



Recall a Proposal Development Record

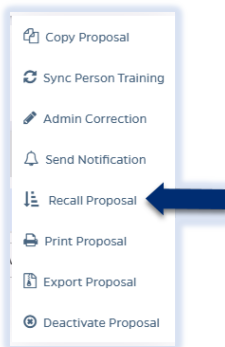
How do I recall a PD record?

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:

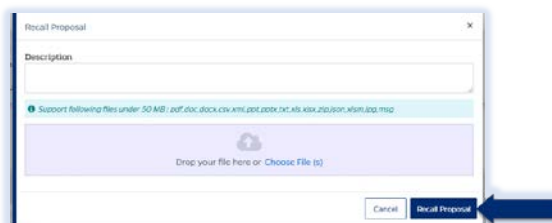
- ❑ Click on the **More Actions** button  in the upper right corner.



- ❑ 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.

