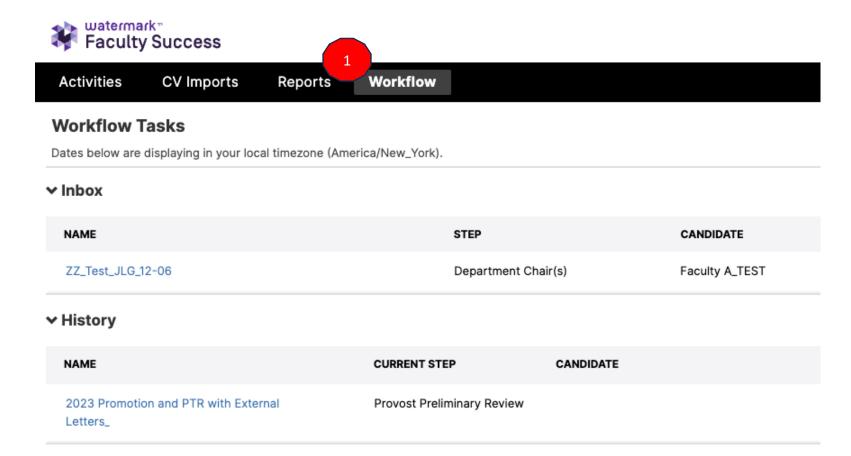
## **REVIEWING A WORKFLOW SUBMISSION**

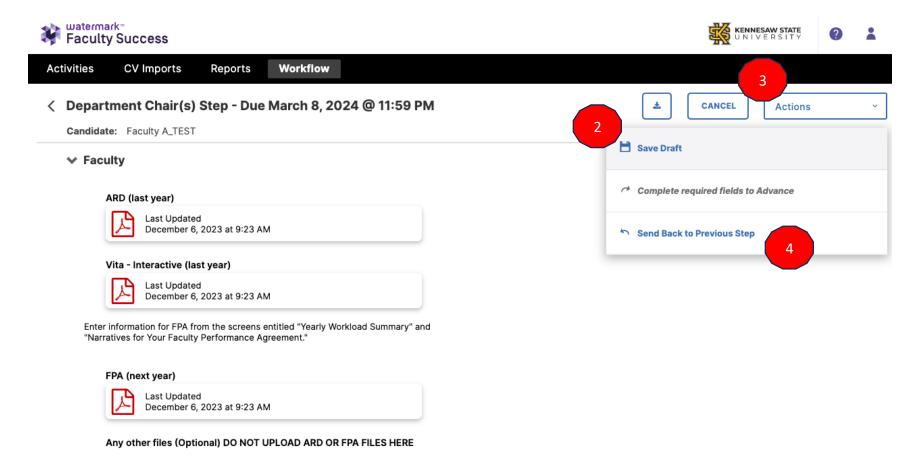
## How to Access a Workflow Submission for Review

Log in to Watermark Faculty Success at <a href="https://login.watermarkinsights.com/connect/kennesaw">https://login.watermarkinsights.com/connect/kennesaw</a> and navigate to the Workflow utility (1), where you can review your inbox table for submissions that need your attention.



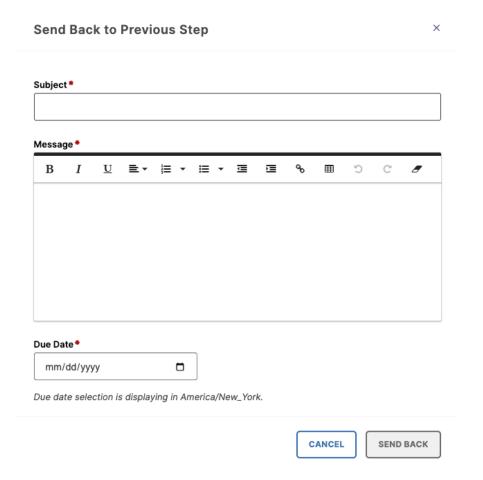
## **How to Review a Submission**

- 1. Click on the task you wish to complete in your inbox table to access the submission form.
- 2. Once you access the submission, you will be able to view the submission form and any attached materials.

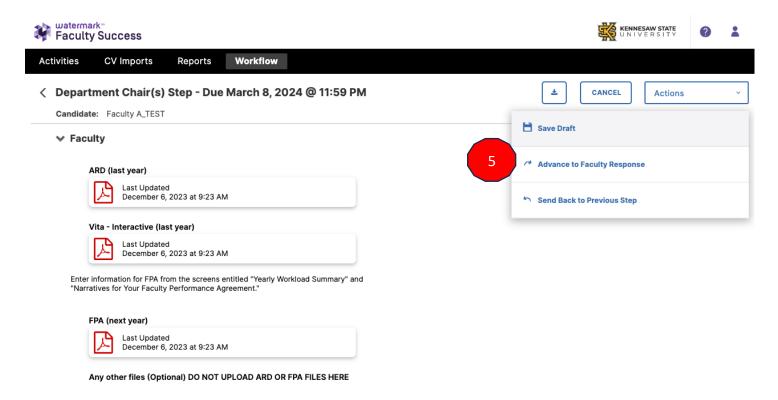


- 3. As it may take some time to compile all the information required for submission, you will have the ability to save (2) progress and return later.
  - a. Do not download, print, or modify any of the attached reports or form responses of previous process participants.

- 4. If the initial submission or previous review step was submitted with incomplete or incorrect information, or if an item needs further clarification, you can select Send Back the submission to the previous step.
  - a. Select Actions (3).
  - b. Select Send Back (4).
  - c. You will be prompted to add a message to the previous participant asking for the necessary adjustments to be made. You can also set a due date for that participant to make those adjustments and route the submission back to you.



- 5. Route to move the form and attached materials to the next step in the process. *NOTE: This option will not be available to you until all required fields have been completed.* 
  - a. Select Route and Advance to the next step (5).
    - i. If any branching route options are available, those will also appear here.



- b. Submissions will automatically advance to the next step once the deadline has passed.
- c. Once the submission has been routed, the submission and all materials are locked.
- d. Once the submission has been routed to the next step, it is removed from the Inbox table and is added to History. The History table will also provide the status of a submission as it makes its way through the review process. Once the last step of a review has been completed, it will be removed from your History table.