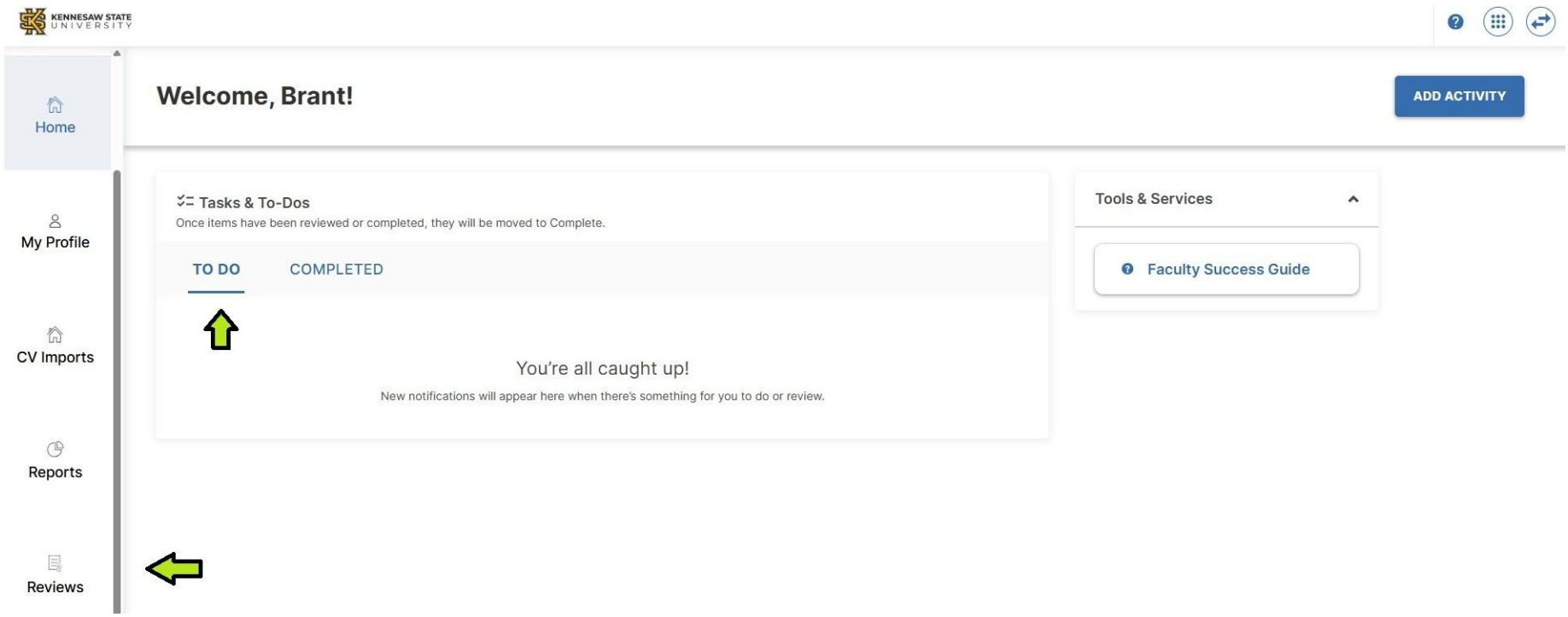
REVIEWING A WORKFLOW SUBMISSION

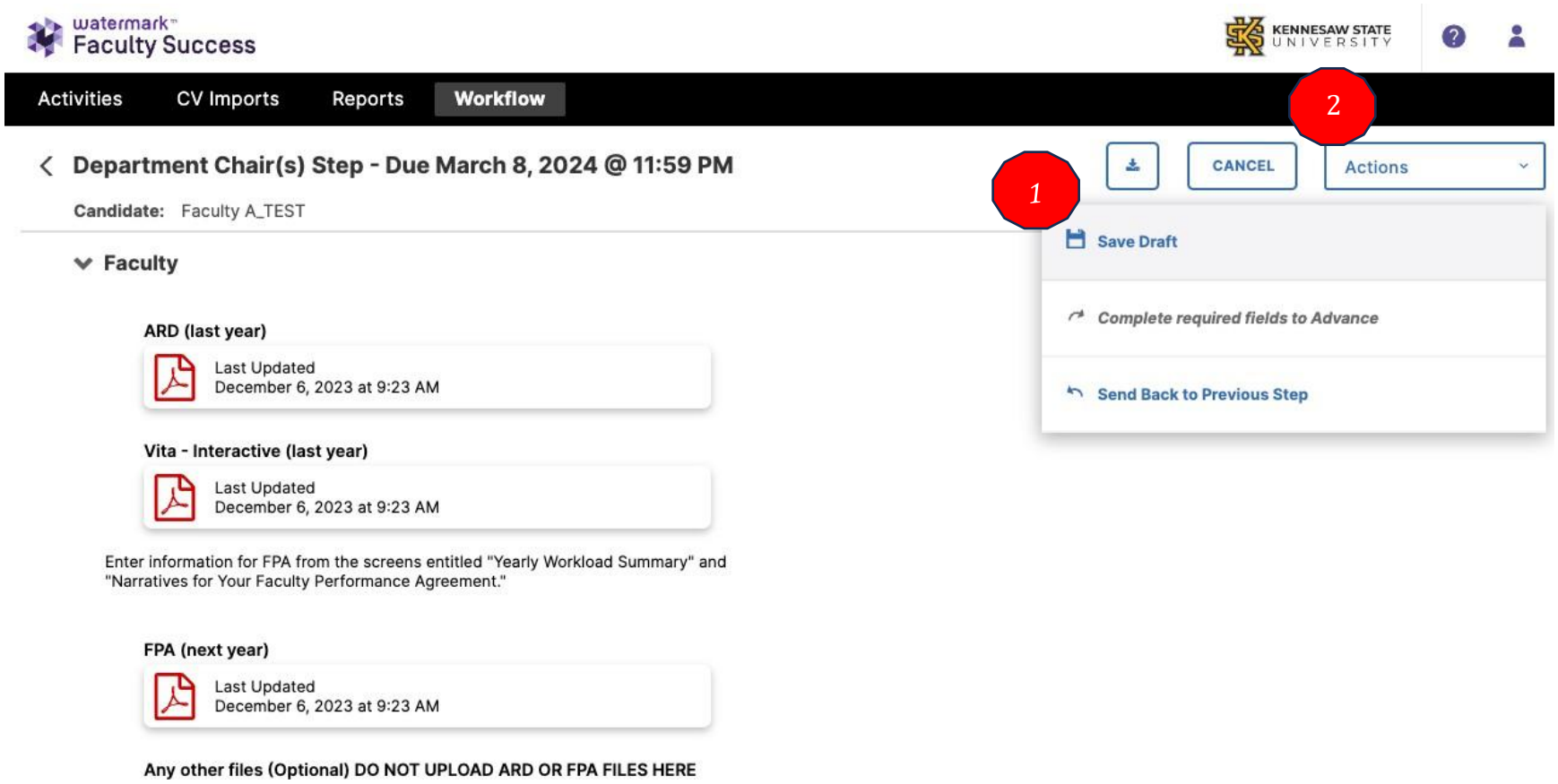
How to Access a Workflow Submission for Review

