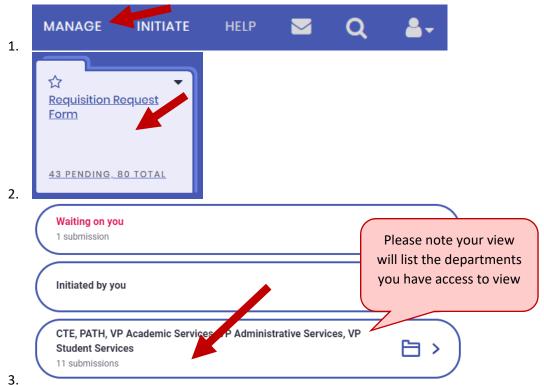# InformedK12 Instructions Guide

Searching for Documents (Account-Holders)

All forms submitted on InformedK12 are securely saved on a cloud server indefinitely. You may view any pending or completed forms (that you have access to) within the **Search** page. Viewing access is determined by forms routed to you for review/approval as well as any submissions in which the department selected on the form matches your department access. For example, if the department on any given form is selected as "Financial Aid," any account-holder with access to view Financial Aid submissions will see that form when searching.

1.

| MANAGE | INITIATE | HELP | ✉ | 🔍 | 👤▾ |

2.

☆

Requisition Request Form

43 PENDING, 80 TOTAL

Waiting on you
1 submission

Initiated by you

Please note your view will list the departments you have access to view

CTE, PATH, VP Academic Services, VP Administrative Services, VP Student Services
11 submissions

3.

4. Type your search criteria in the search field. You may search by the name of the person the document is waiting on, the name of the initiator, or any of the field categories listed under the search box.

🔍 disneyland   1-1 of 1

Last Activity ▾   Status ▾   Initiated By ▾   Waiting On ▾   Ref. # ▾
Vendor Name ▾   Department ▾   Requestor Name ▾   Total Cost ▾   Fund ▾
Program ▾   Req# ▾   Sent to DO ▾   PO # ▾

You may search for values in these categories here. You can see the values in the description field here

	LAST ACTIVITY	STATUS	WAITING ON ▲	INITIATED BY	DESCRIPTION	
☐	07/28/2023 9:47am PDT	Correction Requested	↩ Step 1: Test Submission	Test Submission	R0000092, 2024, Open PO, Disneyland, Basic Needs, Jane Doe, Total Cost: 500.00, 103001, 30001, 4301, 499900	⋮

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