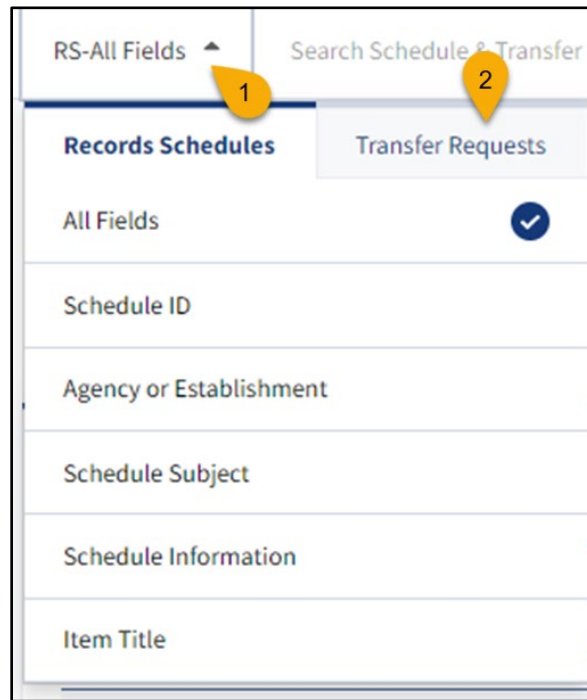


## How to Confirm the Status of a Proposed Transfer Request Approving Official

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.

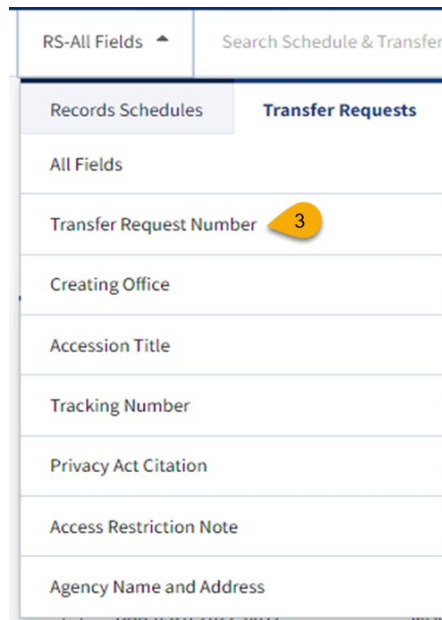


Figure 2 Transfer Requests Default Search Parameters

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.

The screenshot shows a search results interface. At the top, there are two buttons: 'Select Saved Search' and 'Select Action'. Below this, the title 'Transfer Request(s) (1)' is displayed. A message indicates 'Showing 1 - 1 of 1 matching results of TR-0328-2023-0007 in Transfer Request(s)'. A table with 8 columns follows: 'Transfer Request Number', 'Type of Legal Transfer', 'Status', 'Accession Title', 'Tracking Number', 'Disposition Authority', 'Destination Custodial Unit', and 'Creating Office'. The table contains one row with the following data: TR-0328-2023-0007, Annual FRC Move, Proposed, Photographs & Videos, 123654321456, DAA-0064-2022-0006-0001; DAA-0064-2022-0006-0002, National Archives at College Park - Motion Pictures Branch, and an eye icon. At the bottom, there is a 'View 10 Items of 1' dropdown and 'Previous 1 Next' navigation buttons.

Transfer Request Number	Type of Legal Transfer	Status	Accession Title	Tracking Number	Disposition Authority	Destination Custodial Unit	Creating Office
TR-0328-2023-0007	Annual FRC Move	Proposed	Photographs & Videos	123654321456	DAA-0064-2022-0006-0001; DAA-0064-2022-0006-0002	National Archives at College Park - Motion Pictures Branch	

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