

How to Access Deactivated ACES Forms

Below are instructions for accessing deactivated forms (managers who are no longer working for the agency):

- 1) Click on Reports > Classic Reporting > Detailed Document Search
- 2) Select **radio button** “Detailed Search”
- 3) Select **All Depts/Division/Locations**
- 4) Under **Active Document Subjects Only**: ensure check box is not selected
- 5A) Under **Subject User Name**, enter manager’s Employee ID
or
- 5B) To the right of **Subject User Name**, select **Find User** and enter **First Name** and **Last Name**, click on **More Options**, and under **User Type** select **All Users** (see second screen shot below) and click on “**Search**” button. Click in radio button near Manager’s Name and click on “**Select User**” button
- 6) Under Document Name: will default to “**All**”
- 7) Under “**Status**” select “**Deleted**”
- 8) Go to bottom page and select “**Generate Report**” button

Detailed Document Search

Depending on the breadth of your query, the report may take several minutes to appear below. For document contents export process, it could take many documents in one report process is 999.

Reporting Manager Document Folder Search:
'Reporting Manager Document Folder Search' is used to view the contents of a specific user's Inbox, En Route folder, or Completed folder.
Inbox for Reporting Manager Username: Find User...

Detailed Search: ← **step 2**
'Detailed Search' is used to find documents based on one or more of the criteria below. Documents retrieved will meet all criteria specified.

Department: Division: Location: ← **step 3**

BSB EOAF Appraiser only
 DCP Coordinator role only
 CRP
 Dept Heads or Direct Reports
 Managers
 N/A
 PRN

Active Document Subjects Only: ← **step 4**

Form creator Username: Find User...
Subject Username: Find User... ← **step 5A**
Subject Job Code:
Hire Date: From/On(MM/DD/YYYY): to(MM/DD/YYYY):
Document Name: All Other
2004 ACES Review - Pilot
2005 ACES Executive Form
2005 ACES Form
2005 ACES Form (Final Review Mid Year Hire)
2005 ACES Executive Form

Status: Deleted ← **step 7**
Document Ended: From/On(MM/DD/YYYY): to(MM/DD/YYYY):

Find User

Search for a User

First Name: John ← **step 5B**
Last Name: Smith
Username:
Reporting Managers: All
Division: All
Department: All
Location: All
Match Type: Partial
User Type: All Users ← **step 5B**
[less options](#)

Back Search Cancel