

Approve, Deny, or Recycle an eForm

- ▶ Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to your **Worklist**

From	Date From	Work Item	Worked By Activity	Priority	Link
Gator,Albert	02/13/2009	Evaluate Form			MS:ABC2345:FORM 780
Gator,Albert	02/24/2009	Evaluate Form			MS:ABC4321:FORM781
Gator,Ima	02/24/2009	Evaluate Form			MS:ABC1234:FORM 799
Lee,Brock	03/06/2009	Evaluate Form			MS:ABC6543:FORM 800
Lee,Brock	02/25/2009	Custom Update Form			MS:ABC5236:FORM 806
Teak,Anne	02/25/2009	Custom Update Form			MS:ABC2468:FORM 810

- ▶ Note the **Work Item** list
 - ▶ **Custom Update Form** – Department selected “Save”
 - ▶ **Update Form** – Form has been “Recycled” back to previous step
 - ▶ **Evaluate Form** – Everything awaiting approval
- ▶ Select the eForm by clicking the link for the form you want to approve

Step 1: Evaluate M&S Fee Request

- ▶ At the approval level, the **Amount Per Student** can be overridden
 - ▶ Changed to a lesser amount only
 - ▶ Consider entering a message in **Your Comment** if you select Override, Deny, Recycle
- ▶ When ready, click the **Approve** button advance the form to the next level
 - ▶ **Deny** – Stops the form from moving forward
 - ▶ **Recycle** – Sends the form back to the previous step
- ▶ Click **Yes** to confirm
- ▶ The **eForm ID** number and **Status** will be displayed
- ▶ Click **Yes** to confirm

Step 2: Evaluation Complete

- ▶ The **eForm ID** number and **Status** will be displayed



Created in conjunction with
Training & Organizational Development