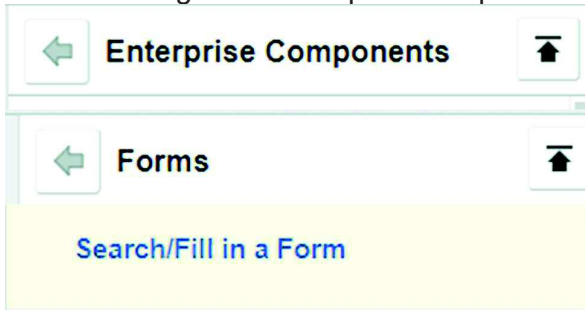


## To resubmit a sent back Form

- 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

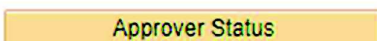
Enter any information you have and click Search. Leave fields blank for a list of all values.

**▼ 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

- 5 Once open confirm the reason for sendback to determine the required action by clicking on 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 <input type="text"/> |               | <b>Attach</b> | 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 |                                                                                     |                                                                                     |
|  | <b>Attach</b> | Open |  |  |

11 And then navigation back to Form to save and submit

Form | Instructions | **Attachments**

-

..

Save

 Notify

[Form](#) | [Instructions](#) | [Attachments](#)

Due Date  

**Submit**

END OF PROCEDURE