How can I see the status of a document in OPTIS?

Search for the document by your organization (or number if you know it).

### Oregon Public Transit Information System

#### My Documents

- **Document Search**
  - Search for documents by person, organization, or Provider Registration number.

#### Document Search

- **Search By:**
  - Find by Document Number
  - Find by Person
  - Find by Document Title
  - Find by Organization Hierarchy
  - Find by Organization
  - Find Overviews (Master)
  - Find by Document Number
  - Find by Control Number (Exact Match)

#### Narrow the search by document type if desired.

<table>
<thead>
<tr>
<th>Document Type:</th>
<th>Periodic Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number:</td>
<td>APR-17-3579</td>
</tr>
<tr>
<td>Date Range: (mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Document Status:</td>
<td>Authorized</td>
</tr>
<tr>
<td>Organization Issued By:</td>
<td>ABC Transit</td>
</tr>
<tr>
<td>Status:</td>
<td>Authorized</td>
</tr>
</tbody>
</table>

**FY2018 Qtr. 1: July - September 2017**
View icons.

- Not completed
- Completed
- Closed agreement
- Unexecuted agreement

Open the document and check the work flow history.

Work Flow History

(Screen shot shows that the document was forwarded several times and is now active in Zarah Zuza's queue for her to complete the Authorized step.)
To verify that a document is ready to submit, use “Check Integrity”.

If you receive an Integrity Check Failed message, there will be text and usually a link that will take you to the error. If you are still having trouble identifying or correcting the problem, please contact the support analyst in your region.

How can I find and delete a document that I started and now don’t need?

In order to tell if you have incomplete or duplicative documents, use the “Find by Organization Hierarchy” search and choose the document type (APR or reimbursement request) you are looking for.
If you see several of the same document with the X icon next to them, you know those documents have been started, but not completed. Any duplicates can be deleted by opening the document, choosing “Actions” and clicking “Delete” and “Submit/Return”.

In order to delete a document, it must be in your queue. If it is not (the name of the step will be greyed out), use “Actions” / “Forward” to forward it to yourself.