

Editing a Request for Appointment Form that has already been approved

1 Click "Data Changes" tab and then double click Completed Request form at the bottom of the screen

The screenshot shows a web application interface with a top navigation bar and a main content area. The top navigation bar includes tabs for 'Checklist', 'Data Changes', and 'Notes'. The 'Data Changes' tab is selected, and a hand cursor is pointing to it. Below the navigation bar, there is a section for 'Checklist Details' with a form for 'Adjunct Primary Appointment'. The main content area is divided into two sections: 'Data Changes' and 'Request for Appointment Forms'. The 'Data Changes' section contains a table with columns: 'Modifier Type', 'Status', 'Last Revision Date', and 'Last Revision By'. The 'Request for Appointment Forms' section contains a table with columns: 'Date', 'WorkflowStatus', 'Proposed Rank', 'Begin Date', and 'End Date'. A hand cursor is pointing to the 'Complete' status in the 'Request for Appointment Forms' table. The 'Folge.me' logo is visible in the bottom right corner.

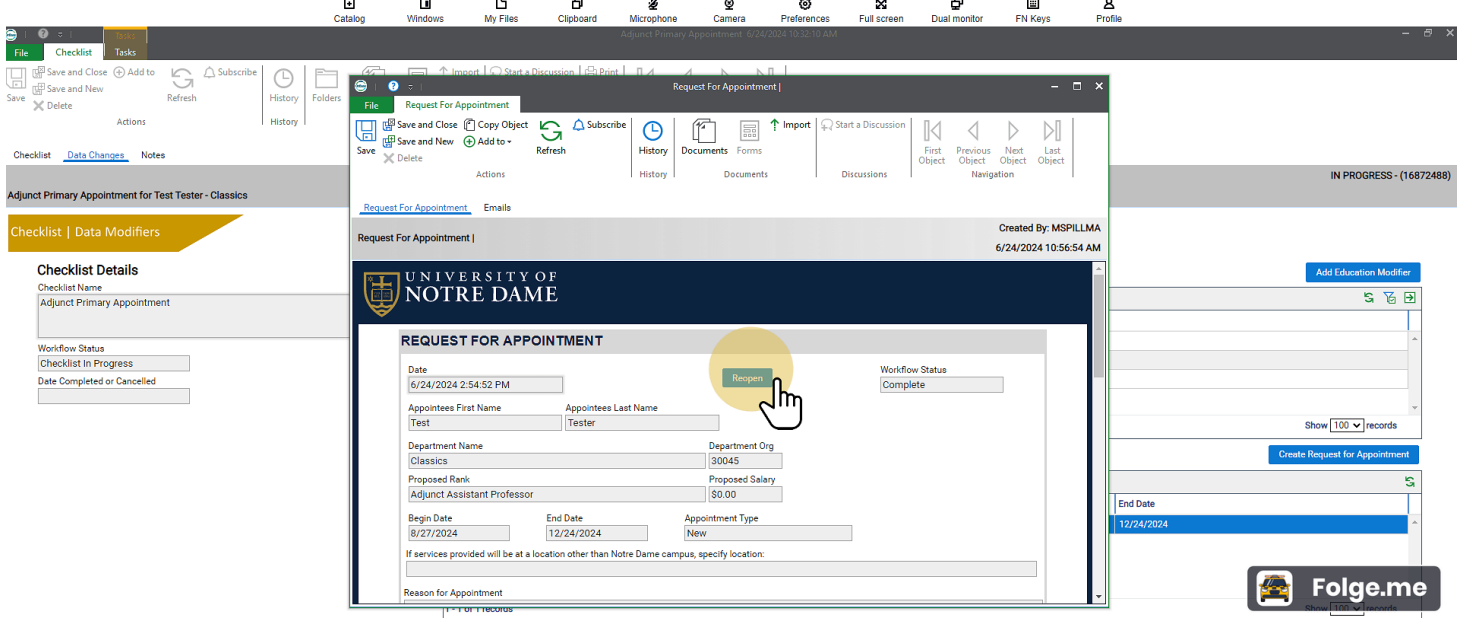
Data Changes Table:

