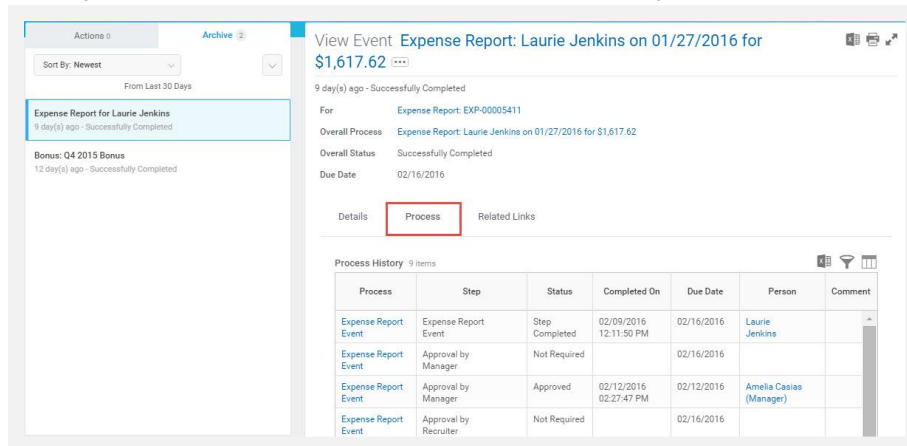


### Check the Status of My Processes

To Review or check the status of a process:

1. Navigate to your inbox.
2. Click the Archive tab. Here you will see any business processes with which you have been involved in the last 30 days.
3. Click a task in the left-hand column to see the details, process history, and related links of the selected business process.



View Event Expense Report: Laurie Jenkins on 01/27/2016 for \$1,617.62

9 day(s) ago - Successfully Completed

For Expense Report: EXP-00005411

Overall Process Expense Report: Laurie Jenkins on 01/27/2016 for \$1,617.62

Overall Status Successfully Completed

Due Date 02/16/2016


Details **Process** Related Links

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Expense Report Event	Expense Report Event	Step Completed	02/09/2016 12:11:50 PM	02/16/2016	Laurie Jenkins	
Expense Report Event	Approval by Manager	Not Required		02/16/2016		
Expense Report Event	Approval by Manager	Approved	02/12/2016 02:27:47 PM	02/12/2016	Amelia Casias (Manager)	
Expense Report Event	Approval by Recruiter	Not Required		02/16/2016		


### Compare My Team

Use the Compare Team task to analyze key worker attributes. From the Compare Team task:

1. Click the **Organization** prompt icon  to select the organization to compare employees. Your security settings determine which organizations you can access.
2. Click **OK** to compare the employee's Job, Base Pay, Bonus, Stock, and Performance information.

### Access Analytics During a Process

Embedded analytics are available on select business processes. To access analytics during a process:

1. Initiate a business process for a worker, such as My Expense Transactions or Request Compensation Change.
2. Click the **View Related Information** icon  in the upper right hand corner of the task or data.