

Step	Action
1	Click the View an ePAF link.
2	Enter the desired information into the eForm ID field.
2	Click the Search button.
4	<p>The View Hire page will display.</p> <p>The first page displays Job Information. To view more fields that were completed on the form, scroll down the page.</p> <p>If you have the appropriate security access, the Job Data link that is accessible from this page will display an employee's current Job Data information.</p>
5	If someone in the workflow makes a change to position data, the fields that were changed will be highlighted.
6	<p>Continue viewing fields by scrolling down the page.</p> <p>Click the vertical scroll bar.</p>
7	If an attachment exists, it can be viewed using the View button. These documents will display as they appeared at the time of submission of the ePAF.
8	Click the Next >> button.
9	<p>The second page displays Form History.</p> <p>The 'Who can work this form?' link displays who is able to access and perform an action (e.g., approval) related to this ePAF.</p>
10	The Transaction/Signature Log grid acts as an audit trail of who performed an action related to this ePAF.
11	<p>Scroll down the page.</p> <p>Click the vertical scroll bar.</p>
12	When you are finished viewing the ePAF, click the Return to Search button.