SOP Number: 4
SOP Title: Change Control Workflow History Enquiry
Version: 1.0
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1. INTRODUCTION

The Change Control Workflow History Enquiry has been created to give the user visibility and control of checking up on the status and route their change control form has taken.

2. PURPOSE

The purpose of this enquiry is to allow the user to check on the status of their change control form at any given time via the enquiry. The enquiry was created to provide the level of detail they require when searching for their change control form workflow route. This level of detail provided by the enquiry allows the user to have full information of what different phases their change control has gone through along with comments from their approvers.

3. CHANGE CONTROL WF HISTORY ENQUIRY

When logged into Agresso, click on the ‘Reports’ option on the left-hand side, then open folder ‘18 – Estates PM Enquiries’, then select the ‘Change Control WF History’ report.

Once the report has been opened, the below screen will appear:
1. Search via Requested By (the easiest and quickest way to check)

   - Who raised and requested the change control
   - When the approval task was created
   - Who approved/rejected at each stage

   NOTE: When searching via Requester, it will show all change controls

2. Search via Approval Status (this will however search for every approved change control)
3. Search via Form ID