

## 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	i	in the u	ıpper rig	jht c	orner.				
PD#162967 : Proposal needing to be recalled  PD#162967 : Proposal						Approval in Progress			
Proposal General Other Information Budget Questionnaire Attachment Route Log	s Comment	s Permissions C	Current & Pending	Review	ORIS Support	Certification	?	I	5

Choose **Recall Proposal** from the dropdown menu.



□ Enter the reason the record needs to be recalled and click on the **Recall Proposal** button.

Recall Proposal		×	
description			
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	Drop your file here or Choose File (s)		
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The status will change to *Recall*, the user can make edits and submit again when ready.





Last Updated 9/16/2022