

## **Appoint, Change, Terminate (ACT) Documentation Document Status Field Definitions**

The **DOCUMENT STATUS** field located on the **ACT MAIN FORM** identifies the current workflow status of a specific document. The **DOCUMENT STATUS** field will change as the document proceeds onto the next level. All ACT documents pass through the following sequence: **OPEN** → **READY** → **USER APPROVED** → **CENTRAL APPROVED** → **COMPLETED**. Once the ACT document has successfully passed through each level, the information/change can be viewed in the Administrative Systems application.

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- OPEN**            The document has been created and is in edit mode. It has not yet been submitted. Changes can be made to an existing document in Open status. The **DOCUMENT REASON** and/or **EFFECTIVE DATE** field located on the **ACT MAIN FORM** can not be changed if information has been entered on any sub form and saved. The document will need to be canceled and a new document using the appropriate document reason or correct effective date created.
- READY**            The document has been submitted, and no changes can be made. The document has entered into the workflow and has not yet received all user approvals.
- USER APPROVED**    The document is in the approval process. It has not yet reached Central. Some information can be changed by Central Administrative Departments before the Central staff approves the document.
- CENTRAL APPROVED**    The document has received all approvals, and the information is waiting to be updated in the Administrative Systems database. It can no longer be updated.
- COMPLETE**        The document information has been loaded into the Administrative Systems database. The changes can be viewed in Data Inquiry. Any changes to the document require a new document be submitted.
- CANCELED**        A document can be canceled at any level. Once canceled, a document can no longer be updated a new document will need to be submitted.