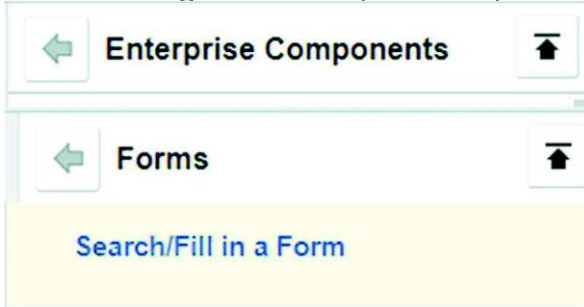


To resubmit a sent back Form

- 1 Login to PeopleSoft Campus Solutions
- 2 Use the compass and Navigator to reach the menu



- 3 And navigate to Enterprise components > Forms > Search/Fill in a Form



- 4 Click on Search and the forms you have filled will appear

#### Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

#### Search Criteria

Sequence Number:	=	<input type="text"/>
Subject:	begins with	<input type="text"/>
Form:	begins with	<input type="text"/>
Document Key String:	begins with	<input type="text"/>
Priority:	=	<input type="text"/>
Due Date:	=	<input type="text"/>
Approval Status:	=	<input type="text"/>

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

- 5 Once open confirm the reason for sendback to determine the required action by clicking on Approver Status

[Approver Status](#)

- 6 And then expanding and viewing the comments

▶ Comments

▶ Comment History

OK

7 Click on OK to return to the form

▶ Comments

▶ Comment History

OK

8 When the form is open again update or complete the information as requested and save

Save



Notify

Form | Instructions | Attachments

9 Confirm that your uploaded attachments by checking the Attachments tab

Form | Instructions | Attachments

Upload your attachments

Personalize | Find | View All |  

First 1 of 1 Last

*Description	Attached File	Attach	Open		
1		Attach	Open	+	

Notify

Form | Instructions | Attachments

10 Upload any outstanding attachments or any requested in the comments

Personalize | Find | View All |  

First 1 of 1 Last

	Attach	Open		
	Attach	Open	+	-

11 And then navigation back to Form to save and submit

Form | Instructions | Attachments

Save

Notify

Form | Instructions | Attachments

Due Date

31

Submit

END OF PROCEDURE