Modifier Type	Status	Last Revision Date	Last Revision By
Appointment	Data Entry	6/24/2024 10:34:13 AM	MSPILLMA
Education	Data Entry	6/24/2024 10:34:13 AM	MSPILLMA
Employee	Data Entry	6/24/2024 10:34:13 AM	MSPILLMA

Request for Appointment Forms Table:

Date	WorkflowStatus	Proposed Rank	Begin Date	End Date
6/24/2024 2:54:52 PM	Complete	Adjunct Assistant Professor	8/27/2024	12/24/2024

2 Click "Reopen" - If it won't let you reopen it, please contact a Senior Administrative Coordinator in the Dean's Office to "Reopen" it for you.



3 Give information about what will be changed and why

If you need a Senior Administrative Coordinator in the dean's office to "reopen" the Request Form for you, then you will need to tell them what is changing and why so they can add the information when this box pops up after being reopened.

Please provide details of any modifications or updates:

Give details about what is changed and why

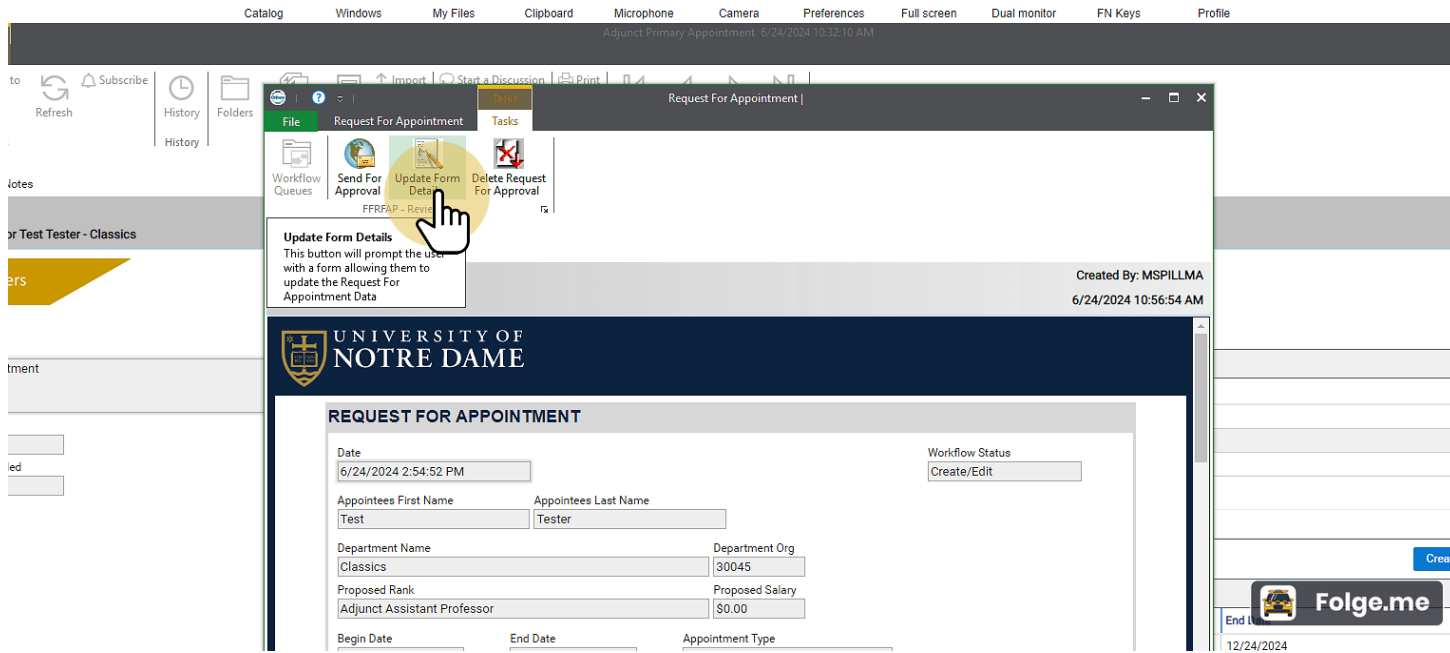
Submit

4 Click "Tasks" tab

The screenshot shows the 'Request For Appointment' form with the following details:

