

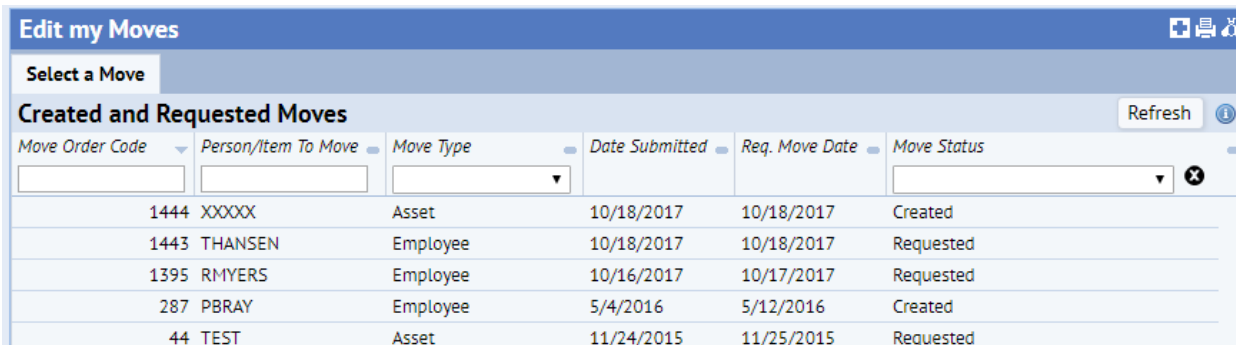
Edit my Moves

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.



The screenshot shows the 'Edit my Moves' interface. At the top, there is a blue header with the title 'Edit my Moves' and some icons. Below the header is a 'Select a Move' section. Underneath, there is a 'Created and Requested Moves' section with a 'Refresh' button and an information icon. The main part of the screenshot is a table with the following columns: Move Order Code, Person/Item To Move, Move Type, Date Submitted, Req. Move Date, and Move Status. The table contains five rows of data:

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.

Examine My Moves				Move Information	
Individual Moves			Refresh	Report	
Move Order Code	Person/Item To Move	Move Status	Move	Move Order Code	Date Requested
1444	XOXXX	Created	Asset	1445	10/18/2017
1443	THANSEN	Requested	Empl	Employee to Move:	THANSEN
1396	VAR	Requested-Routed for Approval	Asset	Move Description	This is a test move for training purposes.
1395	RMYERS	Requested	Empl	Comments	
1380	AISRAELI	Requested-Rejected	Empl	Requested Move Date	10/18/2017
1379	YPENMAN	Requested-Routed for Approval	Empl	Requestor Name	THANSEN
1320	RMYERS	Approved-Cancelled	Empl	Dept. Contact Phone	(403) 440-5578
				Account Code	3260
				Department Name	Engineering Services
				Move Date	10/18/2017
				Department Contact	THANSEN
				Division Code	32
				Department Code	3260
				From Bldg.	MB

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.