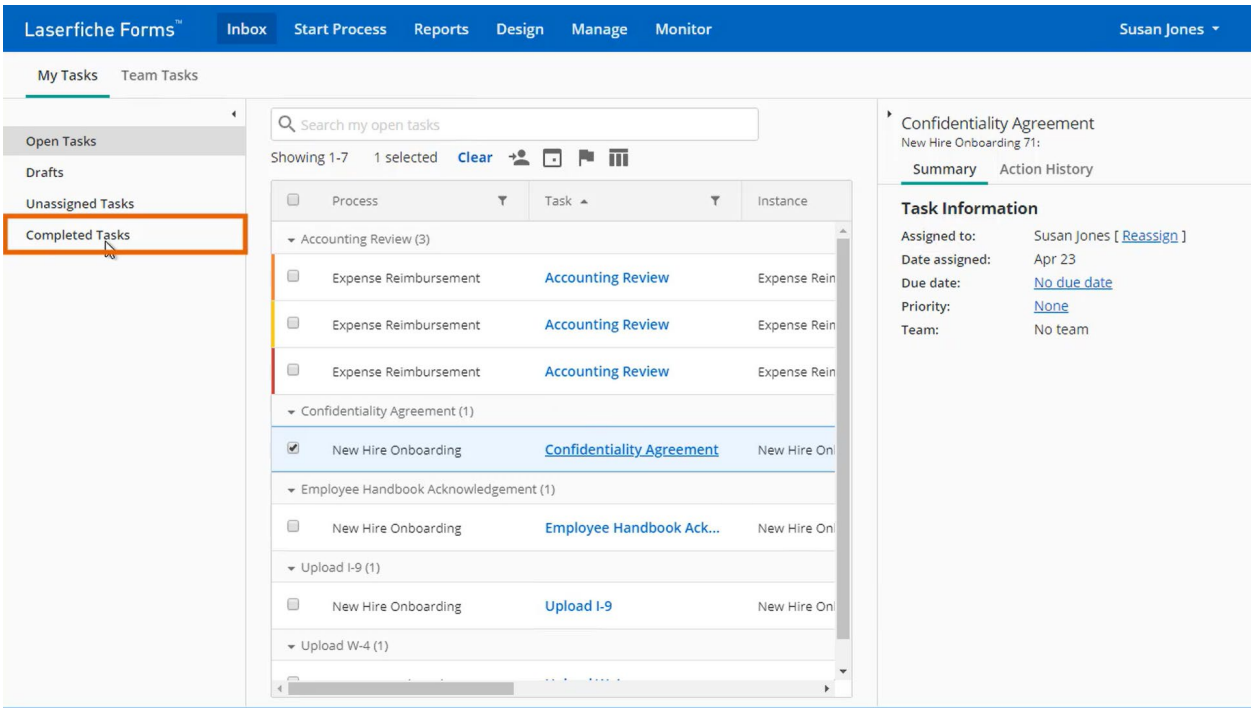
Laserfiche®

Lakehead UNIVERSITY | Human Resources

Laserfiche offers an easy way to check on the status of processes you've been involved in. Additionally, administrators in Human Resources can review the progress of any forms process.



When you submit a form or complete a task, you are completing one step in a larger process. To see the status of that process click “Completed Tasks” under “My Tasks” in your inbox.



You can search, filter, and sort this list to find specific process instances. An instance is the specific execution of a step in the process, for example, submitting or approving a form. If you were assigned more than one task in the process, you will see more than one instance for that specific form in the “Completed Tasks”.

