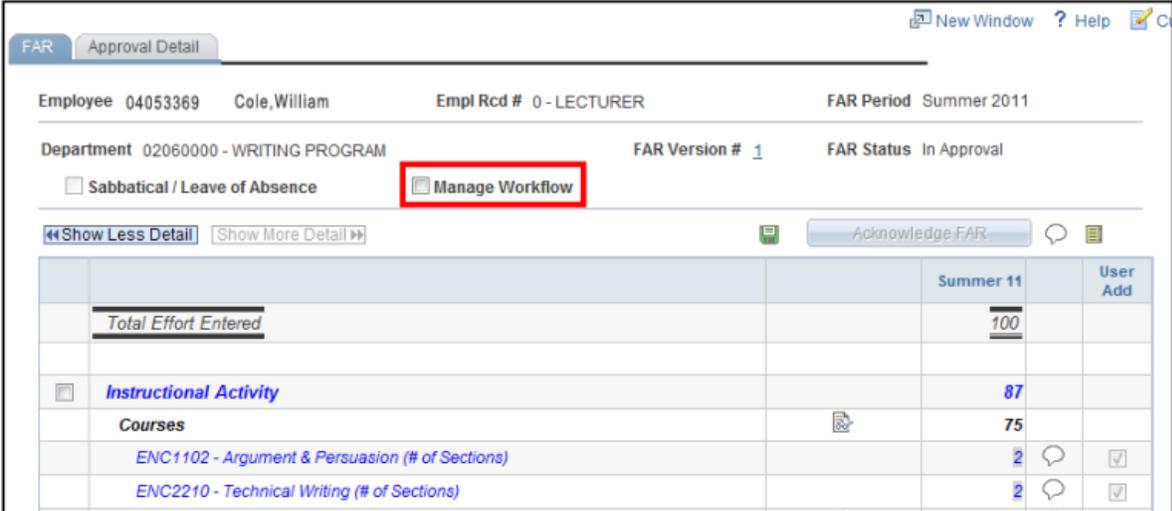## Returning a FAR to Draft Status

From time to time, you might need to edit a FAR that's already been routed to the faculty member for acknowledgment. For example, this could be needed if a faculty member receives his or her FAR for acknowledgment and notices an error.

For these cases, the system includes a feature that enables you to return the FAR to Draft status so edits can be made. The FAR can then be re-routed for approval and acknowledgment.

Note: To perform this workflow, you must have the following myUFL security role:
UF_ET_FAR_INITIATOR

1. Open the FAR that needs to be returned to Draft status. To locate the FAR:
    a. Click the **Main Menu**.
    b. Click **Effort Reporting** and then click **Faculty Assignment Reports**.
    c. Click **Faculty Assignment Reports**.
    d. Click the **Employee ID** field.
    e. Enter the employee ID and then click **Search**. The search results display.
    f. If needed, click the link for the form you want to modify.

Figure 1: Manage Workflow Check Box

2. Click the **Manage Workflow** check box. The Acknowledge FAR button is now enabled. This button also gives you the ability to return the FAR for editing.
3. Click **Acknowledge FAR**.
4. Click **Send Back**.

5. Click the drop-down arrow and then click **1 - FAR Initiator**.
6. Enter a comment explaining the FAR revision.
7. Click **OK**.
8. Click **OK** again. The FAR is returned to Draft mode and the fields are now open, so the changes can be made. After the document is updated, it can be routed to the approver and then to the faculty member in the normal fashion.