Edit my Moves
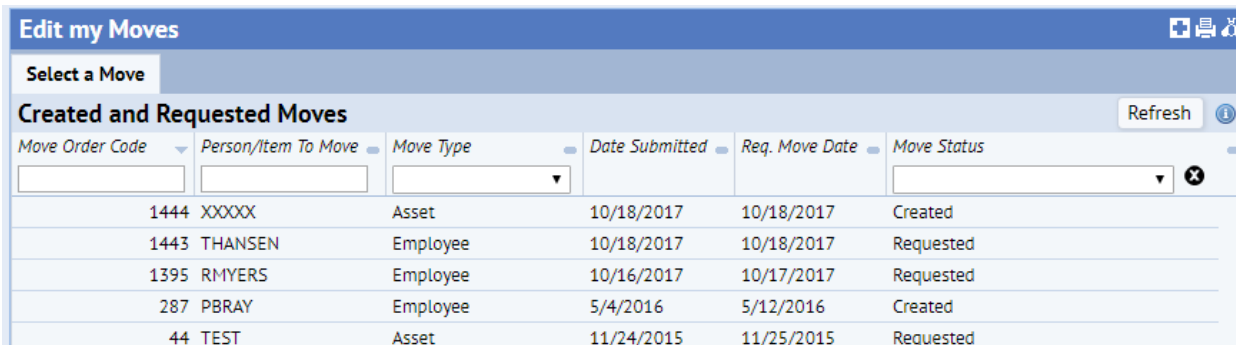
So you have saved a request to gather more data and then complete. How do you access that saved request?

1) Click on **Edit my Moves** from the tasks menu on the LH side of the page

Select a Move

1) The *Edit My Moves\Select a Move* tab opens. This is a list of all created AND requested moves
2) To open your desired move click ON the text of the desired entry. Clicking on a space will not open anything for editing.

Edit my Moves					
Select a Move					
Created and Requested Moves					Refresh ⓘ
Move Order Code ▼	Person/Item To Move ⊖	Move Type ⊖	Date Submitted ⊖	Req. Move Date ⊖	Move Status ⊖
		▼			▼ ✕
1444	XXXXX	Asset	10/18/2017	10/18/2017	Created
1443	THANSEN	Employee	10/18/2017	10/18/2017	Requested
1395	RMYERS	Employee	10/16/2017	10/17/2017	Requested
287	PBRAY	Employee	5/4/2016	5/12/2016	Created
44	TEST	Asset	11/24/2015	11/25/2015	Requested

3) The screen that opens up is the same as the **Step 2: Add Detail and Request** screen.
4) Now you may verify data is correct and make updates.
5) Click **Request** button – you will see the Date Submitted changes to Date Requested top portion of the screen.

Examine my Moves

Now you have requested your move and want to review it? No problem, follow the easy steps below:

1) Click on **Examine my Moves** from the tasks menu on the LH side of the page
2) The *Examine My Moves\Individual Move* tab opens. This is a list of all moves in the system.
3) Click on the text of the desired entry and a non-editable view opens with all the move details.

Move Status

As the move progresses through the system its status changes. Please see below for a quick definition of each one:

1) CREATED - requestor has initiated but not requested
2) REQUESTED - request has been requested and shows up on the Moves Coordinator's que
3) ROUTE FOR APPROVAL - Moves Coordinator assigns site verification. Requestor will be asked to meet and review move.

4) APPROVED – Request to be discussed at the weekly moves meeting for scheduling.
5) ISSUED – Move has been assigned a date by the Moves Team.
6) CLOSE - Move has been completed.