

AO2

> Manage Account

> View/Download "My Activity"

> View Dashboard

↳ View "My Requests"

↳ View "About Me"

> Send Request

↳ Download transmittal

> Track Document (Personal)

↳ Monitor Current location

↳ Monitor Current Status

↳ Open

↳ View/Download Document trail

↳ View/Download Document Remarks

> View Archived ~~Document~~ Request

## Records (Receiving)

- > Manage Account
- > View/Download "My <sup>Activity</sup> ~~Account~~"
- > View Dashboard
  - ↳ View Incoming
  - ↳ View On Process
  - ↳ View Out Going
- x View Incoming
  - ↳ Review Incoming
  - ↳ Decline Incoming
    - ↳ Write Remarks
- > View Requests (Reviewed only)
  - ↳ View specific request
  - ↳ Forward specific request
- x View Outgoing Requests
- x Track Document (General)
  - ↳ Monitor current location
  - ↳ Monitor current status
  - ↳ Open
    - ↳ View/Download Doc. trail
    - ↳ View/Download Doc. Remarks
- > View Archived ~~Document~~ Request

## SDO UNITS

- > Manage Account
- > View/Download "My Activity"
- > View Dashboard
  - ↳ View Incoming
  - ↳ View On Process
  - ↳ View Out Going
- X View Incoming
  - ↳ Receive Incoming
  - ↳ Hold Incoming
    - ↳ Write Remarks
- > View On hold
  - ↳ Open Request
    - ↳ "Process" request
  - ↳ View/Download Remarks
- > My Process
  - ↳ View Request
  - ↳ Hand Over Request
  - ↳ Forward Request
- X View Outgoing Requests
- > Track Document (General)
  - ↳ Monitor current location
  - ↳ Monitor current status
  - ↳ Open
    - ↳ View/Download Doc trail
    - ↳ View/Download Doc Remarks
- X View Archived ~~Doc~~ Request

## Records (Releasing)

Y Manage Account

Y View / Download "My Activity"

Y View Dashboard

↳ View Incoming

↳ View To release

> View Incoming

↳ Receive Incoming

Y View To release

↳ Email Request Owner

↳ Open Request

↳ Release Document

X View Archived Request

↳ Can Change Claimant  
(if ~~applicable~~ needed)