REQUEST FOR APPOINTMENT	
Date	6/24/2024 2:54:52 PM
Appointees First Name	Appointees Last Name
Test	Tester
Department Name	Department Org
Classics	30045
Proposed Rank	Proposed Salary
Adjunct Assistant Professor	\$0.00

5 Click "Update Form Details"



6 Edit anything that needs changed

Department Name: Classics | Department Org: 30045

Proposed Rank: Adjunct Assistant Professor | Proposed Salary: \$0.00

Begin Date: 08/27/2024 | End Date: 12/24/2024

Appointment Type: Reappointment

Reason for Appointment: Test - EDIT

Is the primary reason for the appointment instructional? Yes

Course(s) to be Taught (note: character limit 250):

This appointment is subject to enrollment? Yes

For a Term Teaching and/or Secondary Appointment, Chair/Director signature from primary appointment/position required:

Appointing Department Chair/Director Signature:

Appointing Dean/Associate Dean Signature:

Credit Hours and Rate Per Course (note: character limit 250):

Last Name: | First Name: | Email:

Last Name: | First Name: | Email:

Last Name: | First Name: | Email:

7 Click "Submit Updates" at the bottom

The screenshot shows a web-based form for editing an appointment request. The form includes fields for: Appointee's Name (Test Tester), Department Name (Classics), Department Org (30045), Proposed Rank (Adjunct Assistant Professor), Proposed Salary (\$0.00), Begin Date (08/27/2024), End Date (12/24/2024), Appointment Type (New), Reason for Appointment (Test - EDIT), and a 'Submit Updates' button at the bottom left. A yellow circle highlights the 'Submit Updates' button. The top of the browser window shows a toolbar with icons for Catalog, Windows, My Files, Clipboard, Microphone, Camera, Preferences, Full screen, Dual monitor, FN Keys, and Profile. A 'Folge.me' watermark is visible in the bottom right corner.

8 Click "Tasks" Tab again

The screenshot shows the 'Request for Appointment' form with a yellow circle highlighting the 'Tasks' tab in the navigation menu. The form includes fields for: Appointee's Name (Test Tester), Department Name (Classics), Department Org (30045), Proposed Rank (Adjunct Assistant Professor), Proposed Salary (\$0.00), Begin Date (08/27/2024), End Date (12/24/2024), Appointment Type (New), Reason for Appointment (Test - EDIT), and a 'Submit Updates' button at the bottom left. A yellow circle highlights the 'Tasks' tab in the navigation menu. The top of the browser window shows a toolbar with icons for Catalog, Windows, My Files, Clipboard, Microphone, Camera, Preferences, Full screen, Dual monitor, FN Keys, and Profile. A 'Folge.me' watermark is visible in the bottom right corner.

9 Click "Send for Approval"

The screenshot shows a web browser window displaying a 'Request for Appointment' form. The form is titled 'REQUEST FOR APPOINTMENT' and includes the University of Notre Dame logo. The form fields are as follows:

Date	6/24/2024 2:54:52 PM	Workflow Status	Create/Edit
Appointees First Name	Test	Appointees Last Name	Tester
Department Name	Classics	Department Org	30045
Proposed Rank	Adjunct Assistant Professor	Proposed Salary	\$0.00
Begin Date		End Date	
		Appointment Type	

A hand cursor is pointing to the 'Send For Approval' button in the top navigation bar of the form window. The button is highlighted with a yellow circle. The form also shows a 'Created By: MSPILLMA' and a timestamp '6/24/2024 10:56:54 AM'. A 'Folge.me' logo is visible in the bottom right corner of the form window.

10 Give details about what has changed and why - Then Click "Submit"

The screenshot shows the 'Request for Appointment' form with a text area for modifications. The text area contains the text: 'Give details AGAIN about what has changed and why'. A hand cursor is pointing to the 'Submit' button in the bottom left corner of the form. The 'Submit' button is highlighted with a yellow circle. The form also shows a 'Folge.me' logo in the bottom right corner.