Viewing the status and correspondence history of an IP disclosure record

You may view a history of the status of your IP disclosure record as well as the system generated correspondence associated with the selected record (e.g.: submission of record, record requiring Principal Contact Contributor or Head of Department approval, etc).

1. Log on to Themis using your UOM Researcher Self Service responsibility.
2. Select the Intellectual Property (IP) Disclosure function listed under the IP Disclosure section.
3. Retrieve the appropriate disclosure record and click on the View icon.

Viewing status history

4. Click on the Status History link in the Available Pages menu located on the top of the screen.
   The Status History screen will display. This screen enables anyone listed as a participant on the record to view a history of the record’s progress.

Viewing correspondence

5. Click on the Correspondence Summary link in the Available Pages menu located on the top of the screen.
   The Correspondence Summary screen will display. This screen enables anyone listed as a participant on the record to view a history of the system generated correspondence that has been sent.
6 Click on the **Show** link to view details of the email recipients.

![Correspondence Details](image)

7 Click on the **View Message** icon to view the content of the correspondence sent. The Correspondence Sent Message Content screen will display.

![Correspondence Message](image)

8 Click on the **Return to Summary** button to close the screen and return to the Correspondence Summary screen. **Note:** click on the **Printable Page** button if you would like to generate a printer friendly version of the email sent.