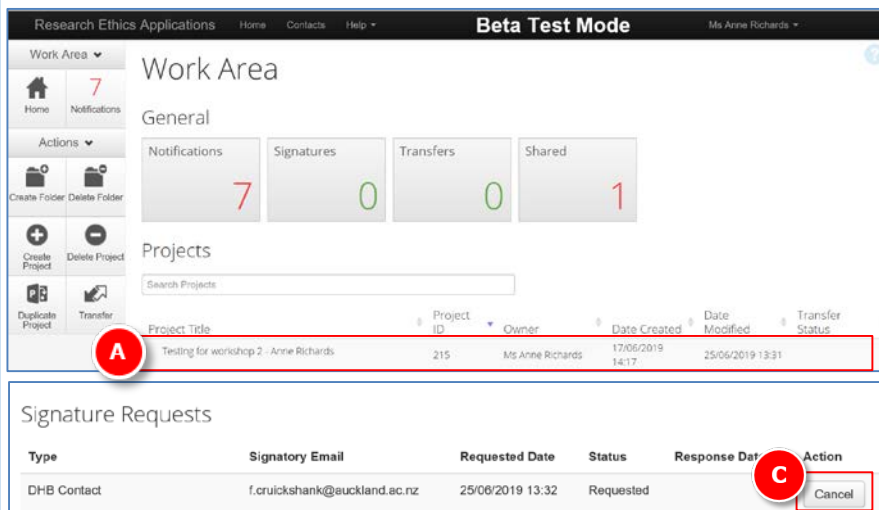


## 1. Introduction

If a sign-off request has been sent to one person but that person is not available, follow the instructions below to cancel the first request and to send a sign-off request to an alternative person.

## 2. Cancel the initial sign-off request

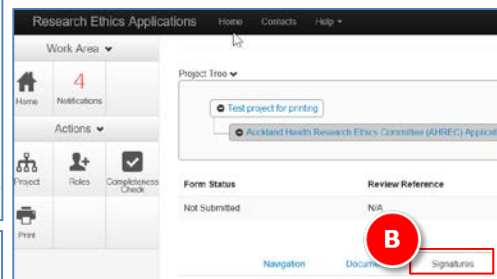


**A** Select the application

**C** Click on the **Cancel** button

Type	Signatory Email	Requested Date	Status	Response Date	Action
DHB Contact	f.cruickshank@auckland.ac.nz	25/06/2019 13:32	Requested		Cancel

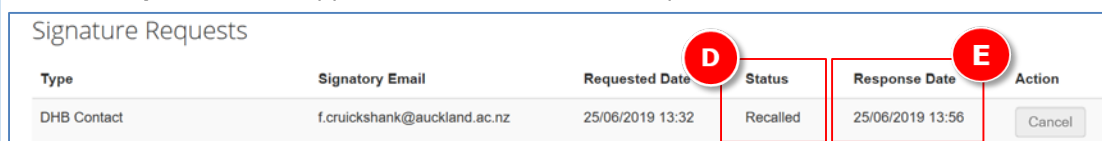
- A. Select the application
- B. Click on the **Signatures** tab
- C. Click on **Cancel** beside the original signature request



**B** Click on the **Signatures** tab

The original signatory will receive an email saying that the request has been cancelled.

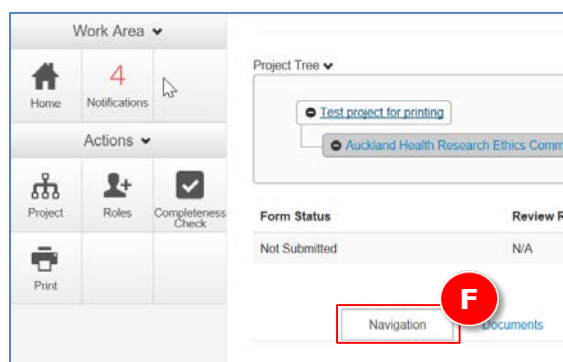
- D. The **Status** updates to **Recalled**.
- E. A **Response Date** appears which is when the request was cancelled.



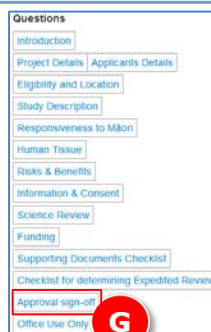
Type	Signatory Email	Requested Date	Status	Response Date	Action
DHB Contact	f.cruickshank@auckland.ac.nz	25/06/2019 13:32	Recalled	25/06/2019 13:56	Cancel

## 3. Send a new sign-off request

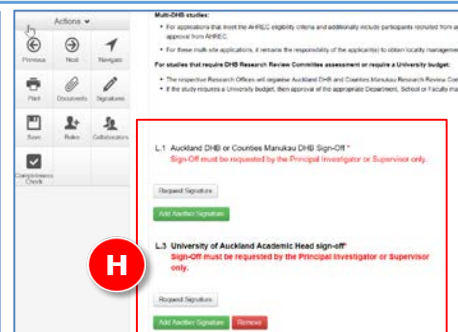
- F. Click on the **Navigation** tab
- G. Click on **Approvals sign-off** section link
- H. Click on the appropriate **Request Signature** button



**F** Click on the **Navigation** tab

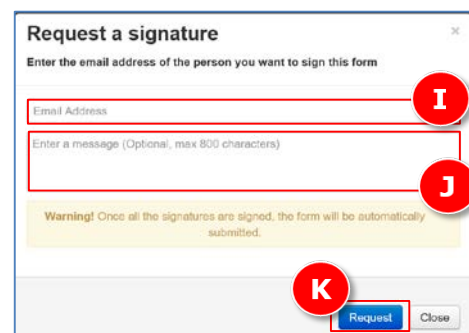


**G** Click on **Approvals sign-off** section link



**H** Click on the appropriate **Request Signature** button

- I. Start typing the name of the person you are requesting a signature from and select from the list
- J. Type in any message
- K. Click on the **Request** button



**I** Start typing the name of the person you are requesting a signature from and select from the list

**J** Type in any message

**K** Click on the **Request** button

**NB** Once signatures are requested the form will be locked and no further updates can be made prior to submission