QUERYING ITS

• Anyone in the IT workflow can query an IT
• You can search on one IT, or do a wildcard search for all ITs that you have touched
• Query an IT to:
  – Check the status
  – See who the pending approvers are
  – View an attachment
  – Add an attachment (if the IT is still in process)
  – Make adjustments to ITs that have been returned to you as the initiator
  – Access a saved IT that you initiated but have not yet submitted
How to Run a Report

- From your Navigator, click EIT Process to open the Find Journals box
• To query a specific IT, type the IT# in the Journal ID field, then click the Find button
When the queried IT opens, you can check the IT Status, who the initiator and pending approvers are, and you can open the attachment(s) (if applicable).

To check for attachments, you must click out of the header and in the lines region of the form.

If the paperclip icon in the toolbar becomes enabled when you click into the lines region of the form, that means there is an attachment; click on the paperclip icon to open the attachment.

You can also add an attachment if the IT has not been processed yet.

NOTE: If an IT was submitted and in the approval process, it will be write protected; the only situations that the IT will be editable when queried is if:

- You are the initiator and are querying an IT that was saved but not yet submitted.
- You are the initiator and the IT was returned (rejected back) to you.
- You are receiving the IT as the service department recipient.
To query all ITs that you’ve touched either as initiator, approver or service department recipient, leave the Journal ID field blank and click on the List of Values button appended to the Journal ID field of the Find Journals box.

A list of ITs will appear in chronological order with the following information: EIT Number, Initiator, Status (New, In Progress, Completed) and the header description of the IT.
If you want to do a filtered query of all ITs that you touched for one IT type, type the preceding letter of the IT type (i.e. C for Correction, T for Transfer of Funds, or I for Interdepartmental Order) in the Journal ID field of the Find Journals box and press the Tab key.

Only ITs of that type will appear in your results in chronological order.