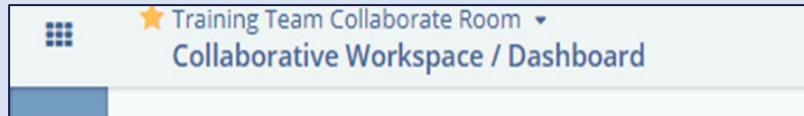


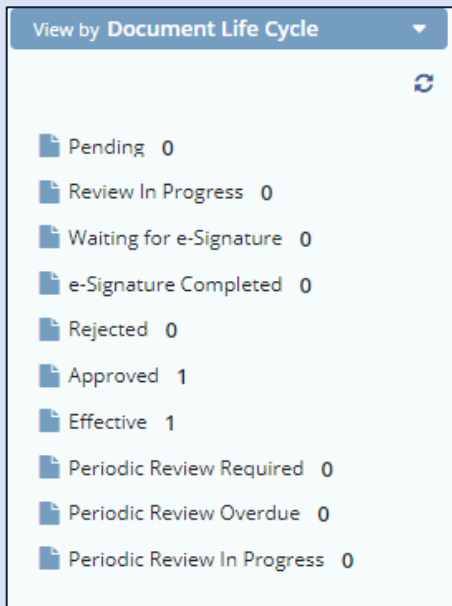
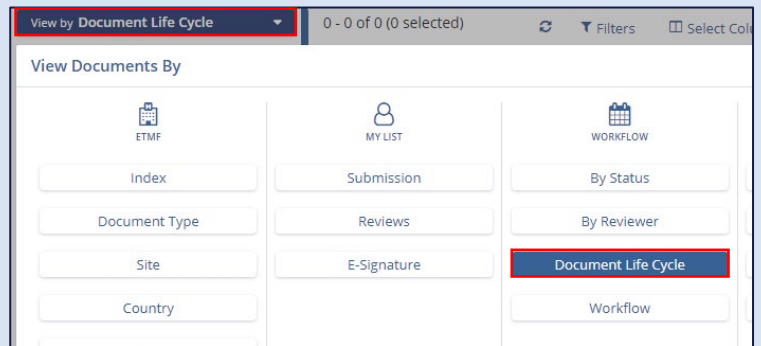
APPLICABLE TO:

- Administrators
- Editors
- Readers
- Content Management

1. Login to the Collaborative Workspace and navigate to the **documents module** on the left.



2. Select **Document Life Cycle** from the **View by** menu.



3. Select the appropriate **Document Life Cycle** type from the list of options to view a document in the desired status.

Note: **Document Life Cycle** statuses are defined on the next page.

Document Life Cycle Statuses

Pending- A workflow has been initiated for the document but has yet to be claimed for review.

Review in Progress- A document has been claimed, and the workflow has been initiated/ steps of the workflow are being preformed.

Waiting for e-Signature- The document has been reviewed and approved and is now waiting for all required signatures to be completed.

e-Signature Completed- A document that has all required signatures

Rejected- A document that has been marked as rejected

Approved- A document that has gone through the workflow and has been reviewed, approved and/or signed by all required parties. Once the document becomes effective, it will move into the **Effective** folder.

Effective- A document that has been approved and is now considered the Effective copy. Any delay between approval and the effective date is designated in the document metadata.

Periodic Review Required- A document that needs to be reviewed based on the review date set in place.

Periodic Review Overdue- A document in which the periodic review date has passed.

Periodic Review In Progress- A document that is under review