



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Restarting a Workflow

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Restarting a Workflow

Navigation

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The **Dispatch** process generates a PDF version of the purchase order (PO), which is available on the **Report Manager** page.

1. Select the **Administration** tab.
2. Select the PO (PDF).

Note: The header status may be *Pending* or *Approved*.

3. Select **Search**.

Monitor Approvals

Search Criteria

Approval Process: PurchaseOrder

Header Status: Pending

Definition ID: []

Last Modified: []

Approver Status: []

Originator: []

Requester: []

Search

4. Select the document hyperlink for which you want to restart the workflow in the resulting list.

<input type="checkbox"/>	2019-09-25	Pending	2019CIP005	2019-09-03	1760153629	ORH
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5. Select **Restart**.

Approval Process: PurchaseOrder

Business Unit: []

Purchase Order: 2019-09-03

Date: []

Origin: ORH

Approver: []

Comment: []

Definition ID: []

PO Number: 2019CIP005

Supplier ID: []

Line Details

Business Unit	PO Number	Line Number
1	2019CIP005	1

Reassign Pending Tasks

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Reassign To: []

Allow Self-Approval:

Allow Auto Approval:

Reassign

Administrative Approve/Deny

Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.

Approve Deny Pushback **Restart**

Revision History

Date	Description of Change	Changed By
Dec. 9, 2024	Initial release.	J. Goodman