

DOCUMENT APPROVAL HISTORY FORM

How to Inquire on Approval History for a Specific Document Using FOIAPP

Description:

The Document Approval History Form provides an online display of the approval history for a specific document. Security on this form is restricted to those individuals who have signing authority to their Fund, Organization.

Navigation:

Access to the form can be done in three ways:

1. Type FOIAPP in the search field
2. Type Document Approval History in the search field
3. Select from the Finance Approval menu under Applications

Step 1:

Follow the navigation process to FOIAPP. You may also access FOIAPP from the Document Approval Form (FOAAINP) or the User Approval Form (FOAUAPP) by clicking the Approval History button.

The form automatically opens in Filter search:

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Document Approval History FOIAPP 9.3.9 (banjune1)". The interface includes a navigation menu on the left, a top toolbar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons, and a main content area with filter and details sections.

DOCUMENT APPROVAL HISTORY

Basic Filter Advanced Filter

Document Code	Type	Change Sequence	Submission Number
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Document Code Type Change Sequence Submission Number

Clear All Go

DETAILS

Queue ID	Level	Approver's Name	Approved Date
Record 1 of 1			

10 Per Page

USER INFORMATION

Originating User	Name
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Memorial

Enter one or more of the following fields to search and click Go or F8 to query:

- Document Code: Code representing the document you want to look up.
- Doc Type: Type of document associated with the document code.

- Change Sequence: Sequential number assigned to a change document when querying a change order.
- Submission Number: Submission number associated with Journal Vouchers. Since MUN does not have approvals setup on Journal Vouchers, this is not applicable to us.

The results of your query are returned.

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Document Approval History FOIAPPH 9.3.9 (banjune1)". The interface includes a navigation menu on the left and a main content area with the following sections:

- DOCUMENT APPROVAL HISTORY**: Shows active filters for Document Code: P0123456. A table lists the document details:

Document Code	Type	Change Sequence	Submission Number
P0123456	PO		
- DETAILS**: Shows details for Queue ID SC14, Level 100, Approver's Name Rx Nju Cdw - Xqftp lbpgxsj, and Approved Date 06/23/2015.
- USER INFORMATION**: Shows Originating User USWGC078 and Name Uwwlfw Tjvoqw-Pabzo.

The bottom right corner of the page displays the word "Memorial".

- Queue Id: Code representing the queue where the document awaited approval.
- Queue Level: Level in the queue where the document was approved.
- Approver's Name: Name of the user who approved the document.
- Approved date: Date the document was approved.
- Originating User: User ID of the person who originated the document.
- Name: Name of the person who originated the document.