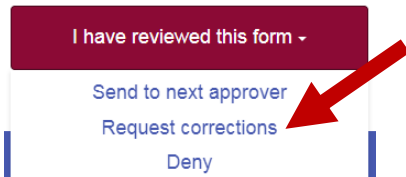


# InformedK12 Instructions Guide

## Returning for Corrections (Account-Holders)

If a form is missing attachments, needs corrections, or was routed incorrectly, account-holders may return the form to anyone else previously routed for review/approval. Please note that once a document is sent back to a previous person/step, it will follow through the same steps again (from that point on). For example, if a form has been forwarded to Step 5 and is then returned to Step 3, it must then route to Step 4 and 5 again to review and approve any changes. It will not skip any required steps. This ensures that any changes or revisions are reviewed and approved by the necessary signers.

1. Click the button **I have reviewed this form**, followed by the option **Request corrections**.



2. Select the appropriate person to return the form to. This will remove the form from the current approvers queue and move it to the selected person. Any person the form has been routed to will appear in the dropdown.

### Send the form back for corrections

RECIPIENT \*

Select a recipient...

Select a recipient...

- (1) Initiator: Ellie Hirstein
- (6) PATH | Ellie Hirstein [Senior Administrative Assistant]
- (8) PATH | Kevin Kramer [Dean]
- (11) Non-Grants (Fund starts with 1/4/5/6/9) | Thomas Rothman
- (12) Administrative Services | Sui Song [College Administrative Services Officer]

3. Once the **Recipient** has been selected, select the reason for returning the form, as well as providing a custom message to indicate what must be corrected. Your message will appear in large red text at the top of the form and in the auto-generated email.

### Send the form back for corrections

RECIPIENT \*

(1) Initiator: Test Submission

REASON FOR SEND BACK \*

Incorrect budget code

MESSAGE FOR RECIPIENT \*

Please verify budget and enter the correct FOAP

⚠ This message will show up in an email they receive

**Important!**

This form will go back through the approval route when you request corrections. Follow up approvers will need to re-sign/approve this form.

Cancel Request corrections

Currently on Step 1 of 16 (Test Submission – lpc-businessoffice@laspositascollege.edu)

Sent back from Step 6 to 1 on 07/28/2023 (Incorrect budget code)

Please verify budget and enter the correct FOAP.

– Thomas Rothman