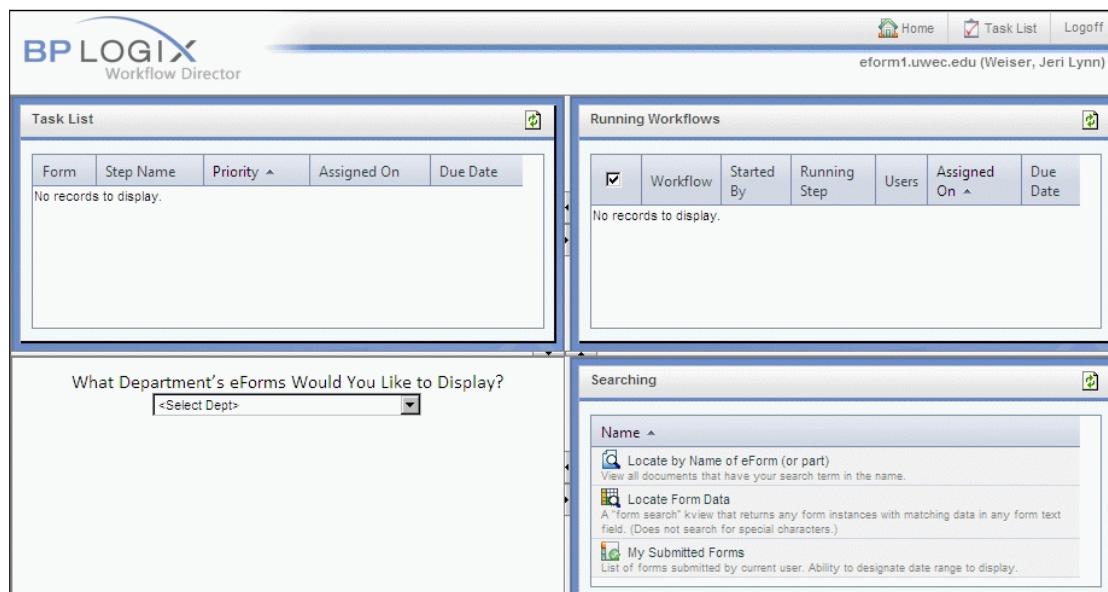




The BP Logix homepage organizes your current tasks, running workflows and access to new forms.



The homepage is divided into these four quadrants:

Task List

In the upper left is the **Task List**. In this list you will find the following:

- Any forms that have been sent to you for action
- Any forms that you have started (initiated)
- Any forms that you are currently working that have been saved and closed

Running Workflows

In the upper right are the **Running Workflows**. Workflow is the path a form takes from initiation to final approval. This list displays any forms in a workflow that you are involved in. From this list, you can determine the status of a form (i.e., where in the workflow is it).

Access Forms

In the lower left is a pull-down menu from which you can **access forms that you can start** (initiate). You can search for forms by the department responsible for them.

Search

In the lower right are the **Searching** tools. You can search for completed forms, using last name, date submitted, etc.