Process for Returned dFac Forms

Select your Universal Worklist (1) tab.

Ensure that your Tasks (2) tab is selected.

In the dropdown Show (3) field, select New and In Progress Tasks(4).

Search for your name in the **From (5)** column. Please note that this column can be sorted in ascending or descending **(6)** order to assist with your search.

Find the form labeled Re-Process form: 000XXX (corresponding notification number) (7).

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If this form was returned for corrections:

Make the necessary changes. Comments can be found at the bottom of the form under the **Comments Section (8)**. If you are unable to view the comments, scroll over to the right side of the page and select the **expand tray box (9)** to view them. See image below.

Select the Check (10) button to ensure the information provided is consistent.

If no additional changes are required, select **Submit (11)**.



If you would like to delete this form:

Select the Undo (12) button and this form will be deleted.

Status Overview	
12	
Submit Save as Draft Check Undo Close Window	