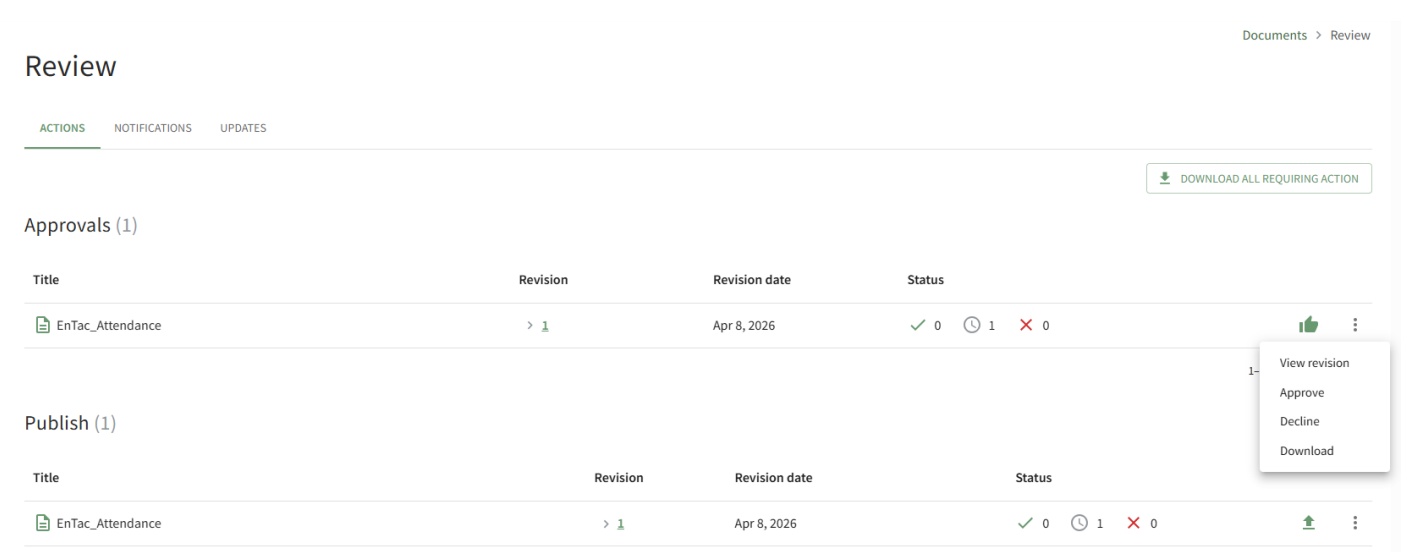
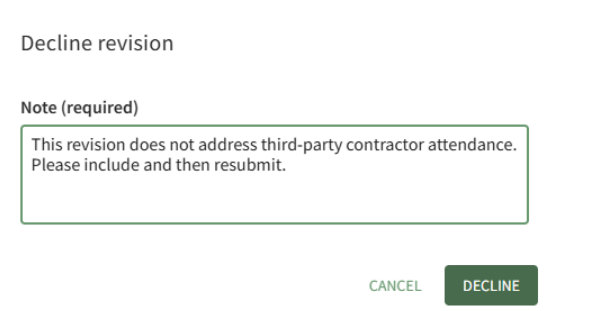


Decline Approval of a File Submitted for Review

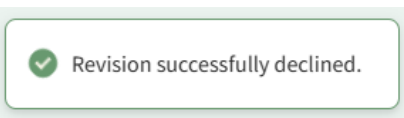
To decline a file that was submitted for approval, open the Actions Tab on the Review Page in the Documents Module from the Main Menu and click the vertical three-dot icon to the right of the file submitted for approval opening the Approvals Context Menu.



Select the Decline option, opening the Decline Revision Modal.



You are required to enter a note in the modal. Click the Decline button.



A pop-up in the footer confirms that the revision was successfully declined.

