## How to Locate Draft Records Schedules

This job aid provides instructions for locating draft schedules in ERA 2.0. Schedules drafted before the launch of ERA 2.0 will not appear on the dashboard until they are assigned to a user. Draft schedules that are three years old or older are deleted from ERA 2.0 on an annual basis.

- Navigate to Advanced Search
- Optional: Select applicable Agencies or Establishments use this to limit search results to one agency / establishment

REA 2.0	Dashboard	Upload Proce	ss Discover	۰	11	B :	Test-a44
RS-All Fields   Search Schedule & Transfer				1	a	Advanced	Search
Records Schedules	Transfer Requests						
- Select Saved Search -					Search	Cancel	Clear All
Display Search Results at the: Agency or Establishment		Record/Schedul	ng Group				
Schedule Level     - Select Agency or Establishment -	÷ )	- Search Record	//Scheduling Group	-		\$	
Item Level      Record Schedule Number or Item ID      Item Title      Item Title	ation	0064 - Record	s of the National Arch	ives and Re	cords Adm	inistration	

- Scroll down to the bottom of the page and select the "View More" button
- Navigate to the "Schedule Status" field and select "Draft"

Schedule Action (i)	Date or Date Range (i)	User (i)
Create A	From	Enter User First Name and Last Name
Submit for Certification	Month Day Year	
Certify	Month(MM) Day(DD) Year(YYYY)	
Return for Revision		
Return Without Action	То	
Accept	Month Day Year	
Appraiser Concur 🔹	Month(MM) Day(DD) Year(YYYY)	
Schedule Subject Schedule Subject Enter Schedule Subject Additional Schedule Information Enter Additional Schedule Information		
Schedule Status	Item Status	Other Codes and Numbers
✓ Draft	Draft	Agency Code
Submitted for Confifcation	Added	Enter Agency Code(s)
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- Select the "Search" button at the bottom left corner of the screen
- Review Draft Schedules
- Reassign as needed
  - For each schedule, select the vertical ellipses and then select "reassign"
  - Select a user from the dropdown
  - Select the "Confirm" button. Schedule will be reassigned to that user