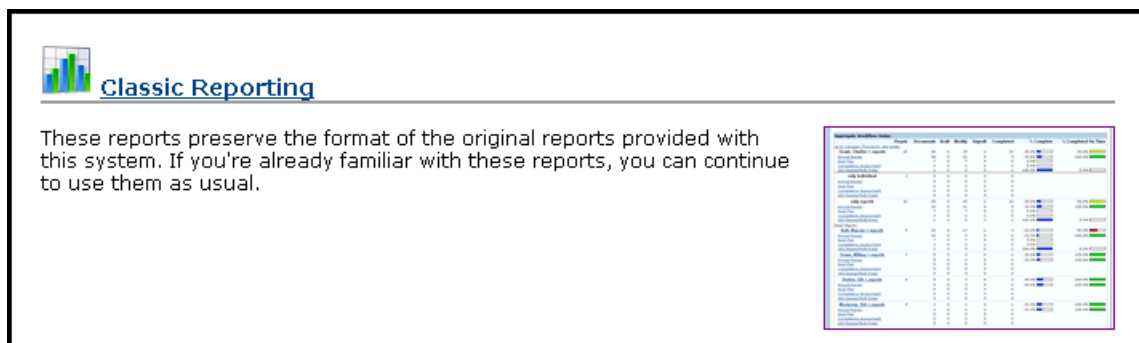


ACES Reports

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

1) Click on **Reports**  tab

2) Click on **Classic Reporting**



3) Under **Classic Reporting**, click on 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

ACES Reports

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

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.


Form creator Username:	<input type="text"/>	Find User...
Subject Username:	<input type="text" value="106643"/>	Find User...
Subject Job Code:	<input type="text"/>	
Hire Date: From/On(MM/DD/YYYY): <input type="text"/> to(MM/DD/YYYY): <input type="text"/>		

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)

Document Name:	<input checked="" type="radio"/> All <input type="radio"/> Other
<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">2004 ACES Review - Pilot</div><div style="background-color: #f0f0f0; padding: 2px;">2005 ACES Executive Form</div><div style="background-color: #f0f0f0; padding: 2px;">2005 ACES Form</div><div style="background-color: #f0f0f0; padding: 2px;">2005 ACES Form (Final Review Mid Year Hire)</div><div style="background-color: #f0f0f0; padding: 2px;">2006 ACES Executive Form</div></div>	

Document Name:	<input checked="" type="radio"/> All <input type="radio"/> Other
<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">2009 ACES Form</div><div style="background-color: #000080; color: white; padding: 2px;">2010 ACES Form</div><div style="background-color: #000080; color: white; padding: 2px;">2011 ACES Form</div><div style="background-color: #000080; color: white; padding: 2px;">2012 ACES Form</div><div style="background-color: #f0f0f0; padding: 2px;">Confidential Survey for ACES Coordinators</div></div>	

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

Status: All(Except Draft and Deleted) 	
Document Ended: From/On(MM/DD/YYYY): <input type="text"/> to(MM/DD/YYYY): <input type="text"/>	
Date Completed: <input checked="" type="radio"/> None <input type="radio"/> Today <input type="radio"/> From/On(MM/DD/YYYY): <input type="text"/> to(MM/DD/YYYY): <input type="text"/> <small>(When Date Completed is selected, results contain only completed documents if any.)</small>	
Last Modified: <input checked="" type="radio"/> None <input type="radio"/> Today <input type="radio"/> From/On(MM/DD/YYYY): <input type="text"/> to(MM/DD/YYYY): <input type="text"/>	
Last Routed: <input checked="" type="radio"/> None <input type="radio"/> Today <input type="radio"/> From/On(MM/DD/YYYY): <input type="text"/> to(MM/DD/YYYY): <input type="text"/>	
Export File Format: Microsoft's Excel Open Export Options >>	

Generate Report


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

8) Form(s) will appear. Click on hyperlink to access the form.

ACES Reports

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

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.