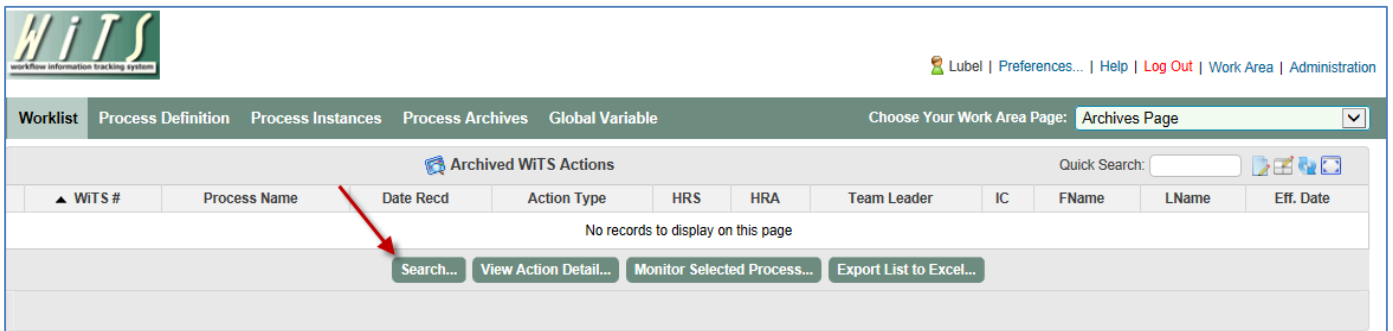


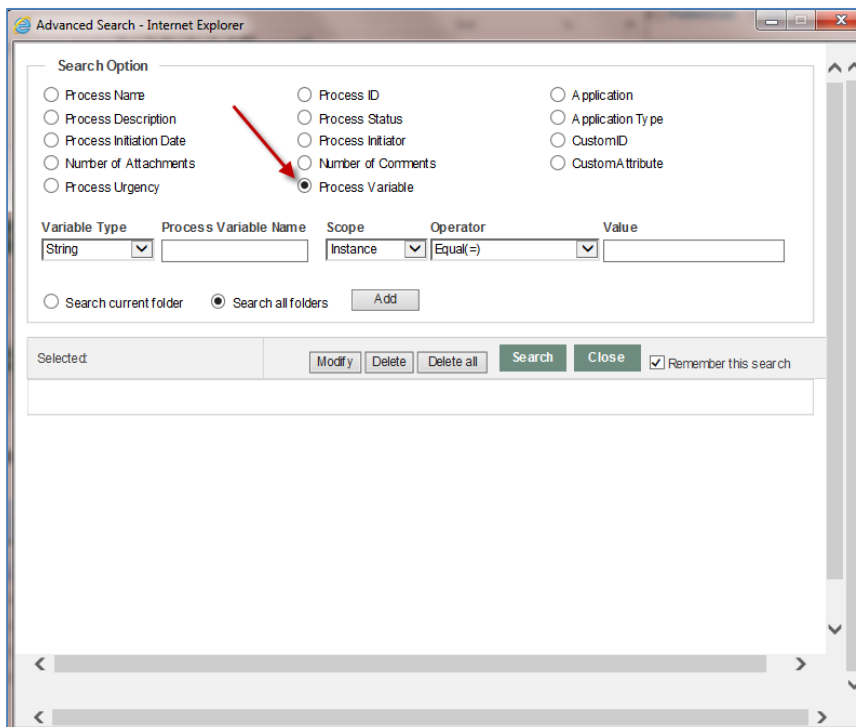
Finding Archived Actions in WiTS

This document outlines the steps for finding WiTS actions that have been archived.

1. **Locate your Archives Workarea Page in the top right-hand corner.**
 - a. Depending upon your access and role in WiTS, your Archives page may be labeled differently.
2. **Click on the 'Search' button.**



3. **In the Advanced Search window, select the 'Process Variable' radio button.**



4. Select your search parameters.

Searching by the *Process Variable* allows you to search by a number of criteria. Below are the listings of the most useful process variables:

CSD

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
Action Type	String	action_type	Instance	Including
Administrative Code	String	admin_code	Instance	Equal
Date Entered	Date	date_received	Instance	Period (then select a range)
WiTS #	Numeric	transaction_number	Instance	Equal
CSD HR Specialist	String	hr_specialist	Instance	Including
CSD HR Assistant	String	hr_assistant	Instance	Including
Institute	String	institute	Instance	Equal
Employee Last Name	String	last_name	Instance	Including

