Open the Route Log

See Searching for eDocs for help finding your eDoc

Once you have pulled up your eDoc using the search form, you will find the route log link at the far right in the search results. Clicking the image will load the route log.

Anatomy of the Route Log

1. Document ID
2. The type of eDoc
3. Initiator Name - this must be the student
4. Route Status
   - Saved: The eDoc has not been submitted by the student. Data has been entered but it is not submitted for routing
   - Enroute: The eDoc is routing for approval
   - Final: The eDoc is approved and finalized. No further changes are possible.
   - Canceled: The eDoc was in created in error or is duplicate
   - Disapproved: The eDoc was disapproved due to not meeting requirements. The exact reason should be added in the Notes section of the eDoc.
   - Exception: Contact support at the email below
5. Actions that have been completed. Also referred to as ‘Nodes that have approved’.
6. Pending Action section shows where the eDoc is currently waiting for approval. Also referred to as ‘Current Node’
7. If the node was proxy approved, the ‘taken by’ column will show the name of the person who approved and the ‘For Delegator’ column will show the person approved for.
8. Any text that was entered in the annotation box at the time of approval.

Who is in the approval Group?

Sometimes the ‘Requested of’ column contains a group name. If you click the group name, a new page will open showing you who is in the group. There may be more than one person in a group and any one of those members can approve.

Additional Information

- If an eDoc has a status of canceled, disapproved, or final, it cannot be edited or re-routed. A new eDoc would need to be started.
- A Pending Action of ‘In action List FYI’ will not prevent the eDoc from continuing to route. The action is not required. ‘In Action List Approve’ is required and the eDoc will not progress until action is taken.