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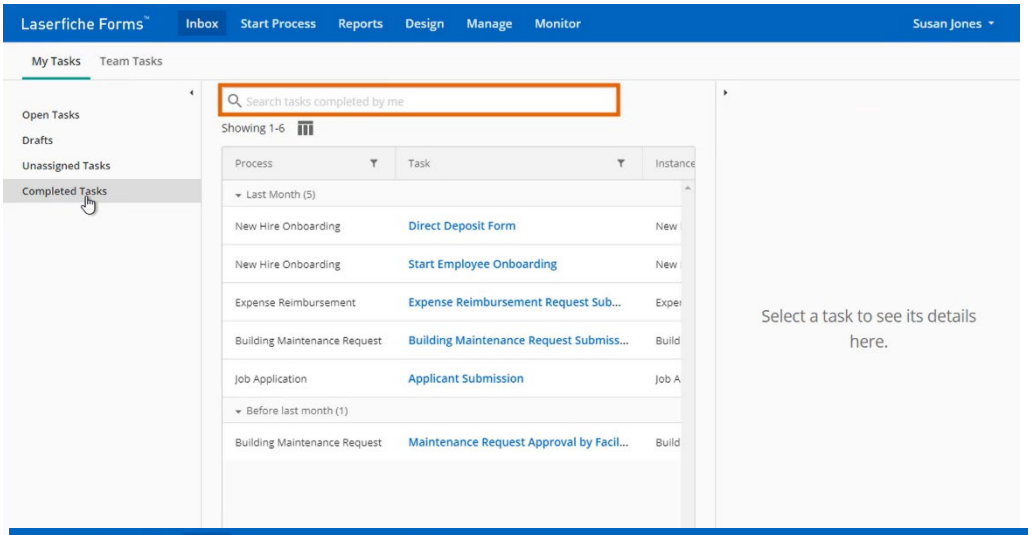
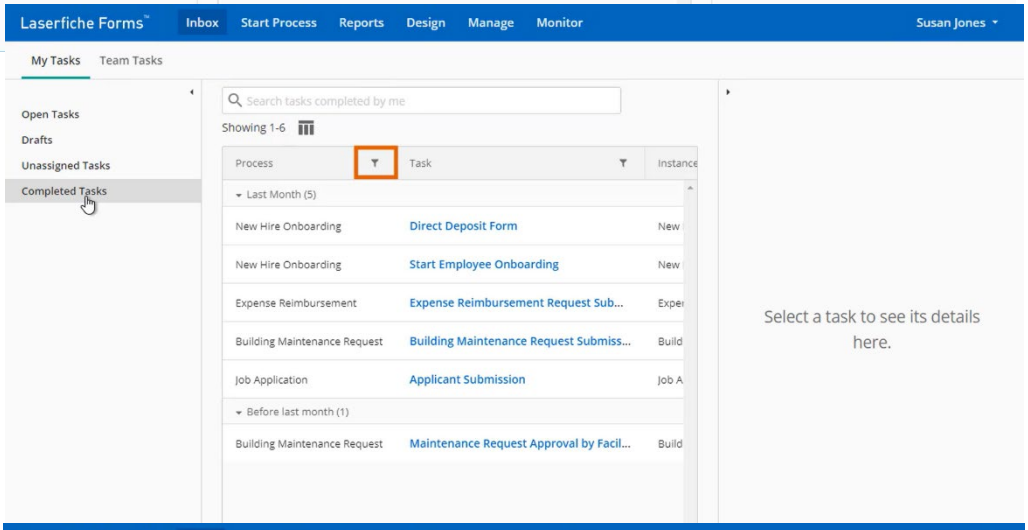
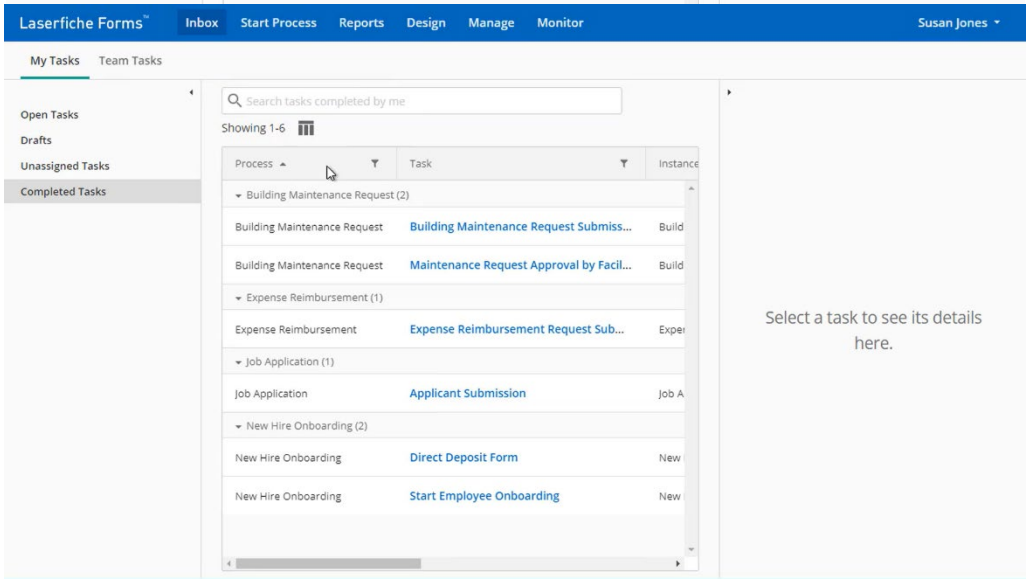
Search



