How to Access Deactivated ACES Forms
Below are instructions for accessing deactivated forms (managers who are no longer working for the agency):

1) Click on Reports > Classic Reporting > Detailed Document Search
2) Select radio button “Detailed Search”
3) Select All Depts/Division/Locations
4) Under Active Document Subjects Only: ensure check box is not selected
5A) Under Subject User Name, enter manager’s Employee ID
   or
5B) To the right of Subject User Name, select Find User and enter First Name and Last Name, click on More Options, and under User Type select All Users (see second screen shot below) and click on “Search” button. Click in radio button near Manager’s Name and click on “Select User” button
6) Under Document Name: will default to “All”
7) Under “Status” select “Deleted”
8) Go to bottom page and select “Generate Report” button