eRA@Duke Image Retrieval Tool
Images of Approved forms and attachments

The image retrieval tool is used to view images of approved Rebudgeting/CAS Forms. As future work streams launch, you will be able to view other ERA@Duke Forms using this tool.

1. Open a web browser (Internet Explorer 9 or below, Firefox) and go to the Duke@WORK web site (https://work.duke.edu).

2. On the Duke University NetID Services screen, enter your NetID and Password.

3. Click on the Enter button to proceed to the Duke@WORK web site.

4. On the Duke@WORK screen, click on the Grants Management tab.
5. Click on the **eRA@Duke Management** link.

6. Click on the **eRA@Duke Image Retrieval Tool** link.
7. The Image retrieval form has two sections: Form Selections, where you populate form-specific data, and Project-related Sections, where you populate project-specific data.
8. Document/Form Type is **required** for all searches.

- You can search for Rebudgeting/CAS Forms using the form number, WBSE, SPS, PI, or Sponsor

- Fill out the appropriate data range for the search. For example, if you are searching using the WBSE field, you can enter a WBSE range (e.g. 20131234 to 2031240), a single value, or a list of WBSE.

- Company code and fiscal year are required only when searching for AR Invoice Documents.

- Using the Create and Submitted Date range search will make searches run faster.

9. To view the imaged form, double-click on the form number (Transaction number). This will populate an image of the completed form. This is the same completed form you can see from the Management Form Overview for eRA@Duke forms. If the item selected is an AR Invoice document, it will bring you to the accounting documents from which you can get to the image.

10. To view an attachment, double-click on the attachment link, and an image of the attachment will populate.

**NOTE:** Never upload confidential information into the attachments in the Rebudgeting/CAS Form. This information can be viewed in the image retrieval by everyone with Grant Management tab access.