Recall a Proposal Development Record

How do I recall a PD record?

When a Proposal Development record has been routed for approval, it can be recalled for further edits. If the status shows as Approval in Progress, complete the following steps:

- Click on the **More Actions** button in the upper right corner.
- Choose **Recall Proposal** from the dropdown menu.
- Enter the reason the record needs to be recalled and click on the **Recall Proposal** button.

The status will change to **Recall**, the user can make edits and submit again when ready.