Rejecting Dynamic Forms submissions

Overview

Some Dynamic Forms submissions require co-signatures. Anyone who can provide a co-signature for a specific submission is also able to reject the submission. A co-signer may reject a submission for a myriad of reasons, such as the end user completed the wrong form, missed the deadline, or answered some questions incorrectly. Co-signers may also reject submissions if they believe they received the submission by mistake.

Instructions

Step 1

Each page of a submission has a **Reject** button at the bottom of the page. Click the **Reject** button.

An e-mail composer should appear.

Step 2

The e-mail address of the last person who signed the submission will automatically be in the **To:** field. Your e-mail address will automatically be in the **From:** field.

Enter a subject in the **Subject:** field, and a message in the **Body**.

Be sure to include a link to the Accessing saved Dynamic Forms submission drafts Confluence page. This page explains how the end users can access and resubmit rejected forms.
Step 3

Click the **Reject this form** button.

You should see the following confirmation message:
Next Steps

Dynamic Forms will e-mail the addressee your message.