WSDD

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
WiTS #	Numeric	transaction_number	Instance	Equal
Program Manager	String	Program_manager	Instance	Including
Training Coordinator	String	training_coordinator	Instance	Including
Course ID	String	course_id	Instance	Equal
Offering ID	String	offering_id	Instance	Equal
Title of Training	String	title_of_training	Instance	Including
Class Start Date	Date	class_start_date	Instance	Period (then select a range)
Vendor	String	vendor_name	Instance	Equal

WRD/BPLB

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
Action Type	String	action_type	Instance	Including
Last Name	String	last_name	Instance	Including
Date of Request	Date	bplb_received_date	Instance	Period (then select a range)
WiTS Request #	Numeric	transaction_number	Instance	Equal
Benefits Specialist	String	benefits_specialist	Instance	Including
Benefits Assistant	String	benefits_assistant	Instance	Including
Institute	String	institute	Instance	Equal

WRD/ER – LR

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
Action Type	String	action_type	Instance	Including
Date Entered	Date	date_received	Instance	Equal
WiTS #	Numeric	transaction_number	Instance	Equal
Institute	String	institute	Instance	Equal

Employee Last Name	String	last_name	Instance	Including
ER Specialist	String	er_specialist	Instance	Including
LR Specialist	String	lr_specialist	Instance	Including
Case Type	String	case_type	Instance	Including
IC Contact/Requestor Last Name	String	ao_last_name	Instance	Including

CPD

CPD staff are encouraged to use the Quick Search to find an archived action before using the Advanced Search feature.

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
Case Type	String	case_type	Instance	Including
Candidate Last Name	String	last_name	Instance	Including
Date of Entered	Date	date_received	Instance	Equal
WiTS #	Numeric	transaction_number	Instance	Equal
HR Specialist	String	cssed_hr_specialist	Instance	Including
Nature of Action	String	nature_of_action	Instance	Including
Institute	String	institute	Instance	Equal

HR SAID

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
System	String	system	Instance	Including
Date Initiated	Date	date_initiated	Instance	Equal
Date to HRSS	Date	date_to_hd	Instance	Equal
Ticket #	Numeric	hd_ticket_no	Instance	Equal
Resolved By	String	resolved_by	Instance	Including
Issue Category	String	issue_category	Instance	Including
Full Name of User	String	user_name	Instance	Including

ASB/OHR Admin Users

Field Name	Variable Type	Process Variable	Scope	Suggested Operator
Request #	Numeric	hd_ticket_no	Instance	Equal
Date Initiated	Date	date_initiated	Instance	Equal
Date Submitted	Date	date_submitted	Instance	Equal
Request Type	String	request_type	Instance	Equal
Nature of Request	String	nature_request	Instance	Including
OHR Division	String	ohr_division	Instance	Equal
Requestor Name	String	name_requestor	Instance	Including

5. Complete the appropriate information for the action(s) you would like to search for and then click 'Add.'

Advanced Search - Internet Explorer

Search Option

Process Name
 Process Description
 Process Initiation Date
 Number of Attachments
 Process Urgency
 Process ID
 Process Status
 Process Initiator
 Number of Comments
 Process Variable
 Application
 Application Type
 CustomID
 CustomAttribute

Variable Type: Numeric
 Process Variable Name: transaction_number
 Scope: Instance
 Operator: Equal(=)
 Value: 1234567

Search current folder
 Search all folders
 Add

Selected: []
 Modify Delete Delete all Search Close Remember this search

6. After clicking 'Add' your search criteria will be displayed in the selected section. Place a checkmark to the left of your selected search criteria then click 'Search.'

Advanced Search - Internet Explorer

Search Option

Process Name
 Process Description
 Process Initiation Date
 Number of Attachments
 Process Urgency
 Process ID
 Process Status
 Process Initiator
 Number of Comments
 Process Variable
 Application
 Application Type
 CustomID
 CustomAttribute

Variable Type: Numeric
 Process Variable Name:
 Scope: Instance
 Operator: Equal(=)
 Value:

Search current folder
 Search all folders
 Add

Selected: [x] Process Variable (PV) transaction_number Equal(=) 1234567
 Modify Delete Delete all Search Close Remember this search

7. Click on the WiTS hyperlink to open the action.

Depending on the number of records returned, it may take a few moments to populate your results.

WITS #	Process Name	Date Recd	Action Type	HRS	HRA	Team Leader	IC	FName	LName	Eff. Date
<input type="checkbox"/>	734386 Recruitment	06/29/15 02:36:21 PM	Recruitment	Blake, Kevin	Holmes, Valerie	Boarman, Christopher	OD - ORS			

Filtered search result. [Clear Search Filter](#)

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