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Overview
The Electronic Records Express (ERE) **Track Status of Submissions** feature allows you to view the status of the files you uploaded. ERE can only supply information about uploads within the past 180 days.

**ERE Home Page**
From the **Electronic Records Express (ERE)** home page, select **Track Status of Submissions** in the **Evidence Functions** section.

You can select from multiple search criteria: **Tracking Number**, **Claimant’s SSN**, **RQID (Request ID)**, **Date/Site/Status**.
**Search by Tracking Number**
You can search your uploads by the Tracking Number. This is a unique number assigned to an upload. When tracking an upload by a Tracking Number, all other fields are disabled.

**Step 1** – Enter the Tracking Number.

**Step 2** – Select the Search button.

![Search by Tracking Number](image)

**Step 3** - Select the Tracking Number link for more details about the submission.

![Search Results](image)
Step 4 – Submission details will display. You may select **Back to Search Results** to return to the **Search Results** screen, or select **New Search** to track other uploads.

![ERE: Track Status of Submissions](image)

**Search by RQID (Request ID)**
You can search your submissions by the **RQID (Request ID)** number. This is a unique number found on the request letter or barcode and is case sensitive. When tracking a submission by a **RQID (Request ID)**, all other fields are disabled.

**Step 1** - Enter the **RQID** beginning with the **first non-zero number**. For example, if the request letter shows **RQID** as 000000013385, enter 13385.

**Step 2** – Select the **Search** button

![ERE: Track Status of Submissions](image)
Step 3 – Select the **Tracking Number** link to obtain details about the submission.

![Step 3 Image](image1)

Step 4 – Submission details will display. You may select **Back to Search Results** to return to the **Search Results** screen, or select **New Search** to begin a new search for submissions.

![Step 4 Image](image2)
Search by Claimant’s SSN
You can search your submissions by the Claimant’s SSN. When tracking a submission by a Claimant’s SSN all other fields are disabled.

Step 1 – Enter the Claimant SSN found on the request letter or barcode.

Step 2 – Select the Search button.

Step 3 – Select the Tracking Number link to obtain details about the submission.
**Step 4** – Submission details will display. You may select **Back to Search Results** to return to the **Search Results** screen, or select **New Search** to begin a new search for submissions.
Search by Date/Site/Status - Default
You can search your submissions by the Date/Site/Status. The Last 45 Days and All buttons are automatically selected by default.

Step 1 – To search all submissions in the last 45 days, simply select the Search button.

Step 2 – All the submissions in the Last 45 Days are displayed. You may sort the results in ascending or descending order by selecting the underlined column headings.

Step 3 – Select the Tracking Number link to view the details of the submission.
Step 4 – Submission details will display. You may select **Back to Search Results** to return to the **Search Results** screen, or select **New Search** to begin a new search for submissions.

**Search by Date/Site/Status - Custom**
When searching by submission date, status, and site, you may choose any combination of searches by selecting a button next to each option.

**Search by Date:**
- **Last 45 Days** – Searches all submissions made in the last 45 days.
- **Single Day** – If you choose **Single Day**, you must enter the **Date of Submission** (mm/dd/yyyy). It must be within the past 180 calendar days.
- **Date Range** - If you choose the **Date Range** button, you must enter the **Start** date (mm/dd/yyyy) and **End** date (mm/dd/yyyy). Both dates must be within the past 180 calendar days.

**Search by Site:**
- **All** – Searches all submissions at all sites within the past 180 days.
- **State** – Searches all submissions for a specific State within the past 180 days.
- **Site Code** – Searches all submissions for a specific Site Code within the past 180 days.

**Search by Status:**
- **All** – Searches all status options within the past 180 days.
- **Sent** – Searches your successful submissions within the past 180 days.
- **Error** – Searches all your failed submissions within the past 180 days.
- **Contacted** – Searches all submissions that required ERE Tech Support contact within the past 180 days.
Access Keys
This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

<table>
<thead>
<tr>
<th>Button</th>
<th>Access Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>n</td>
</tr>
<tr>
<td>Log Out</td>
<td>l</td>
</tr>
<tr>
<td>Prior Page</td>
<td>p</td>
</tr>
<tr>
<td>Reset to Default</td>
<td>r</td>
</tr>
<tr>
<td>Search</td>
<td>s</td>
</tr>
<tr>
<td>Start New Search</td>
<td>s</td>
</tr>
<tr>
<td>User Resources</td>
<td>u</td>
</tr>
</tbody>
</table>

**NOTE:**
1. To use these keys on Windows-based browsers select the Alt button on your keyboard and the access key simultaneously. On the Mac, use the Ctrl key.
2. Internet Explorer Browser Users Only: In order to trigger the Browse button on the Electronic Records Express Submission pages you will need to use the space bar if you are using keyboard access.