

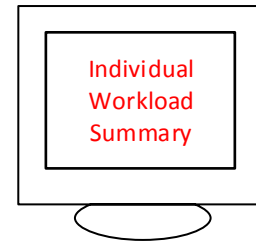


Amend an Approved Non-Sessional Workload

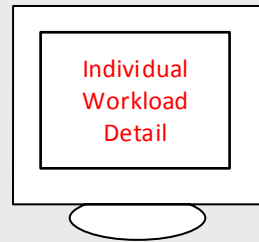
Navigate to appropriate screen



Type the individual's name in the Recent/ Search box and click on the name in the list provided



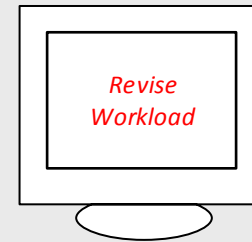
Click on the Detail tab



Click on Update Status



Revise



Add a comment to the dialogue box and click on Revise

Input Data

Key Factors to know when Entering Information

- To be able to amend an approved Non-Sessional Workload you must be the Workload Planner for that specific workload.
- Choosing to Revise a workload will move it back to the Planning stage.
- After clicking on the Revise button, a dialogue box will appear giving you the opportunity to leave a comment . It is always a good idea to make a comment as it provides a history trail.
- The workload is now ready to be edited accordingly.