ACES Reports
How to Look up an Individual ACES Form and Track the History

1) Click on Reports tab

2) Click on Classic Reporting

![Classic Reporting]
These reports preserve the format of the original reports provided with this system. If you're already familiar with these reports, you can continue to use them as usual.

3) Under Classic Reporting, click on Detailed Document Search

![Detailed Document Search]
a) On Detailed Document Search page, click on Detailed Search radio button, ensure the following fields are selected:
   - Under Department select departments
   - Under Division select your division
   - For Location: select All Form types

b) Ensure that Active Document Subjects Only is selected
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4) Under **Subject Username**, enter the **Employee ID** or if you don’t know Employee ID, click on **Find User** to search the directory by last name and first name and **click Search** button, then **click on Select User**. This will input the employee ID number in **Subject Username** box as appears below.

5) Under **Document Name**, select **All** to choose forms for all years or select **Other** and year form(s) that you are looking up. (Note: You can use Control key to select multiple year forms to access)

6) For **Status**, ensure that **All** is selected

7) Navigate to bottom of page and **click on Generate Report** button.

8) Form(s) will appear. **Click on hyperlink to access the form.**
Document Information Button

1) After generating a form, once accessing it in steps above, you can click on Document Information button to find out:

- the tracking history of a form
- what is the current stage of the form
- who form is currently with

The Comments Section also lists any email content that the person wrote before routing the form. If document was routed through administrative tools, it will also be listed here.

2) Click on X at top right hand top of screen to close the Document Information window.