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Step	How to Update an eForm
Navigation: Main Menu- Manager Self Service-ePAF Homepage tile	
1	In this document we will discuss how to update a saved or in progress form. If you started the form, you may need to access a form you saved or a form that was recycled to you to make corrections. In rare occasions, you may also need to access a form already in the workflow in order to make corrections.

If a form was recycled back to you for rework, you'll receive an email notification. The email may contain comments from an approver. Read through any comments, then click the link to UPDATE A FORM.

Otherwise, you can access a form to update it using the EPAF HOMEPAGE.

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2	Click the **EPAF HOMEPAGE** tile to get started. When you reach the ePAF Homepage, look for the Update an ePAF task in the lower left sidebar.	
	Click the **UPDATE AN EPAF** link to search for Saved or In Progress forms.	
	Usually, the Update an ePAF form link is used by a form submitter when they need to add or correct information submitted on a form or when accessing a form which was saved for later.	
	A saved form was started by the form submitter, but not submitted. The Update link allows users to access saved forms.	
	A form In Progress may be partially approved by one or more form approvers or may be recycled by a form approver.	

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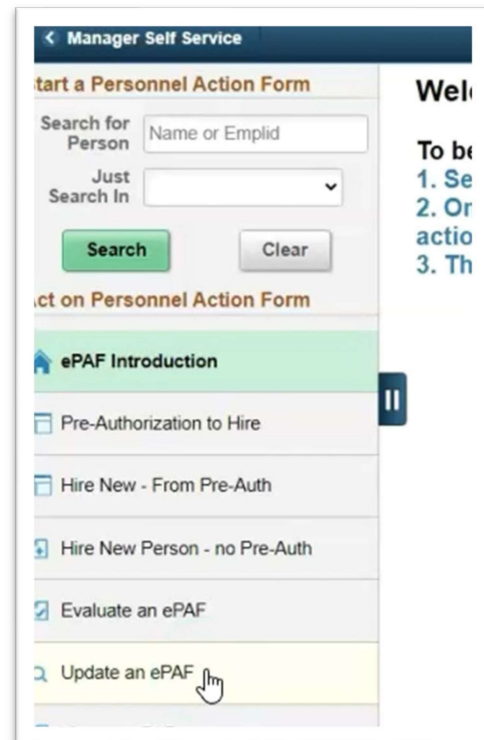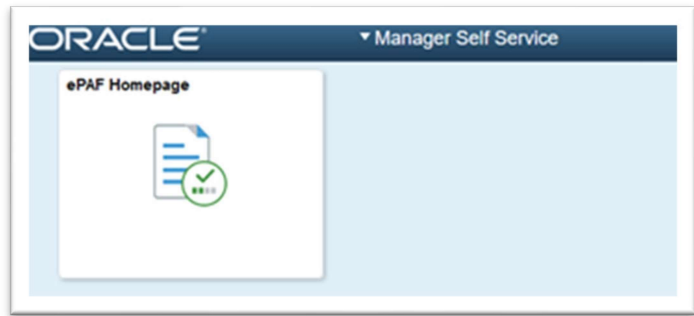
3	On the search page, you can search by **FORM ID**, **FORM TYPE**, **FORM STATUS**, **POSITION NUMBER**, **EMPL ID**, **EMPL RECORD**, **FIRST** or **LAST NAME**
	You can use any combination of these fields to narrow your search. For example, you could search for a Job Change form for a specific **Empl** ID or Name.
	Click **SEARCH** to display your search results.
4	Search results will appear in a grid at the bottom of the page. Note: When accessing forms from the Update link, you will only see forms that are saved by you or in progress.
	Click on any column heading to sort that column. For example, click the Last Name column heading to sort your forms alphabetically.
	Click any result to access and update the form.
	Note: If your search returns a single result, you'll skip the result list and go directly into the form.

5	Use the navigation buttons to move through the pages of the form to find the information you need to add or correct. Make any necessary updates. You may see user comments on the last page of the form. When updating a partially approved form, it's a good idea to enter a comment to describe the changes you made.
6	When you reach the last page of the form, scroll to the bottom of the page to find the Form Action buttons. Use the SAVE button for un-submitted forms, when additional time is needed to complete the form. Use the SUBMIT button to submit a saved form to the approval workflow. Use the RESUBMIT button to submit changes for a partially approved form. Use the WITHDRAW button to pull a form out of the workflow and stop processing permanently. Note: When a form is partially approved or recycled, the resubmit button will route the form to the first approver in the workflow, even if they had already approved a previous version.
7	After Updating a form, you will be re-directed to a **Results** page. On the Results page, you can review the current status of the approval workflow, as well as review all previous form actions. Click the VIEW APPROVAL ROUTE button to open a window showing the current status of the approval workflow. The approval workflow will not appear on un-submitted, saved forms. For submitted or re-submitted forms, the first approver will show in Pending status.

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8	Next on the Results page, you can review the **Signature and Action Log**. The transaction log will list every action taken by any user on this form.
	The most recent actions appear at the bottom.
	CURRENT DATE AND TIME shows the date and exact time of the action.
	STEP TITLE shows the phase or step of the workflow, like Initiated, first approver, second approver, etc.
	USER ID and description displays the user who took the action.
	FORM ACTION describes the action, like Submitted or Approved.
	TIME ELAPSED describes the amount of time between actions.
9	If you want to update another form in your results list, expand the left side menu by clicking the center-left blue button and repeat your search.