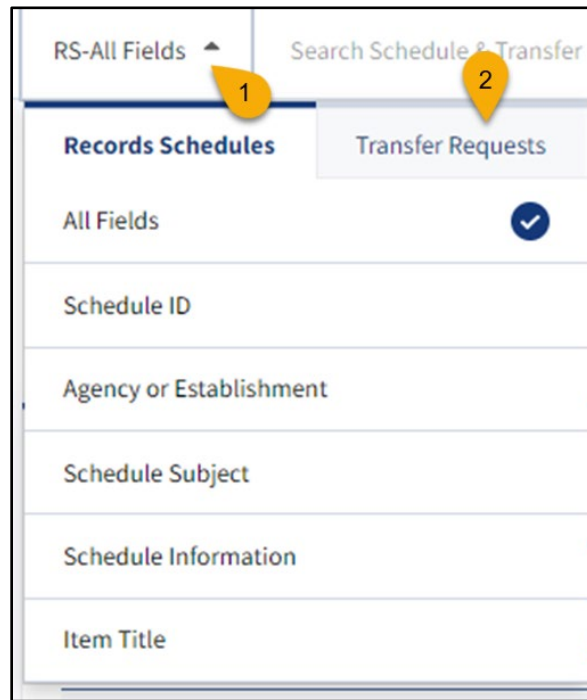# How to Confirm the Status of a Proposed Transfer Request Approving Official

You can perform simple and advanced searches in ERA 2.0. A simple search combines a keyword search with a selection of default parameters.

Locate the *Search function* located at the top of your **Dashboard** and follow the steps below to complete a simple search.

Figure 1 Records Schedule Default Search Parameters

1. Click *RS-All Fields* to expand the menu. The default parameters for searching Records Schedules displays.
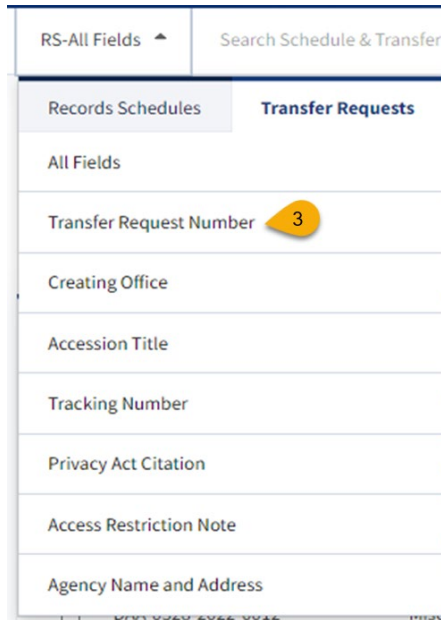2. Click the *Transfer Requests* tab. The default parameters for searching Transfer Requests displays.

Office of the Chief Records Officer
National Records Management Training Program
Training Implementation Team
Revised May 2024

Page **1** of 3

Figure 2 Transfer Requests Default Search Parameters

3. Click the ***Transfer Request Number*** from the menu options. ***TR-Transfer Request Number*** should appear to the left of the Keyword field.

Figure 3 Transfer Request Number Parameter Search Selection

4. Enter the ***Transfer Request number*** in the **Keyword** field.

5. Press ***Enter*** or click the ***magnifying glass icon*** to begin your search. Information about the Transfer Request displays in the **Search Results** table.

Figure 4 Keyword Search Results

Communication and Comments

A NARA archival unit may communicate with you about an approved Transfer Request via the History and Activity Log. Use the following steps to access and view those comments.

1. Go to the **Transfer Request Summary** page for the approved Transfer Request.
2. Select *History & Activity Log*.
3. Click the *Eye icon* to the far right of Approve. A new tab will populate, and Comments will display in the Additional Comments field.

Figure 5 Sample Comments for an Approved Transfer Request

Office of the Chief Records Officer
National Records Management Training Program
Training Implementation Team
Revised May 2024

Page **3** of **3**