


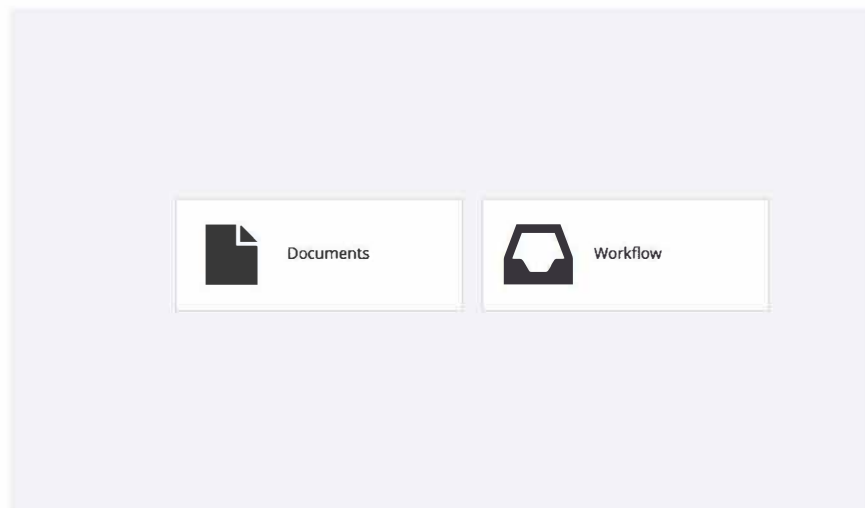
## Instructions: Document Retrieval

Leave of Absence (LOA) forms are stored in eDocs. In order to retrieve a LOA form you will need to log into eDocs, which can be accessed at [edocs.grcc.edu](https://edocs.grcc.edu). Use your GRCC Network ID and password to log in.



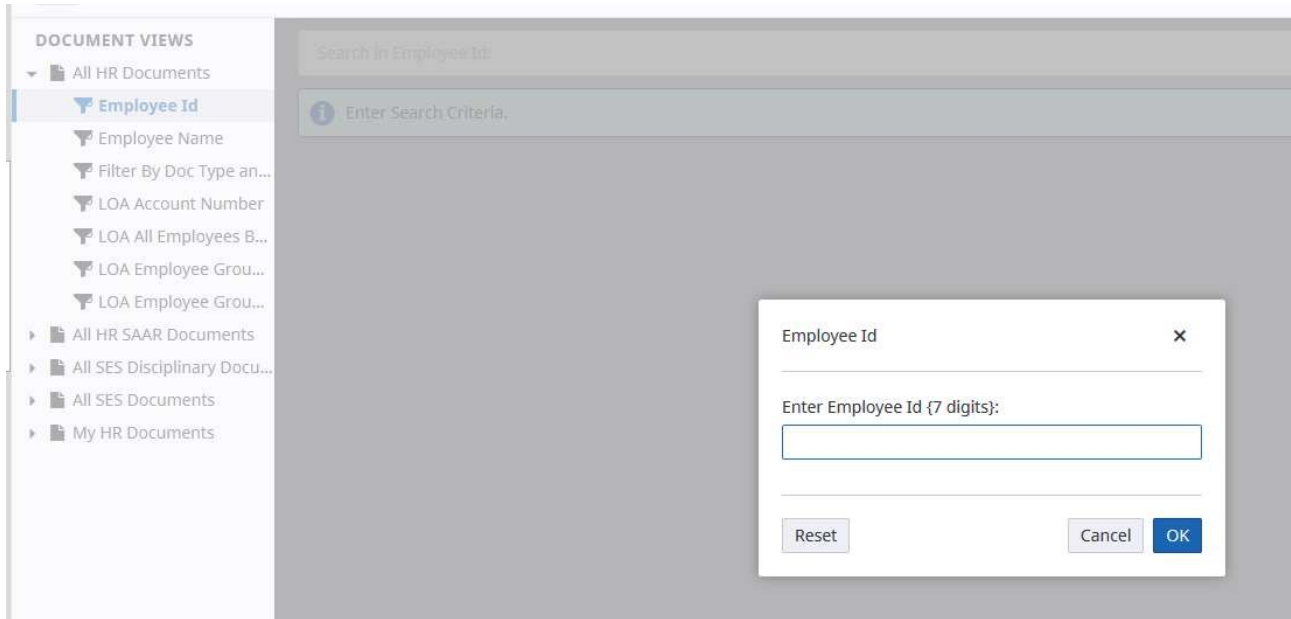
The image shows a login screen for the GRCC eDocs Test Environment. At the top center is the GRCC logo in blue. Below the logo, the text "GRCC eDocs Test Environment" is displayed. Underneath, there are two input fields: "User name" and "Password". Below these fields is a blue button labeled "Connect".

Once you are logged in, you will have the option to select Documents or Workflow. The Documents button will allow you to view documents, while Workflow will allow you into the routing/approval process. Press Documents to proceed.



You will automatically be brought to the “My HR Documents” section. From the left side Document Views menu, select “All HR Documents”. You will then see several filters that will allow you to search for leave of absence forms. They have been preconfigured and will prompt you for the values it needs to perform the search. For example, the first filter, Employee ID, will prompt you for the employee ID number. Enter the 7 digit employee ID number. (Example Below).

Other filters include: Employee name, Document Type, LOA Account Number, LOA All Employees, LOA Employee Group, and LOA Employee Group....



Your search results will show up in the main window. You can view any of the records by double clicking on the row that lists the record. Once you open the form, it will display in a read-only format unless your account security allows you to modify it.

