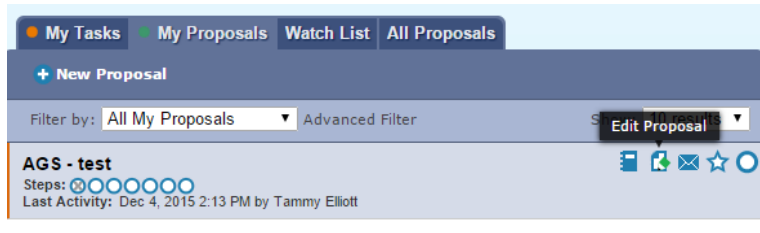
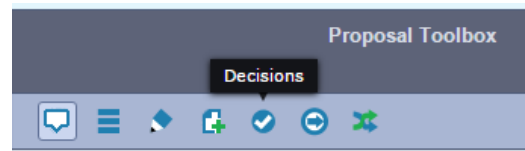


How to restart a proposal that has been "Rejected" back to the originator.



In the My Proposals or My Tasks tab click on the Edit Proposal icon to open the proposals.

In the Proposal Tool box select Decisions. This will take you to the voting area.

A screenshot of a 'Your Decision' form within the 'Proposal Toolbox'. The title 'Your Decision' is at the top. Below it, the text 'What would you like to do with this proposal?' is followed by two radio button options: 'Re-launch' and 'Cancel (The proposal will be deleted.)'. Below the options is a text area with the prompt 'Please comment on your decision below.' and a 'Make My Decision' button at the bottom.

At this point select Re-launch, then click Make My Decision. This will take the proposal back to the Originator step where changes can be made. After all changes have been made, the proposal must again be approved by the originator in the Decisions tab. The proposal will then move to the originating department for a new vote and move forward through all the steps again.