

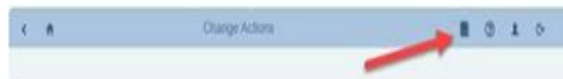
# EA REPORTS

How to find where an EA approval workflow.

Q: How can I identify who my Approvers are once I submit a form?

A: To identify who your approvers are, follow the below steps:

1. From the Dashboard, click the Display Reports (book icon) located in the top right corner.



2. Fill in any of the fields and click Search.

A screenshot of a search form for EA reports. The form is enclosed in a black border and contains several input fields and buttons. The fields are: 'Action Type' (a dropdown menu), 'Effective Dt >' (a date field with a calendar icon), 'Effective Dt <' (a date field with a calendar icon), 'Initiator-Approver' (a text field), 'Action ID' (a text field), 'Employee' (a text field), 'Position ID' (a text field), 'Action Status' (a dropdown menu), 'Org Unit' (a text field), 'Personal Area' (a text field), 'Comment' (a text field), and 'DSM Title' (a dropdown menu). There are 'Search' and 'Reset' buttons on the right side of the form.

3. Once the action you searched for appears, click to select that action, and then click the option "Display Actor/Role information."

