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<b>SOP Number:</b>	<b>4</b>
<b>SOP Title:</b>	<b>Change Control Workflow History Enquiry</b>
<b>Version:</b>	<b>1.0</b>
<b>Date Created:</b>	<b>13/11/2023</b>
<b>Created By:</b>	<b>Humza Iqbal</b>

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# University of Glasgow

# 1. INTRODUCTION

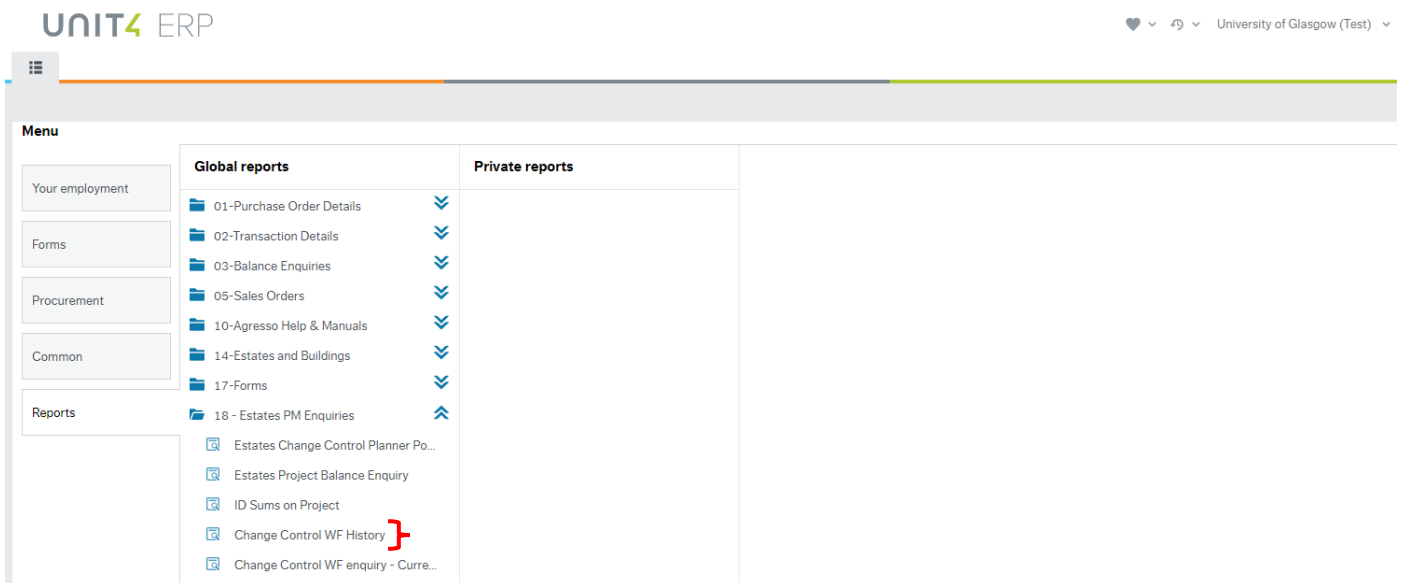
The Change Control Workflow History Enquiry has been created to give the user visibility and control of checking up on the status and route their change control form has taken.

