



View workflow status

Access the eLibrary using this URL: <https://my.lausd.net>

Login with our SSO full email address.

Locate existing document to be revised by performing a search:

Search ▼



Memorandums x halloween

Memorandums ▼ **Upload** ▼

i You are now searching for documents whose content or indexed metadata fields match the search expression 'halloween'. For example, searching x for 'finance' would display the documents whose content or indexed metadata fields contain the word 'finance'. To further filter the documents, click the Filter icon in the search bar.

Do not show this message again

Select ▼ Sort By ▼ View ▼ ↻

<input type="checkbox"/>		★ Calendar of Commemorative Dates and Observances, SY 2017-...	📄 ⓘ
		Author: weblogic Release Date: 6/19/2017 12:00 AM	
		Comments: MEM-13486267 MEM-5466.7 Calendar of Commemorative Dates and Observances, School Year 2017-2011	
<input type="checkbox"/>		★ Calendar of Commemorative Dates and Observances 2009-10.pdf	📄 ⓘ
		Author: weblogic Release Date: 7/13/2009 12:00 AM	
		Comments: MEM-11183301 MEM-4413.1 Calendar of Commemorative Dates and Observances School Year 2009-10	

2 items Previous 1 Next Items Per Page 25 ▼

Click on the document to enter preview mode and click on “More” to open the menu. You may need to click on the down arrow to expand the rest of the menu items. Select “View Workflow Details”.

The screenshot shows the eLibrary interface. At the top, there are navigation icons and the text "eLibrary". Below this is a navigation bar with links: Home, Documents, Bulletins, Memorandums, Reference Guides, Templates and Forms, and Help. The main content area shows a document titled "08.29.17 MK Regular Upload Documen...". The document is in preview mode, displaying the text: "Adding Document Number", "08.29.17 Regular Upload", and "Attempt 2". A "More" button is highlighted with a red box. A dropdown menu is open, showing various actions: Approve, Reject, Check In New Revision..., Check Out, Check Out and Edit, Get Link, Favorite, Follow, Create Shortcut..., View And Manage Revisions..., and View Shortcuts. The "View Workflow Details" option is highlighted with a red box. Another "More" button is shown to the right, also with a dropdown menu open, with "View Workflow Details" highlighted by a red box.

If needed, click on the + symbol to expand the details.

The screenshot shows a "Workflow History" window. The title bar says "Workflow History" with a close button. The main content area displays the text: "History of all workflow processes for 'Marlene Regular Upload Document.docx'". Below this, there are two entries: "Entered Workflow 'ElibOwnerReview' 8/29/2017 10:57 AM" and "In Progress". A red box highlights a "+" symbol next to the first entry, indicating that it can be expanded to show more details.

The workflow history of the document will be displayed. The document owner will receive an email if the document gets rejected. The owner can also see the rejection message by hovering over the **i** information bubble. This message is only visible to the document Owner.

Workflow Details ✕

Current workflow step information for 'AA Test document.docx' View Workflow History

ElibOwnerReview: contribution +
✓ Completed: 8/31/2017 12:20 PM

ElibOwnerReview: NbkFinalApprover [-]
✗ Rejected: 9/6/2017 1:39 PM
Type of Step: Review

Actions

- 8/31/2017 12:20 PM **i** Notification sent to: Schoolwires4 Test, approver, Ly, Nam, weblogic
- 9/6/2017 1:39 PM **i** Rejected by: Schoolwires4 Test

ElibOwnerReview: contribution -
⚙ In Progress
Type of Step: Contribution (modify the existing revision)
Waiting for document to be submitted by assigned contributor(s)

Actions

- 9/6/2017 1:39 PM **i** Notification sent to: Schoolwires3 Test

Workflow Details ✕

Current workflow step information for 'AA Test document.docx' View Workflow History

ElibOwnerReview: contribution +
✓ Completed: 8/31/2017 12:20 PM

ElibOwnerReview: NbkFinalApprover [-]
✗ Rejected: 9/6/2017 1:39 PM
Type of Step: Review

Actions

- 8/31/2017 12:20 PM **i** Notification sent to: Schoolwires4 Test, approver, Ly, Na
- 9/6/2017 1:39 PM **i** Rejected by: Schoolwires4 Test. Reject document for testing.

ElibOwnerReview: contribution -
⚙ In Progress
Type of Step: Contribution (modify the existing revision)
Waiting for document to be submitted by assigned contributor(s)

Actions

- 9/6/2017 1:39 PM **i** Notification sent to: Schoolwires3 Test