

# Using the Process Browser [ OM/PA Initiator, Approver, or BHR Services Team ]

Module: PA, P&F Application // Process: Searching for a submitted form in the Process Browser to review, check, or withdraw.

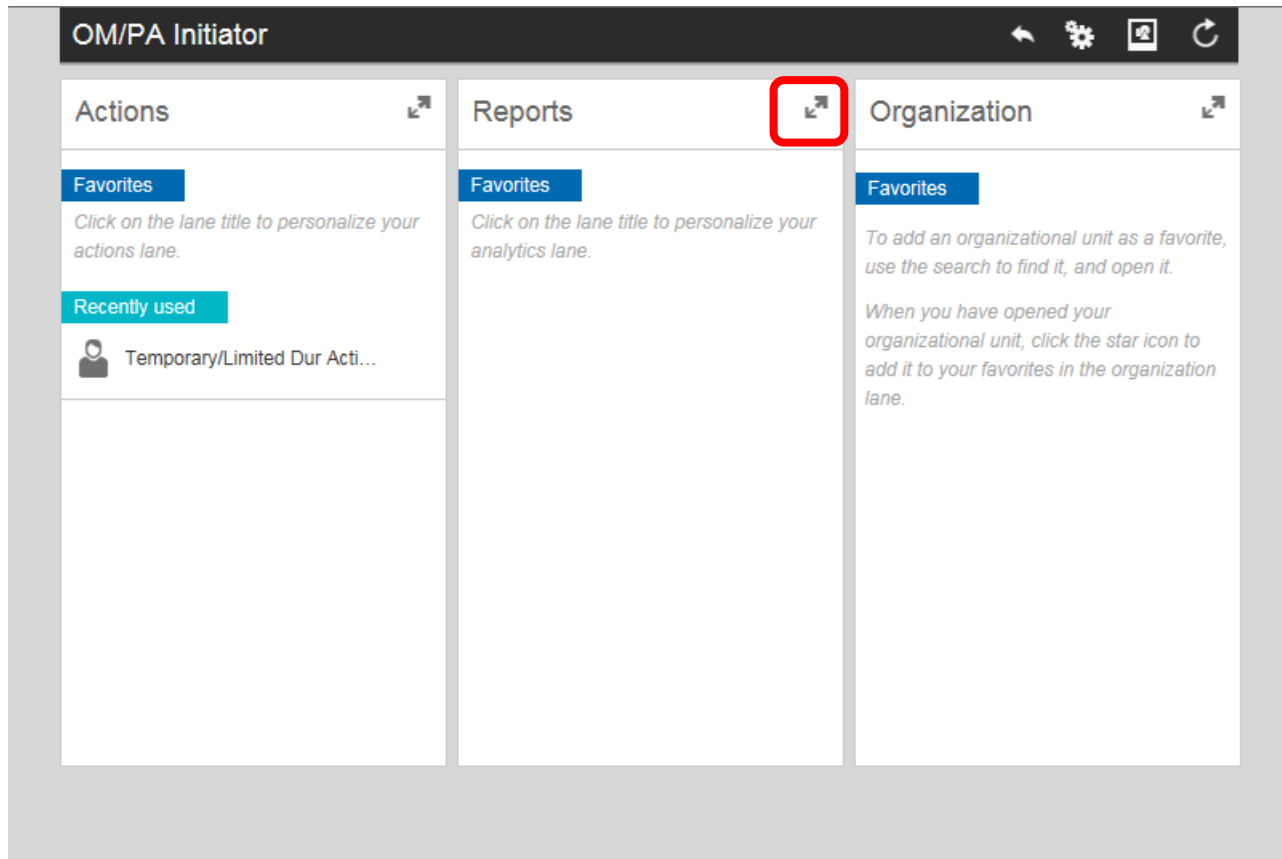
## Check Status of Form in the Process Browser

### 01 BEGIN

Once you submit your short-form for review, you may wish to check on its status in the workflow OR you may need to withdraw it (= cancel it).

You can do that by using the **Process Browser**.

From your Landing Page, open your **Reports** swim lane.



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## 02

Click on **Process Browser**.

← Reports

**Employee Data**

- Employee Name Change Report ★  
Employee Name Change Report
- Headcount Changes report ★  
This report provides a list of Headcount Changes.

**Positions**

- Positions by PA report ★  
This report displays Positions by PA.

**Additional Reports**

- Process Browser ★  
Display the history of all transactions created via HCM P&F FPM forms.

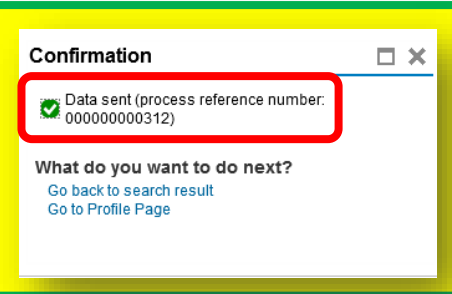
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## 03

If you wish to search by Process Reference number, click on the Process reference number column which brings up a filter pane.

The Process Reference Number is displayed at the end of the Short Form after you have sent it to the Bureau Approver. If you lack the Reference Number, you can also search by Employee ID (PERNR) or other criteria as noted in the drop-down list.



