

Directions for Modifying Routing Slip for Pending Online Documents

Staff can direct any form they complete to the appropriate reviewer. This addresses the need for routing changes based on additional responsibilities staff members may have with activities, clubs, etc.

This also allows the adding of additional reviewers to the routing slip for exceptional cases.

The screenshot shows a web browser window with the address <http://onlineforms.gehrhsd.net/forms/welcome.asp>. The page has a left-hand menu with links like [Main Menu](#), [Sign Out](#), [My Forms](#), [Admin Forms](#), [Admin Review](#), [Calendar Review](#), [Search All Forms](#), and [Attendance Reports](#). The main content area is titled "Select Form to be Completed" and contains a table of form links. Below this is a "Form Status" table with columns for ID, Submit Date, Form, Last Name, Current Route, Status, and Action. The Action column contains icons for 'W' (Withdraw) and 'R' (Revise). A callout bubble points to the 'R' icon for the form with ID 2960.

Select Form to be Completed			
Absence Form	Professional Absence Request	Request for Keys	Field Trip Application Request
Media Taping Request Form	Internal Request for Use of Buildings or Grounds	Distance Learning Lab Equipment Request Form	Monthly Supply Requisition
Distance Learning Lab Room Request	Tuition Reimbursement		

Form Status						
ID:	Submit Date	Form	Last Name	Current Route	Status	Action
5191	1/5/2006	ProfessionalAbsence	Schafer		Approve	
4076	11/23/2005	ProfessionalAbsence	Schafer		Approve	
2960	10/18/2005	ProfessionalAbsence	test		Withdrawn	

Routing Slips can only be changed for forms in **pending** status.

Click on the green R next to the form whose routing slip you wish to revise.

The screenshot shows the same web browser window. The main content area is titled "The current routing for this form is displayed below" and contains a red warning message: "Changing the routing slip for a form will automatically reset the form and the approval process will return to the beginning." Below this is a table with 10 rows, each representing a routing route. The first row is highlighted in yellow and shows "Route1" with the name "CARTY, SHARYN L." in a dropdown menu. The other routes are empty. At the bottom of the table is a "Create New Routing Slip" button. A callout bubble points to this button.

The current routing for this form is displayed below	
Changing the routing slip for a form will automatically reset the form and the approval process will return to the beginning.	
Route1	CARTY, SHARYN L.
Route2	FILINUK JR., JOSEPH R.
Route3	CICCARIELLO, STEVEN B
Route4	.
Route5	.
Route6	.
Route7	.
Route8	.
Route9	.
Route10	.
Create New Routing Slip	

The existing routing for the form will appear. Changes are made by selecting the appropriate staff from the drop down list.

Blank spaces stop the routing of the form.

Click on the "Create New Routing Slip" button to complete the process.

If you decide to modify the Routing Slip you must select the new User and click the Create New Routing Slip Button.