
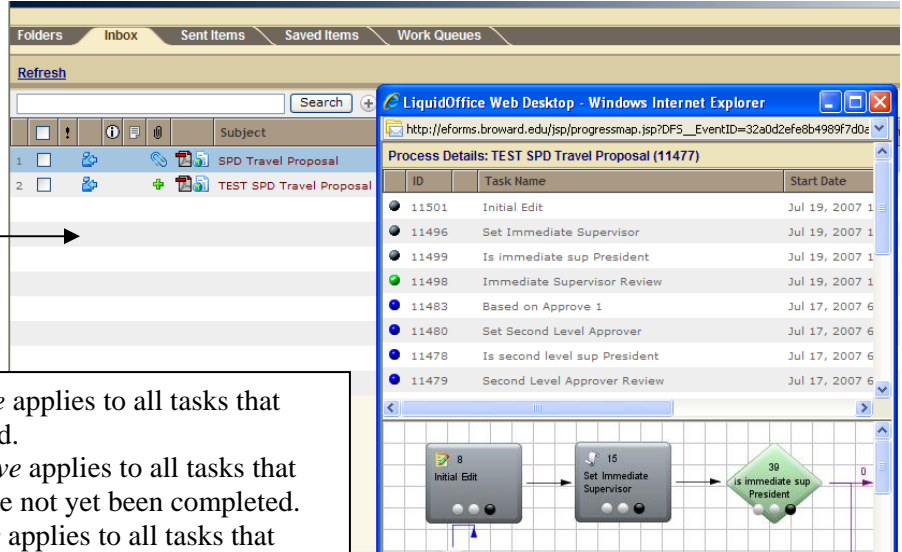


SPD eForm Progress Map

1. Access the SPD eForm in one of two ways:
 - o <http://eforms.broward.edu>
 - o Go to Employee Intranet, Highlight Employee Resources and click on eForms

2. Follow your form as it goes through supervisory routing by clicking on the **Sent Items** tab.

- To display the progress map, from your **Sent Items**, click  →
- Process Details will display.



ID	Task Name	Start Date
11501	Initial Edit	Jul 19, 2007 1
11496	Set Immediate Supervisor	Jul 19, 2007 1
11499	Is immediate sup President	Jul 19, 2007 1
11498	Immediate Supervisor Review	Jul 19, 2007 1
11483	Based on Approve 1	Jul 17, 2007 6
11480	Set Second Level Approver	Jul 17, 2007 6
11478	Is second level sup President	Jul 17, 2007 6
11479	Second Level Approver Review	Jul 17, 2007 6

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graph LR
    A[8 Initial Edit] --> B[15 Set Immediate Supervisor]
    B --> C{39 is immediate sup President}
    C --> D[0]
  
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Black bullets: *Done* applies to all tasks that have been completed.
Green bullets: *Active* applies to all tasks that have started but have not yet been completed.
Blue bullets: *Ready* applies to all tasks that have not yet started.
Red bullets: *Abort* applies to all tasks that have aborted due to some error condition.

3. The green button will display in where your proposal currently is, the supervisor's name will be on the far right hand section of your browser window

Please note: It is the SPD proposer's responsibility to ensure the proposal gets to the office of Professional Development & Training by the published submission due dates. This means reminding your supervisors to go into Liquid Office to review and forward your proposal.