

## 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:

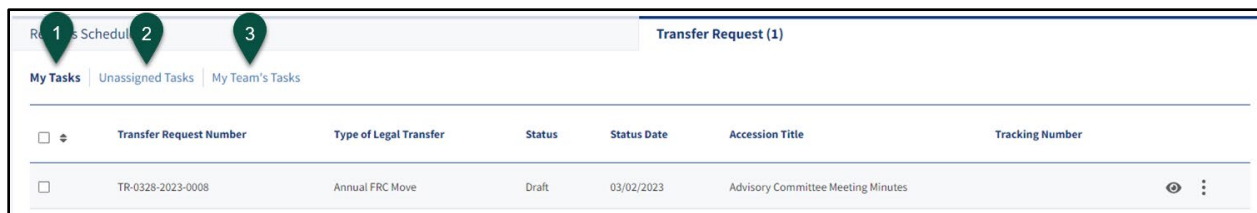
- Propose it to NARA; or
- Return it to the Transferring Official.

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:



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	

*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 exclamation point on top of your **notification icon** indicating you have new notifications.

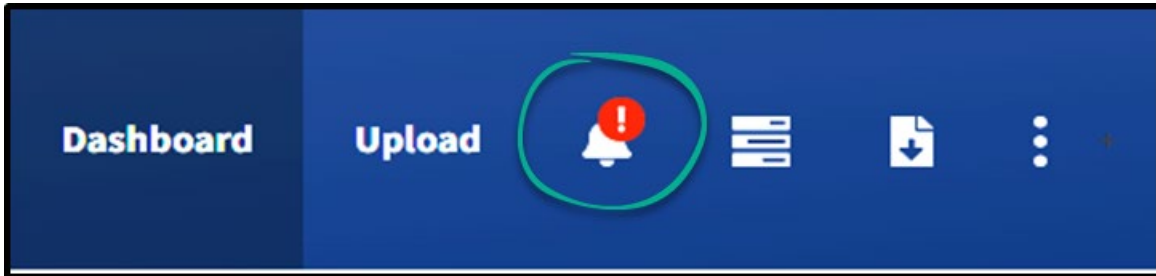


Figure 2 Notifications Active on Toolbar

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

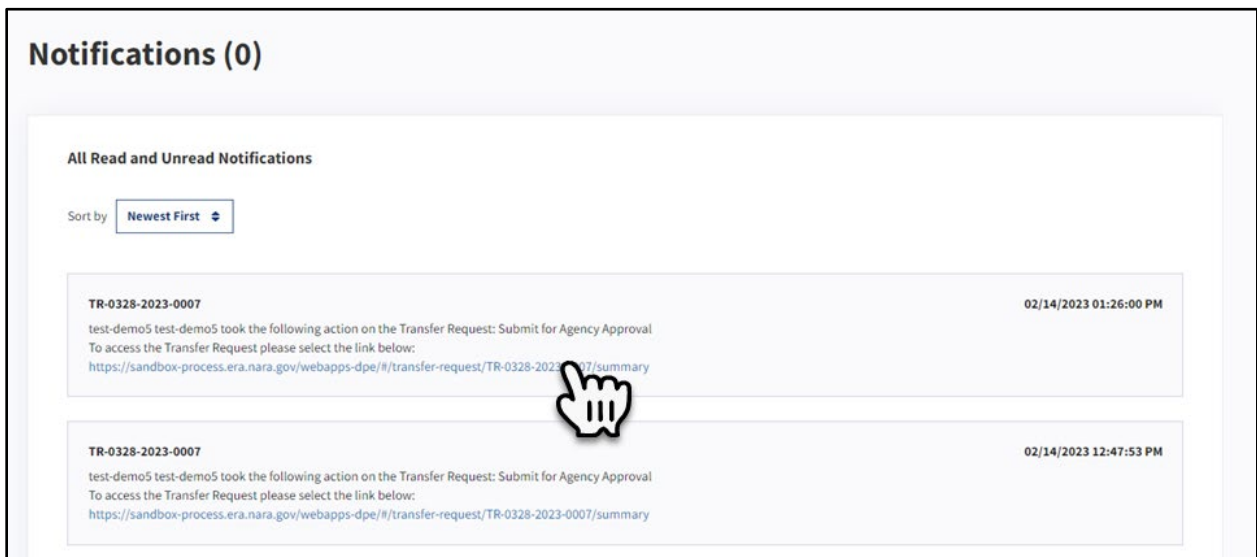


Figure 3 Notifications Page with an enlarged cursor on the link in the results