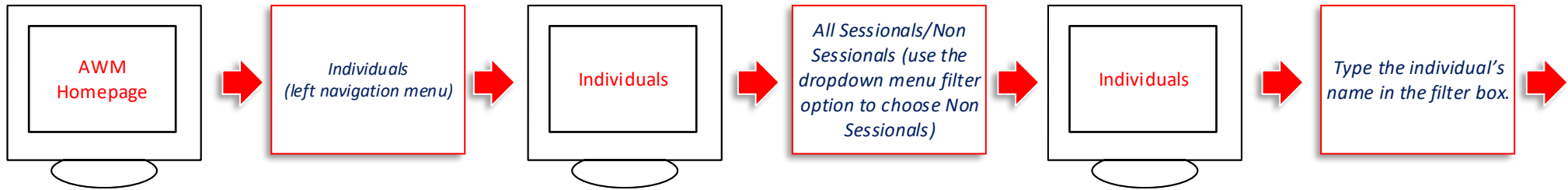
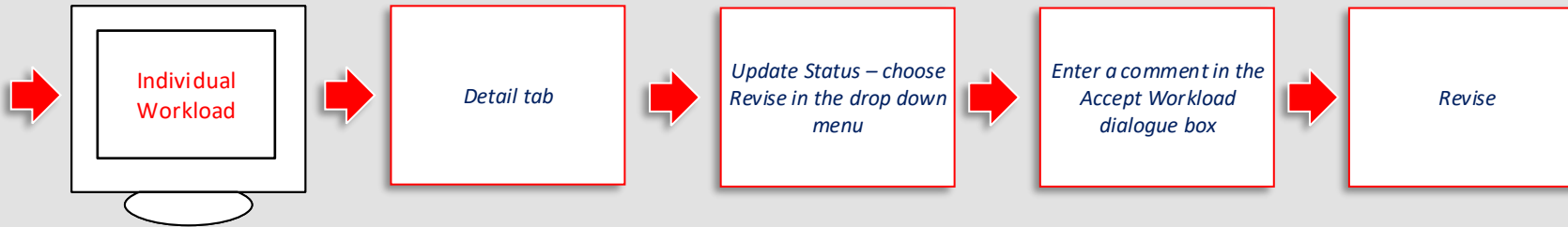


 **Move a Non-Sessional Work For back to the Planning Stage**

Navigate to appropriate screen



Input Data



Key Factors to know when Entering Information

- To be able to move a Work For back to the Planning stage you must have the correct approval (eg Planner).
- At each stage 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.