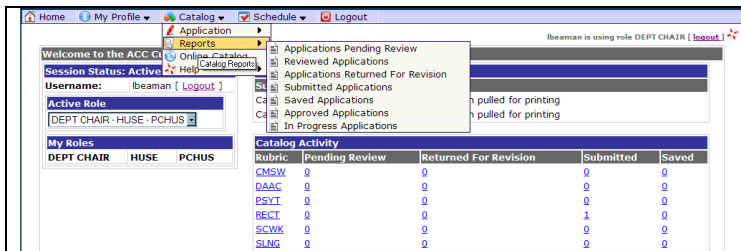
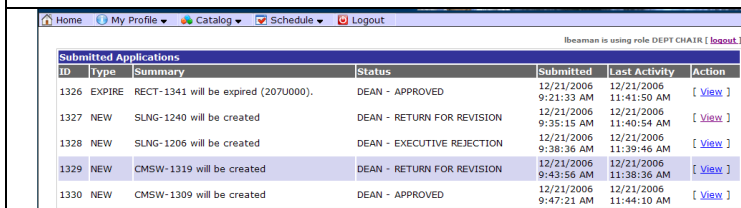


Submitted Applications

The Submitted Applications menu lists the applications you have submitted.



1. Select **Submitted Applications** from the **Report** drop down menu.



2. This screen displays the status of all applications submitted, their current status, when they were submitted and the last activity taken on the application.
 - If an application has not been approved, the system will generate a reminder message to the next supervisor to approve the application after a designated period of time.
3. The user may view the application from this screen, but no other action may be taken from this screen.