# 2. PURPOSE

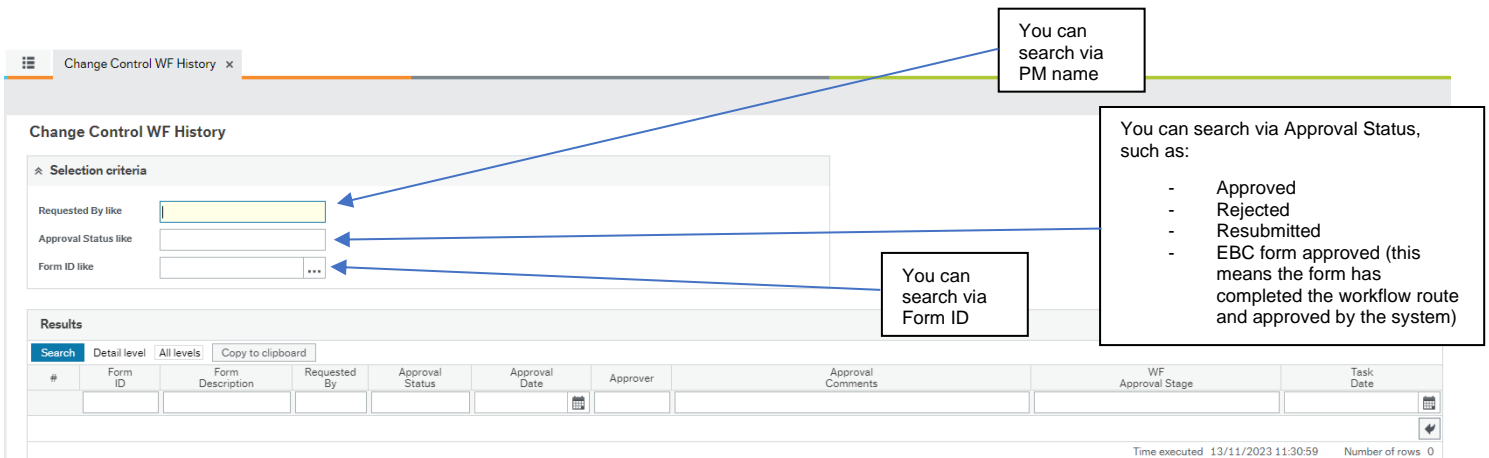
The purpose of this enquiry is to allow the user to check on the status of their change control form at any given time via the enquiry. The enquiry was created to provide the level of detail they require when searching for their change control form workflow route. This level of detail provided by the enquiry allows the user to have full information of what different phases their change control has gone through along with comments from their approvers.

# 3. CHANGE CONTROL WF HISTORY ENQUIRY

When logged into Agresso, click on the 'Reports' option on the left-hand side, then open folder '18 – Estates PM Enquiries', then select the 'Change Control WF History' report.



Once the report has been opened, the below screen will appear:



## 1. Search via Requested By (the easiest and quickest way to check)

### Change Control WF History

Selection criteria

Requested By like:

Approval Status like:

Form ID like:

Results

Search | Detail level | All levels | Copy to clipboard

#	Form ID	Form Description	Requested By	Approval Status	Approval Date	Approver	Approval Comments	WF Approval Stage	Task Date
1	EBC1000007	Roof Replacement	David Burt	REJECTED	02/10/2023 14:18	Barry Morton	Insufficient attachments backup	Project Sponsor Approval	02/10/2023 14:18
2	EBC1000007	Roof Replacement	David Burt	RESUBMITTED	02/10/2023 14:19	David Burt	Attachments included	Rejected Form	02/10/2023 14:19
3	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:27	Barry Morton		Project Sponsor Approval	02/10/2023 14:19
4	EBC1000007	Roof Replacement	David Burt	REJECTED	02/10/2023 14:27	Sharon De S...	Needs additional benefits details	Head of Projects Approval	02/10/2023 14:19
5	EBC1000007	Roof Replacement	David Burt	RESUBMITTED	02/10/2023 14:28	David Burt	Additional benefits details added	Rejected Form	02/10/2023 14:28
6	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:28	Barry Morton		Project Sponsor Approval	02/10/2023 14:28
7	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:29	Sharon De S...		Head of Projects Approval	02/10/2023 14:28

Annotations:

- Who raised and requested the change control (points to Requested By)
- Who approved/rejected at each stage (points to Approver)
- When the approval task was created (points to Task Date)
- NOTE: When searching via Requester, it will show all change controls (points to the entire Results table)

## 2. Search via Approval Status (this will however search for every approved change control)

### Change Control WF History

Selection criteria

Requested By like:

