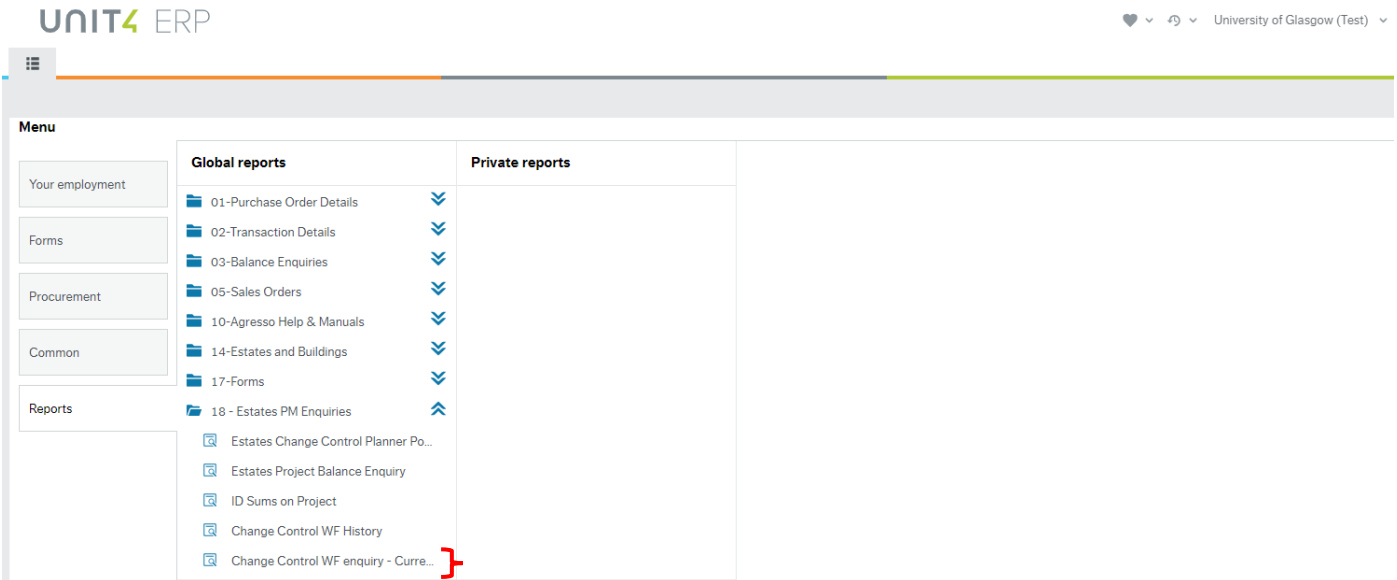|	
SOP Number:	**5**
SOP Title:	**Change Control Workflow Current Enquiry**
Version:	**1.0**
Date Created:	**13/11/2023**
Created By:	**Humza Iqbal**

1. INTRODUCTION

The Change Control Workflow History Enquiry has been created to give the user visibility and control of checking the view of their current or historic change controls and see where in the workflow process it is (who it is sitting with for approval)

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 and who it is currently sitting with for approval along with comments from their approver or rejector.

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 enquiry - Current'** report.

Once the report has been opened, the below screen will appear:

- Search via Sub-Project (the easiest and quickest way to check)

UNIT4 ERP

Change Control WF enquiry - Current Step ✕

Change Control WF enquiry - Current Step

Selection criteria

Form ID like	...
Sub-Project like	200760-01 ...
Form WF Status like	
Current WF Step Task User like	
Company like	P1

Form ID to identify each different change control

This field shows any comments that have been added to the approval or rejection

This field shows the current status of the change control form

This field shows the current status of who the form is sitting with

Results

Search | Detail level | All levels | Copy to clipboard

#	Form ID	Form Description	Sub-Project	Sub-Project Description	Change Amount	Current Workflow Step	Form WF Status	Current WF Step Task User
1	EBC1000000	test data	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	0.00		FINISHED	
2	EBC1000001	re-test	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	601,200.00		FINISHED	
3	EBC1000002	Underfloor Heating	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	46,200.00		FINISHED	
4	EBC1000004	Test Doc Archive	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	60,000.00		DRAFT	
5	EBC1000010	CE18 Window refurb	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	6,000.00		FINISHED	
6	EBC1000013	Scaffold Design Fees	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	27,600.00	Head of Projects Appro...	WORKING	Sharon De Sykes
7	EBC1000015	Painting of lecture roo...	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRI...	19,200.00		FINISHED	
Σ					760,200.00			

Time executed 24/10/2023 10:49:58   Number of rows 7