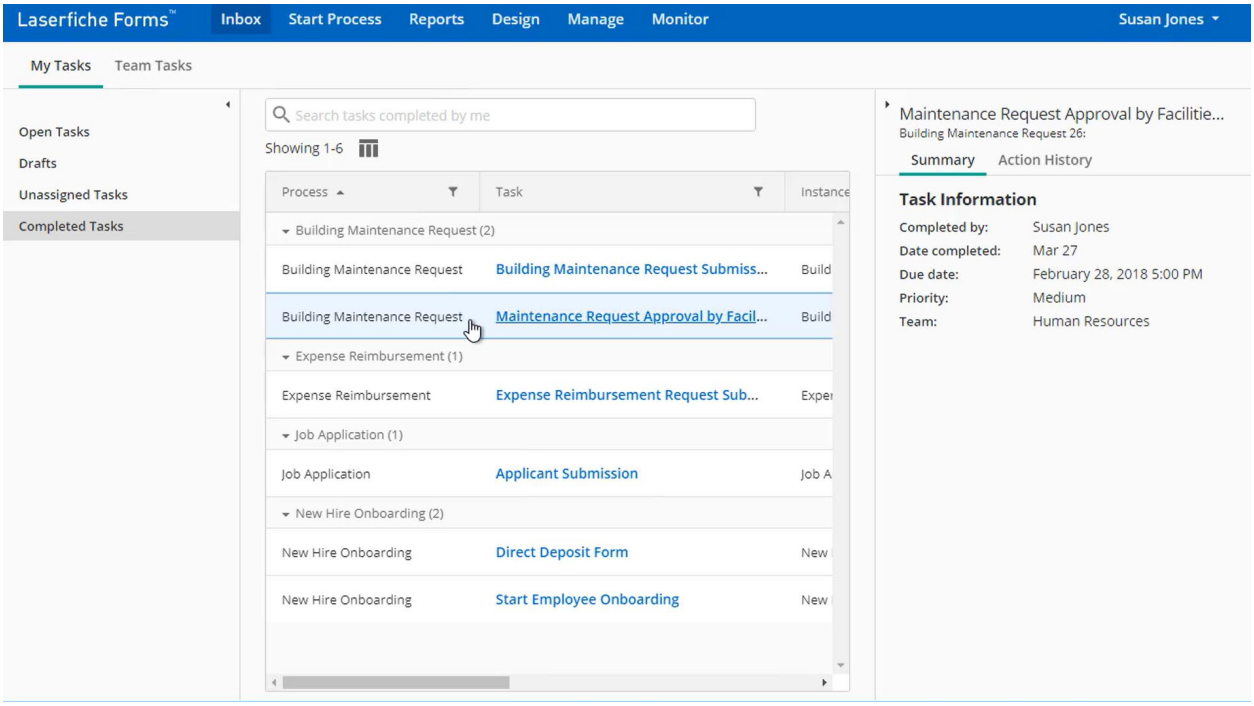
Filter



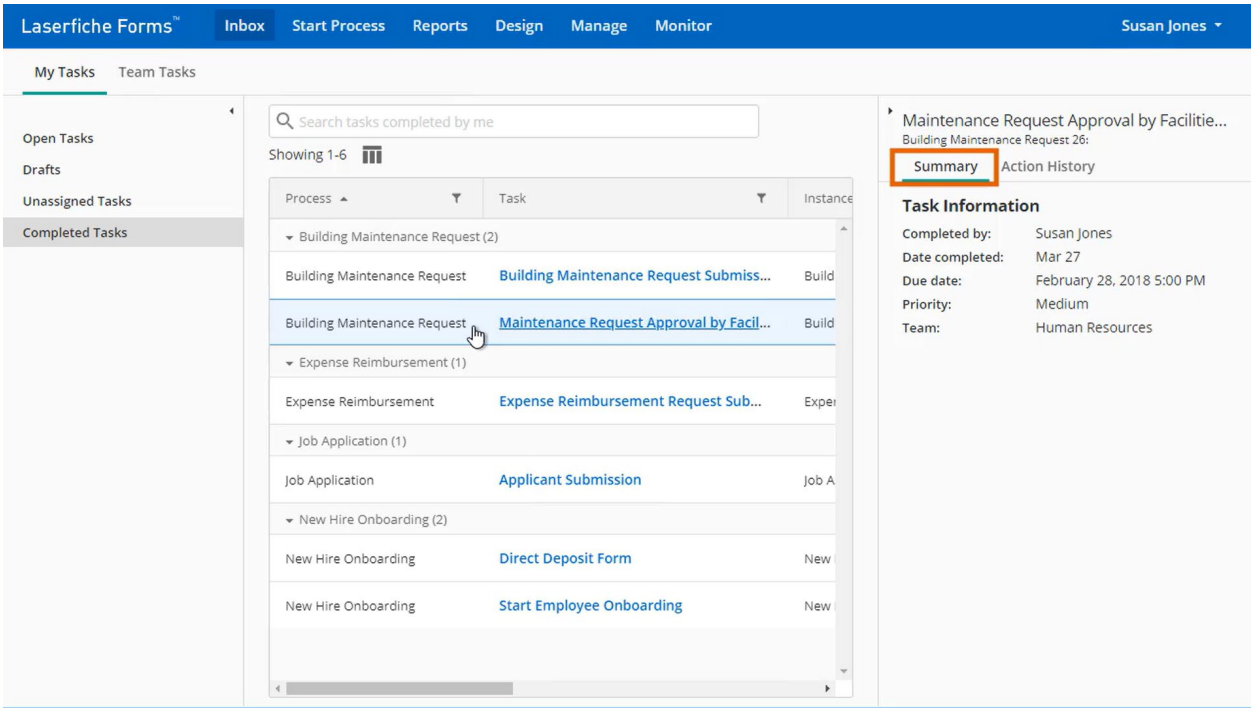
Sort



