

Process for Returned dFac Forms

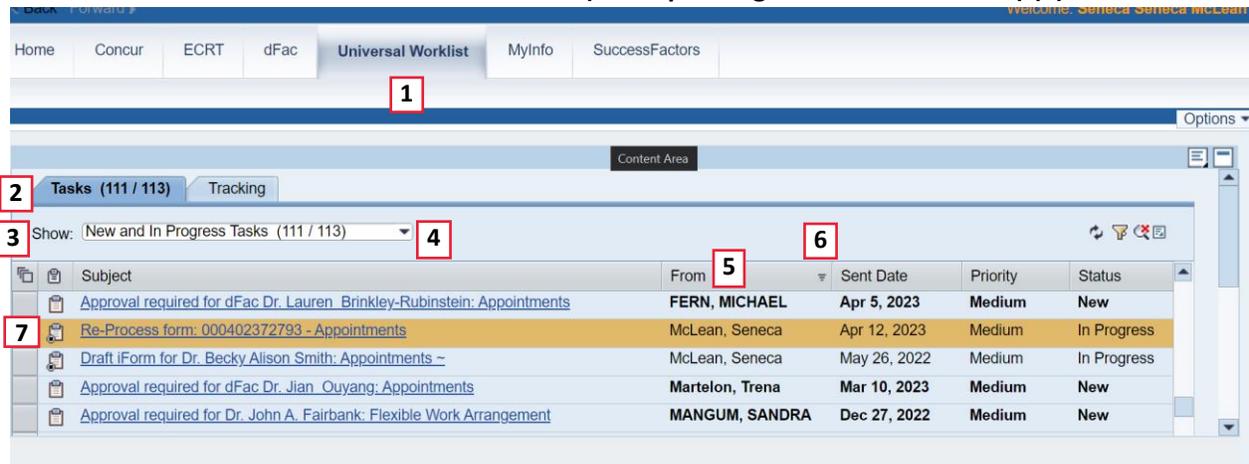
Select your **Universal Worklist (1)** tab.

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)**.



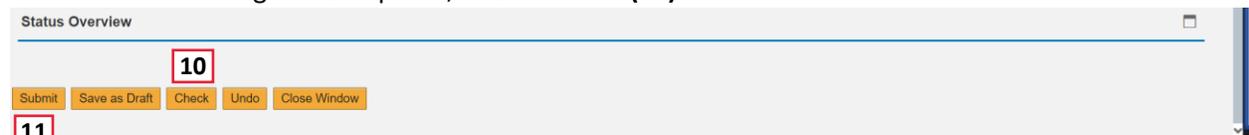
If this form was returned for corrections:

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.