Search: Processes

157 Processes

Process Name	Object Type	Object key	Affected Object	Process Initiator	Start Date	End Date	Process Status	Business Status	Process Reference Num...
Hire an Employee	Person	01014576		PFTESTPA1	04/25/2016		Draft	Saved as Draft	
Regular Action	Person	00377924		PFTESTPA1	04/07/2016		Draft	Saved as Draft	
Temporary/Limited Dur Action	Person	00106840		PFTESTPA1	04/01/2016		Draft	Saved as Draft	
Rehire an Employee	Person	00101346		PFTESTPA1	03/03/2016		In Process	Processed	000000000021
Temporary/Limited Dur Action	Person	00106840		PFTESTPA1	03/03/2016	03/03/2016	Completed	Processed	000000000023
Rehire an Employee	Person	00285227		PFTESTPA1	03/14/2016		In Process	Processed	000000000085
Hire an Employee	Person	01009657		PFTESTPA1	03/14/2016		In Process	Processed	000000000090
Status Change Action	Person	01002647		PFTESTPA1	03/15/2016		In Process	Processed	000000000127
Hire an Employee	Person	01009965		PFTESTPA1	03/15/2016		In Process	Saved as Draft	000000000128
Hire an Employee	Person	01009981		PFTESTPA1	03/15/2016		In Process	Approved	000000000129

1 < Back 2 3 4 5 Forward > 16

The Process Browser landing page displays all forms in process or completed for your bureau.

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## 04

Click on **Custom Filter** to search for a specific Process Reference Number.

The screenshot shows the SAP Process Browser interface. The main window displays a table of 157 processes. A search filter is applied, and a dropdown menu is open over the 'Process Reference Num...' column, with '(Custom Filter)' selected. A separate 'Filter' pane is shown in the foreground, with the search criteria 'Process Reference Number is \*128' and the 'OK' button highlighted.

Process Name	Object Type	Object key	Affected Object	Process Initiator	Start Date
Hire an Employee	Person	01014576		PFTESTPA1	04/25/2016
Regular Action	Person	00377924		PFTESTPA1	04/07/2016
Temporary/Limited Dur Action	Person	00106840		PFTESTPA1	04/01/2016
Rehire an Employee	Person	00101346		PFTESTPA1	03/03/2016
Temporary/Limited Dur Action	Person	00106840		PFTESTPA1	03/03/2016
Rehire an Employee	Person	00285227		PFTESTPA1	03/14/2016
Hire an Employee	Person	01009657		PFTESTPA1	03/14/2016
Status Change Action	Person	01002647		PFTESTPA1	03/15/2016
Hire an Employee	Person	01009965		PFTESTPA1	03/15/2016
Hire an Employee	Person	01009981		PFTESTPA1	03/15/2016

**Filter**

Clear

Process Reference Number is \*128

Add Criteria To Exclude

OK Cancel

## 05

Type in the Reference Number in the pop-up Filter pane. **Be sure to include an asterisk in front of the number or you will get no result.**

Click **OK**.

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## 06

Your results page will now display the form you have searched for.

Click on the line to highlight it, then click **Details**.

**Search: Processes**

**157 Processes**

[Details](#)

Process Name	Object Type	Object key	Affected Object	Process Initiator	Start Date
Hire an Employee	Person	01009965	Fred Flinstone	PFTSTPA1	03/15/2016

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## 07

From this window, you can check the **Step Status**, look at the form as submitted to check entries, and – if necessary – cancel the form by clicking on **Withdraw**.

Expand Form hides the Process Steps section at the top so that more of the Form below is visible.

The screenshot displays the 'Process Reference Number' page. At the top, there are navigation buttons: 'Back', 'Withdraw' (highlighted with a red box), and 'Expand Form'. Below this is a section for 'Process Steps' under the heading 'Rehire an Employee'. A table lists the steps with columns for Step Name, Processor, Start Date, Start Time, Completion Date, Completion Time, and Step Status. The 'Step Status' column is highlighted with a red box, and all entries are marked as 'Completed'. Below the table is the 'Form : Rehire an Employee' section, which includes fields for Reason Code (Recruitment), Pers. Number (00100078), Begin Date (03/21/2016), Process Reference Number (00000000300), Employee Name, and Assignment End Date (06/18/2016). At the bottom, there is a section for 'Requested Action(s) - Check all that Apply' with checkboxes for 'Type of Appointment' and 'Organizational Management Actions'.

Step Name	Processor	Start Date	Start Time	Completion Date	Completion Time	Step Status
Rehire an Employee - First Step		03/29/2016	05:58:56	03/29/2016	05:58:56	Completed
Commissioner #1 (Public Utilities) - Rehire an Employee - 00100078 - ...		03/29/2016	05:59:02	03/29/2016	05:59:38	Completed
Commissioner #1 (Public Utilities) - Rehire an Employee - 00100078 - ...		03/29/2016	05:59:40	03/29/2016	06:01:20	Completed
Commissioner #1 (Public Utilities) - Rehire an Employee - 00100078 - ...		03/29/2016	06:01:22	03/29/2016	06:02:35	Completed
Commissioner #1 (Public Utilities) - Rehire an Employee - 00100078 - ...		03/29/2016	06:02:38	03/29/2016	06:05:37	Completed

**Form : Rehire an Employee**

**Rehire Hire**

Reason Code: Recruitment  
Pers. Number: 00100078  
Begin Date: 03/21/2016

Process Reference Number: 00000000300  
Employee Name: [Redacted]  
Assignment End Date: 06/18/2016


**Requested Action(s) - Check all that Apply**

Type of Appointment  Organizational Management Actions

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Start Date	End Date	Process Status	Business Status	Process Reference Num... ▾
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Process Status	Business Status
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed
Completed	Processed

- Sort Ascending
- Sort Descending
- (Custom Sorting)
- (All)
- (Custom Filter)
- Completed**
- Draft
- In Process

## 08: Other Search Criteria

In the previous steps, we searched for a Process Reference Number.

But you can search by any of the columns at the top of the Process Browser landing page.

Often you might search by PERNR, Process Status, Start Date, or another column.

To change the filter you use to search, just click on the column as we did in step 4.

A context sensitive menu will pop-up giving you options, as seen to the left, here.

– END –