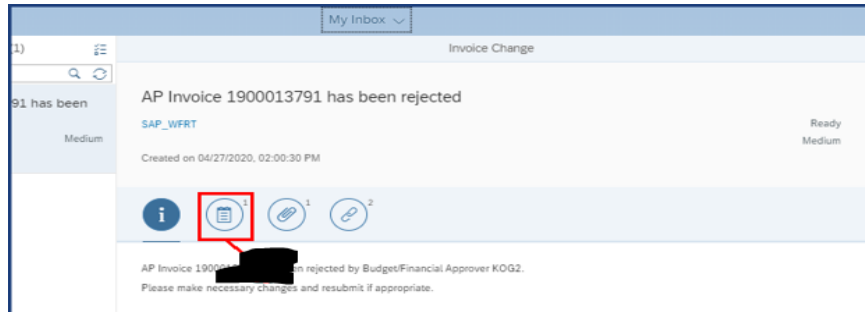


How to edit a rejected SIMBA document

When you have a document rejected to you, it will go back to your inbox for further action. Follow these steps to correct the document and put it back into the approval flow.

- 1) Go to SIMBA inbox, select the document that has been rejected
- 2) Click Notepad icon to see reason for rejection



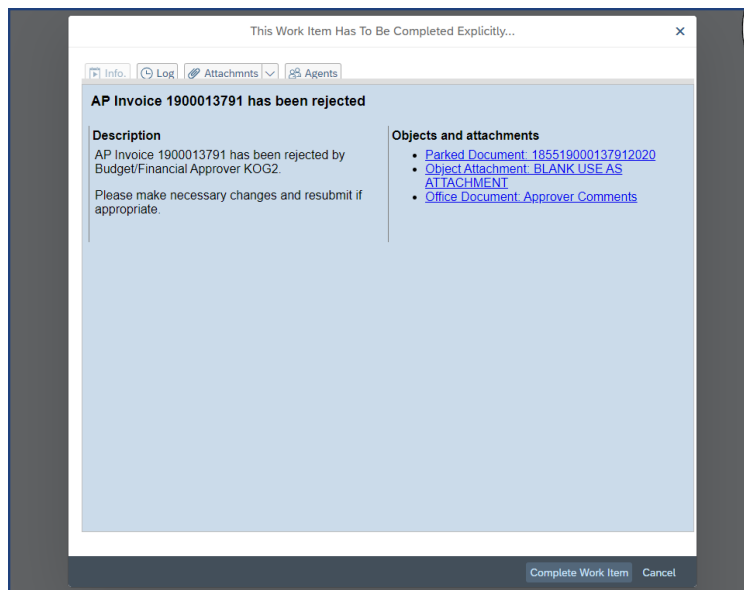
a.

- 3) Click "Open Task" in bottom right-hand corner - this will open in the document in edit mode



a.

- 4) Update/correct what was incorrect or add attachments
- 5) Once all has been updated and it is ready to go back in the approval flow, click Save As Completed on the top menu bar
- 6) Another window will pop up, click "Complete Work Item" this will put it back into the approval flow



a.

*****If you do not see the document in your Inbox any longer, you will need to go through Change Parked Document, complete the updates/changes and then click Save As Completed.**