Handling "requires change" status on a contract approval:

When an approver has selected "requires change" on an approval, and the revised attachment has been uploaded and is time to send it back to the approver for review, to notify the approver to review again the contract manager must:

- open and edit the approval record that is in requires change status in edit mode (on the approvals tab of the contract)

	Edit	ID ↑₂	Approval Title	Step Number ↑1	Approval Team	Department Approver Names	Status	Approver	Date Created	Dat App
☐		16736	Ascension Via Christi Hospital Manhattan - HDW (OGC Team)	1	OGC Team		Requires Change	Laura Frame	Dec 23 2020 07:16	Dec
☐		16737	Ascension Via Christi Hospital Manhattan - HDW (Risk Management Team)	1	Risk Management		Approved	Stewart Wirth	Dec 23 2020 07:16	Dec

- add notes in the approval notes section indicating what was done to satisfy the changes requested
- click the "resend for approval" button which sets the approval status back to pending and in the approver's queue rather than the contract manager's

Approval: Ascension Via Christi Hospital Manhattan - HDW (OGC Team)

Details | Related Approvals | Emails | History

Step Number: 1

Approval Team: OGC Team   Approver: Laura Frame

Department Approvers

Status: No records.

∨ Approval Notes

[Insert Attorney / Client Privilege]   [Resend for Approval]

Approval Notes