Restart an approval process

1. Locate the declined Job

Click Manage Jobs on the right hand navigation menu.

To locate the declined job, you can:

Set the Status drop-down field to Declined and click the Search button OR

Set the Status drop-down field to All and click the Show other search criteria option, enter the job details in to the fields provided and click the Search button OR

Set the Status drop-down field to All and click the Show other search criteria option, enter the Job number in the Job Reference No. field and click the Search button.

2. Review and Update the Job card

Click on the Edit hyperlink provided to the right of the job that you will be actioning.

Update the details on the Job card as required then scroll to the bottom of the Position info tab on the Job card and click Restart.

Click OK to restart the Approval Workflow.
Select the appropriate approval workflow from the drop down list.

Enter the names of the relevant approvers by clicking on the Binocular icon and searching for the name.

**HR Staff**, select the appropriate job status from the drop-down list.