

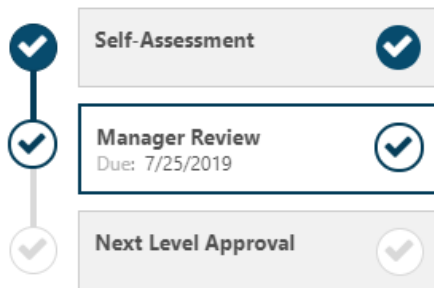


How to Reopen a Step

Managers and next level approvers can send the final check-in back to a previous step.

1. To reopen a step, click “Reopen Step” at the bottom right of the overview page.

Review Step Progression



Reopen Step

Get Started

2. Managers can reopen to the self assessment, and next level approvers can reopen either the self assessment or the manager review. **Be sure to add comments as to why you are reopening the step, and then click save.** The person you reopened the step to will receive a notification that the step was reopened, along with your comments.

Reopen Previous Review Step

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

Self-Assessment

Comment for reviewer

Add comments here as to why you are reopening the step

Cancel

Save