Approval Status like:

Form ID like:

Results

Search | Detail level | All levels | Copy to clipboard

#	Form ID	Form Description	Requested By	Approval Status	Approval Date	Approver	Approval Comments	WF Approval Stage	Task Date
1	EBC1000006	Test Form	Andrew Duffy	APPROVED	28/09/2023 19:53	David Burt		PM Approval	28/09/2023 19:51
2	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:27	Barry Morton		Project Sponsor Approval	02/10/2023 14:19
3	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:28	Barry Morton		Project Sponsor Approval	02/10/2023 14:28
4	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:29	Sharon De S...		Head of Projects Approval	02/10/2023 14:28
5	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:32	Barry Morton		Project Sponsor Approval	02/10/2023 14:31
6	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:32	Sharon De S...		Head of Projects Approval	02/10/2023 14:31
7	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:33	Peter Hagga...		Director of Construction and Capital Programm...	02/10/2023 14:31
8	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:37	Barry Morton		Project Sponsor Approval	02/10/2023 14:35
9	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:37	Sharon De S...		Head of Projects Approval	02/10/2023 14:35
10	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:38	Peter Hagga...		Director of Construction and Capital Programm...	02/10/2023 14:35
11	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:38	Ian Campbell		Executive Director of Estates Approval	02/10/2023 14:35
12	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:41	Barry Morton		Project Sponsor Approval	02/10/2023 14:39
13	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:41	Sharon De S...		Head of Projects Approval	02/10/2023 14:39
14	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:41	Peter Hagga...		Director of Construction and Capital Programm...	02/10/2023 14:39
15	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:42	Ian Campbell		Executive Director of Estates Approval	02/10/2023 14:39
16	EBC1000007	Roof Replacement	David Burt	APPROVED	02/10/2023 14:42	Gregor Cald...		Executive Director of Finance Approval	02/10/2023 14:39
17	EBC1000010	Saving on CEs	David Burt	APPROVED	03/10/2023 11:25	Barry Morton		Project Sponsor Approval	03/10/2023 11:25
18	EBC1000010	Saving on CEs	David Burt	APPROVED	03/10/2023 11:25	Sharon De S...		Head of Projects Approval	03/10/2023 11:25

### 3. Search via Form ID

#### Change Control WF History

Selection criteria

Requested By like

Approval Status like

Form ID like  ...

Results										
<input type="button" value="Search"/> <input type="button" value="Detail level"/> <input type="button" value="All levels"/> <input type="button" value="Copy to clipboard"/>										
#	Form ID	Form Description	Requested By	Approval Status	Approval Date	Approver	Approval Comments	WF Approval Stage	Task Date	
1	<a href="#">EBC1000021</a>	Replacement Windows	Lynsey Pater...	REJECTED	10/11/2023 11:03	Barry Morton	No documentation attached	Project Sponsor Approval	10/11/2023 11:01	
2	<a href="#">EBC1000021</a>	Replacement Windows	Lynsey Pater...	RESUBMITTED	10/11/2023 11:06	Lynsey Pater...	Docs now attached	Rejected Form	10/11/2023 11:04	
3	<a href="#">EBC1000021</a>	Replacement Windows	Lynsey Pater...	APPROVED	10/11/2023 11:09	Barry Morton		Project Sponsor Approval	10/11/2023 11:04	
4	<a href="#">EBC1000021</a>	Replacement Windows	Lynsey Pater...	APPROVED	10/11/2023 11:11	Caroline Gray	Looks fine - ok to proceed	Head of Projects Approval	10/11/2023 11:04	
5	<a href="#">EBC1000021</a>	Replacement Windows	Lynsey Pater...	EBC FORM APP...	10/11/2023 11:15	WORKFLOW		EBC FORM COMPLETE	10/11/2023 11:04	

Time executed 13/11/2023 11:45:36 Number of rows 5