## Locate a Transfer Request Approving Official

ERA 2.0 routes Transfer Requests that are in **Submitted for Agency Approval** status from the Transferring Official to the Approving Official.

The Approving Official can:

- Propose it to NARA; or
- Return it to the Transferring Official.

There are two ways to locate a Transfer Request in ERA 2.0.

- Use your Dashboard; or
- Use the Notifications Page

## Locate a Transfer Request on your Dashboard

Check to see if the Transfer Request is listed under the following headings:

Re 1 s So My Tasks	chedul 2 3 Unassigned Tasks My Team's Task	s		Transf	er Request (1)			
□ <b>≑</b>	Transfer Request Number	Type of Legal Transfer	Status	Status Date	Accession Title	Tracking Number		
	TR-0328-2023-0008	Annual FRC Move	Draft	03/02/2023	Advisory Committee Meeting Minutes		۲	:

Figure 1 Approving Official Transfer Request Dashboard with numeric markings corresponding to the list below

- 1. My Tasks
- 2. Unassigned Tasks (pending requests for your team should appear here)
- 3. My Team's Tasks

**Note:** The different areas default to sort by Status Date. You might need to sort by another category, e.g., Transfer Request Number.

## Locate a Transfer Request on the Notifications Page

When a new transfer request(s) appear(s) you will see a red circle with a white explanation point on top of your **notification icon** indicating you have new notifications.

Dashboard Upload 🔮 😫 : •
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Figure 2 Notifications Active on Toolbar

- 1. Click the *Notifications icon* to open the **Notifications** page.
- 2. Click the *link* provided to open the transfer request.

tifications (0)	
All Read and Unread Notifications	
iort by Newest First 🗢	
TR-0328-2023-0007	02/14/2023 01:26:00 PM
test-demos test-demos took the following action on the Transfer Request: Submit for Agency Approval To access the Transfer Request please select the link below:	
https://sandbox-process.era.nara.gov/webapps-dpe/#/transfer-request/TR-0328-2023	
	02/14/2023 12:47:53 PM
TR-0328-2023-0007	
TR-0328-2023-0007 test-demo5 test-demo5 took the following action on the Transfer Request: Submit for Agency Approval	
TR-0328-2023-0007 test-demo5 test-demo5 took the following action on the Transfer Request: Submit for Agency Approval To access the Transfer Request please select the link below:	

Figure 3 Notifications Page with an enlarged cursor on the link in the results