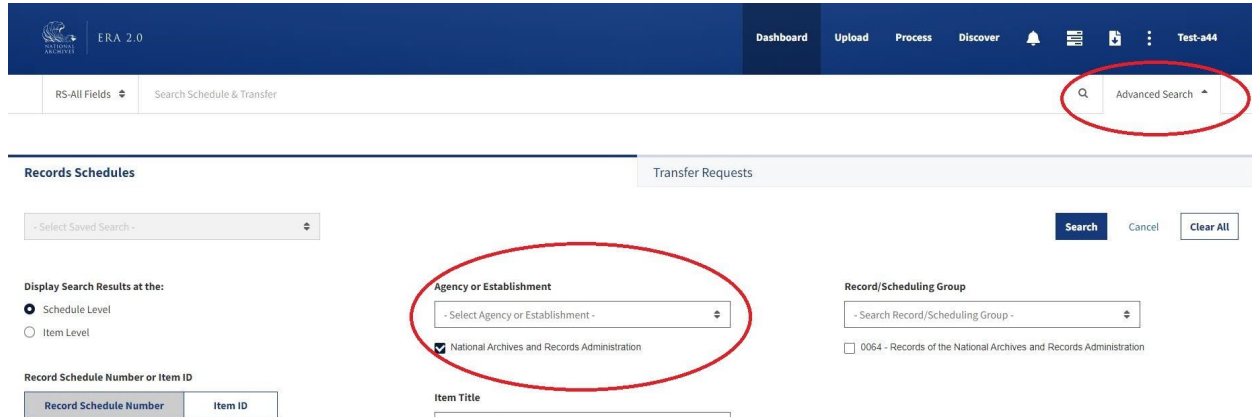


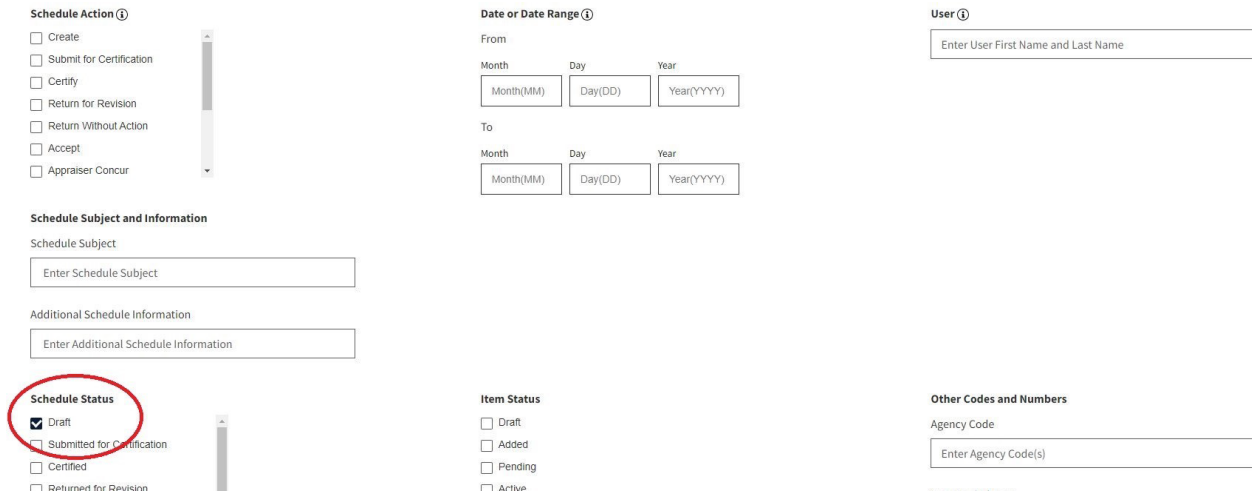
How to Locate Draft Records Schedules

This job aid provides instructions for locating draft schedules in ERA 2.0. Schedules drafted before the launch of ERA 2.0 will not appear on the dashboard until they are assigned to a user. Draft schedules that are three years old or older are deleted from ERA 2.0 on an annual basis.

- **Navigate to Advanced Search**
- **Optional: Select applicable Agencies or Establishments** - use this to limit search results to one agency / establishment



- **Scroll down to the bottom of the page and select the “View More” button**
- **Navigate to the “Schedule Status” field and select “Draft”**



- **Select the “Search” button at the bottom left corner of the screen**
- **Review Draft Schedules**
- **Reassign as needed**
 - For each schedule, select the vertical ellipses and then select “reassign”
 - Select a user from the dropdown
 - Select the “Confirm” button. Schedule will be reassigned to that user