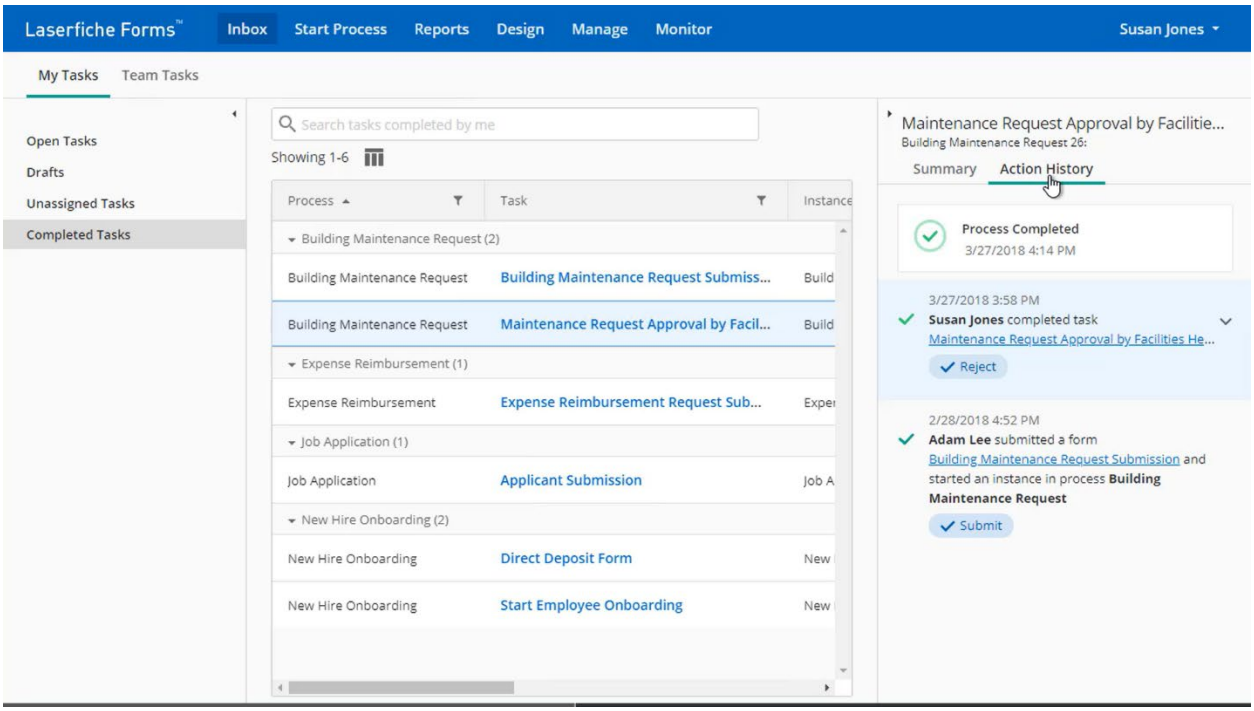
Clicking on a task lets you see more details about the process.



