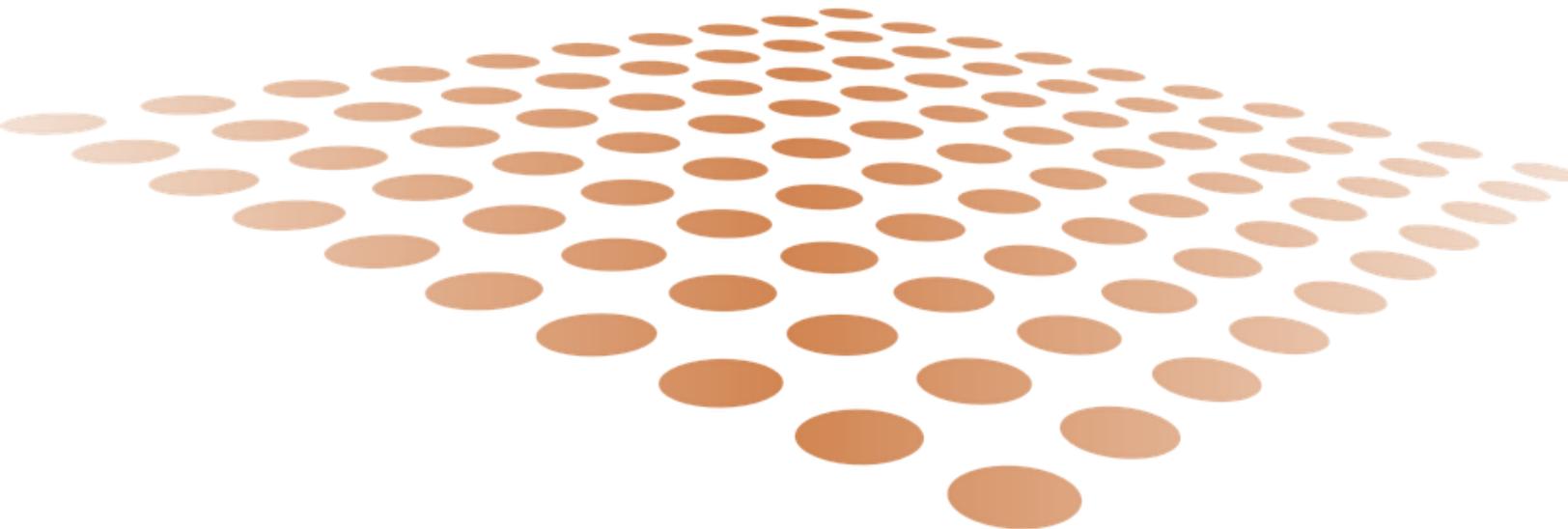


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: LOCATING A DOCUMENT





LOCATING A DOCUMENT

Locating a Document in AFIS

The Document Catalog serves as a repository for all of the documents created in AFIS. It is the central location where all documents can be queried and processed. You can search for documents, based on the search criteria you enter. New documents can be entered and existing documents can be modified or cancelled. Access to documents is controlled by a user's security authorization level.

Locating a Document Process

Log into **AFIS**. **Navigate** to the **Document Catalog**.

1. Click **Search**
2. Click **Document Catalog**

Search for a document.

1. At a minimum, enter the following information:
 - **Code** field = type of document you are searching
 - **Dept.** field = your department code
2. Click **Browse**. The search results display in a table
3. Click the document **ID** to open the document located document

Check Document Workflow Status

1. Open the document
2. Click the **Workflow icon**, and select **Track Work in Progress**

Check Document References.

1. Open the document
2. Click the drop-down **Document Menu** arrow, located in the top-center of the screen, click on **Document References**
3. Select the **Backward Reference** link to view all documents that your selected document has referenced
4. Select the **Forward Reference** link to view all documents that have referenced your selected document