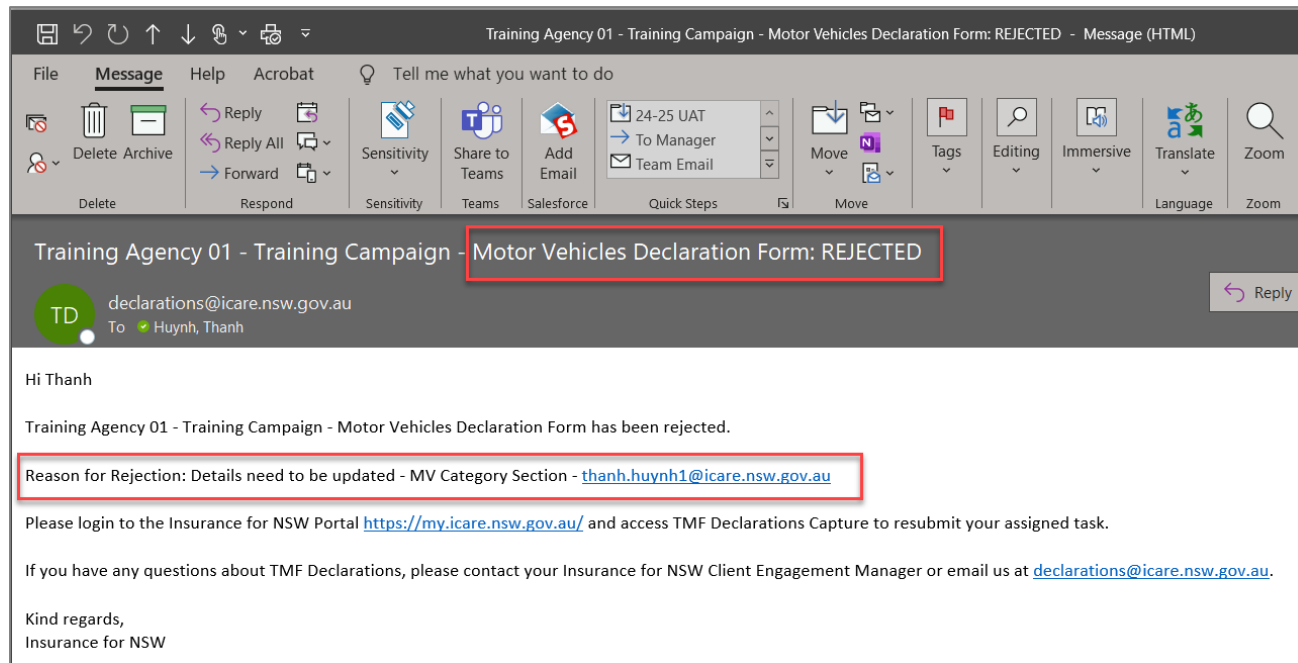


How To Amend a Rejected Form



Rejected Declaration Forms

Have you received an email advising that your Declaration Form has been Rejected?



This could be one of two scenarios:

1. The Approver has reviewed the declared information in the Declaration Form and has deemed that the information requires amendment.
2. When a Declaration Form is approved by the Approver, the system will perform a final validation check on the approved task. This is to ensure that its contents align with database requirements.
 - The Declaration Form has failed this validation.

What Happens to Rejected Tasks?

1. If the form has been rejected by the system, icare will contact the Approver to ensure that the required amendments are made in order to meet the system requirements.
2. If the Approver has rejected the form, the form will be re-assigned back to the Coordinator and will be available within their Declaration Dashboard along with a rejected status.
 - The Approver should have provided a Rejection Comment, i.e. what the issues were and in which sections they were found.

Reject Survey?

Rejection reason *

The following sections require review:

Miscellaneous - review A, B and C

Cancellation of Events - Incorrect dates on events A, B and C

Agency Structure - You have selected No, following an MoG - please correct

CANCEL

REJECT

How to Amend a Section

The Coordinator is required to amend the information as required, or as per the Rejection Commentary.

To amend a form:

1. Unlock the section by clicking on the pink checkbox in the relevant section.

2. Confirm to make the section incomplete and proceed to the section and then the relevant fields to make the amendments.
 3. Once amendments have been made, click the Complete Section button on the bottom right of your screen.
- If you do not take these steps, your changes will not be saved.**

4. To make amendments to multiple sections, repeat steps 1 to 3.
5. Once you have completed all the sections that require amendment, you **must re-submit** the form.

6. You will receive an email confirmation that the form has been submitted, with the a copy of the submission.
7. Your amended Declaration Form will be sent to the Approver for review and approval. Approvers will receive an email advising them that they have a new task pending.
8. The history of comments associated with the approval process for this form can be accessed by clicking on the Rejection Commentary button in the Section Menu, or on the exclamation mark (!) in any of the sections.