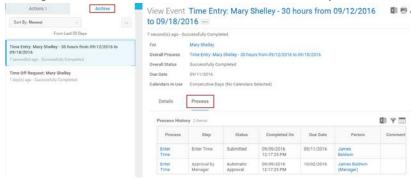
## **Check the Status of My Processes**

To Review or check the status of a process:

- 1. Navigate to your inbox.
- 2. Click the Archive tab. Here you will see any business processes with which you have been involved in the last 30 days.
- **3.** Click a task in the left-hand column to see the details, process history, and related links of the selected business process.



## **Compare My Team**

Use the **Compare Team** task to analyze key worker attributes. Search for Compare Team to run task. From the Compare Team task:

- 2. Click **OK** to compare the employee's Job and Base Pay information.

## **Access Analytics During a Process**

Embedded analytics are available on select business processes. To access analytics during a process:

1. Click the **View Related Information** icon in the upper right hand corner of the task or data.