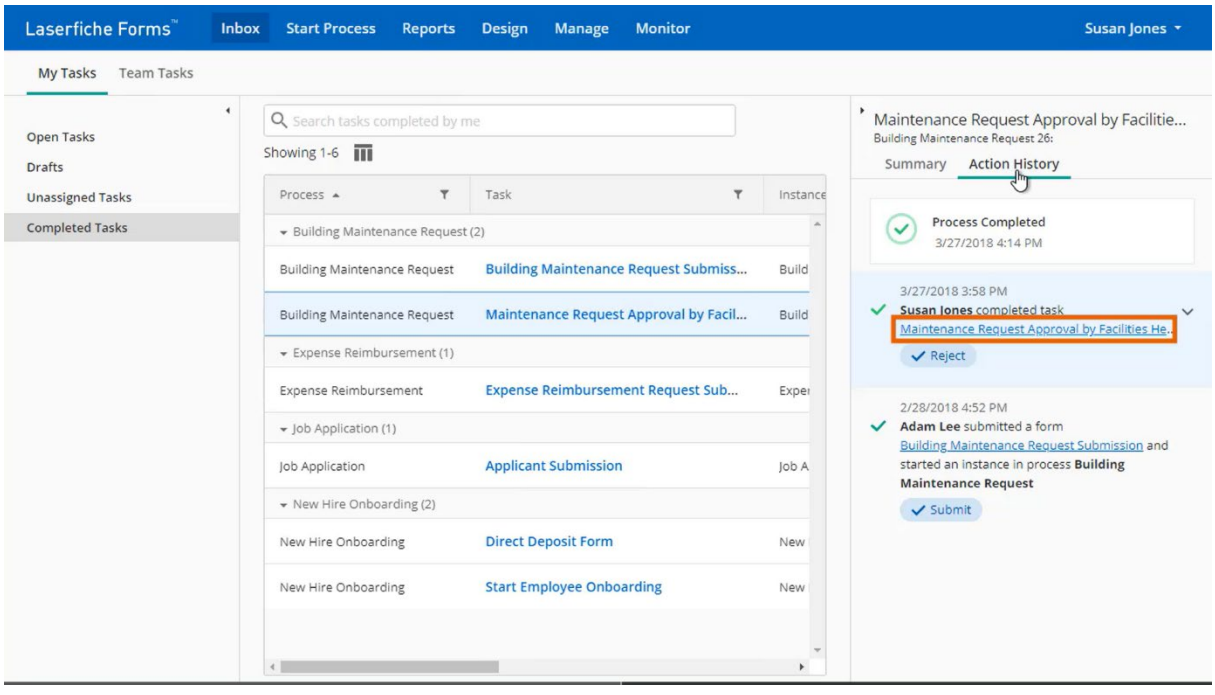
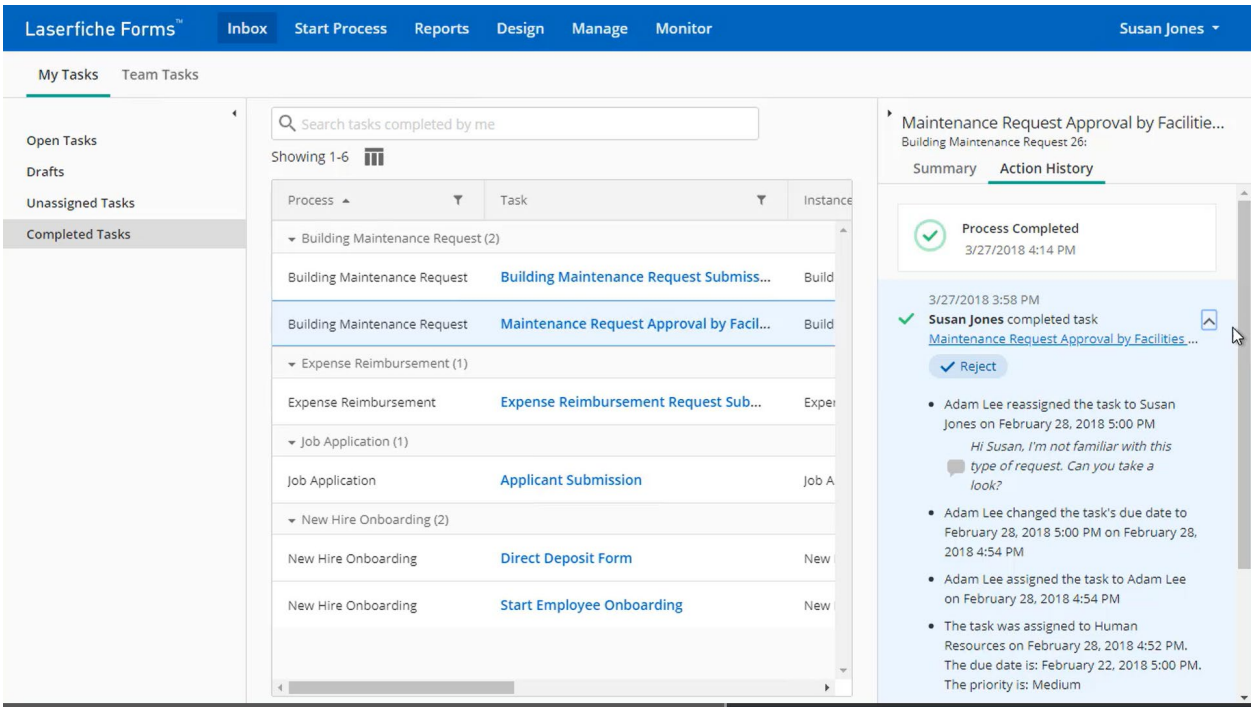
The summary tab shows you key information about the process.



The action history tab shows you what has happened in the process up to this point.



Click the link to see the form associated with that step in the process.



Click the down arrow to the right of a step to see more information about how the task was assigned.