Log in to Watermark Faculty Success at: https://campus.kennesaw.edu/faculty-staff/faculty-activity-data/. Submissions for review can be found in either the Home 'To Do' section or by clicking the 'Reviews' icon.



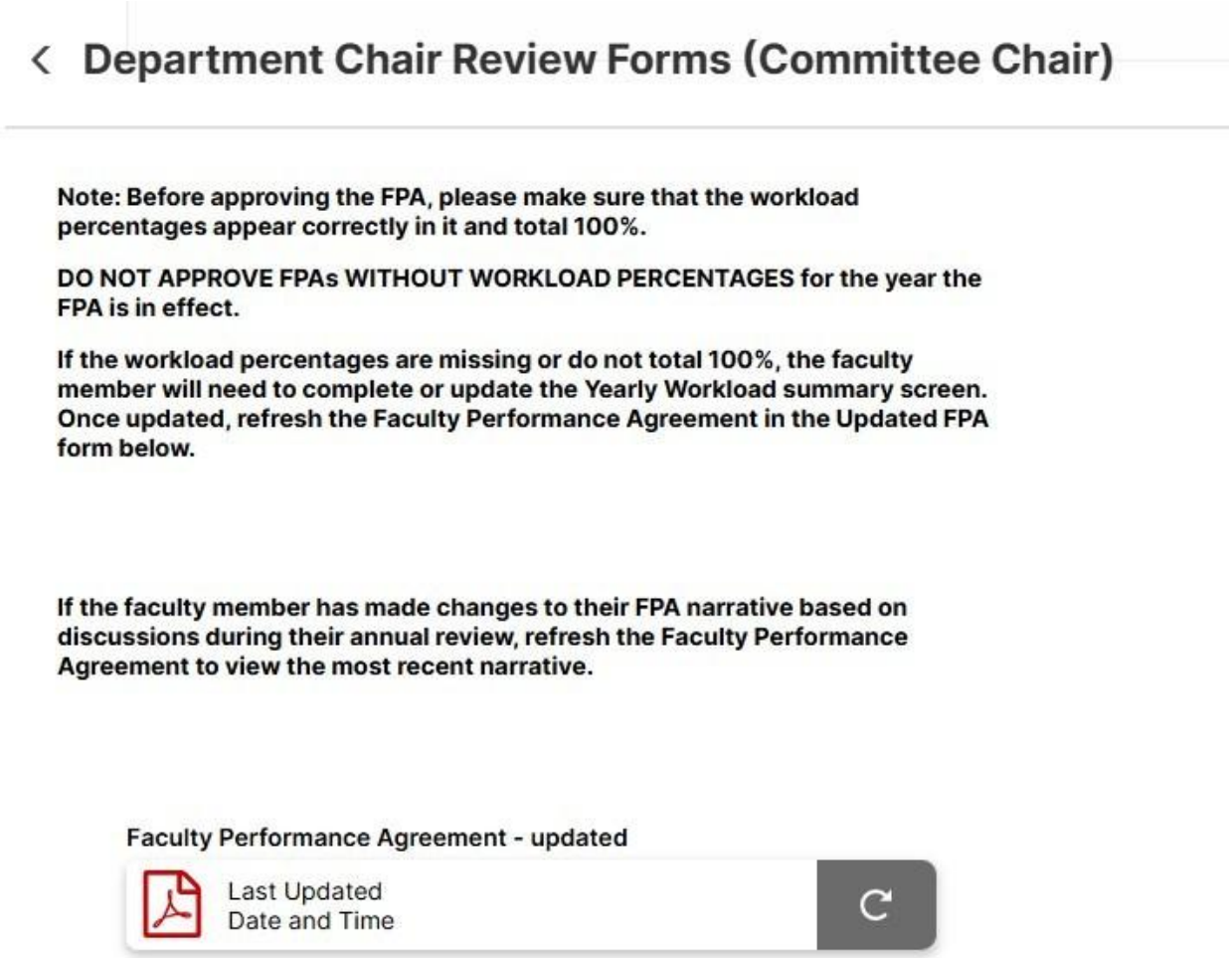
How to Review a Submission

1. Click on the task you wish to complete in your inbox table to access the submission form.
2. Once you access the submission, you will be able to view the submission form and any attached materials.

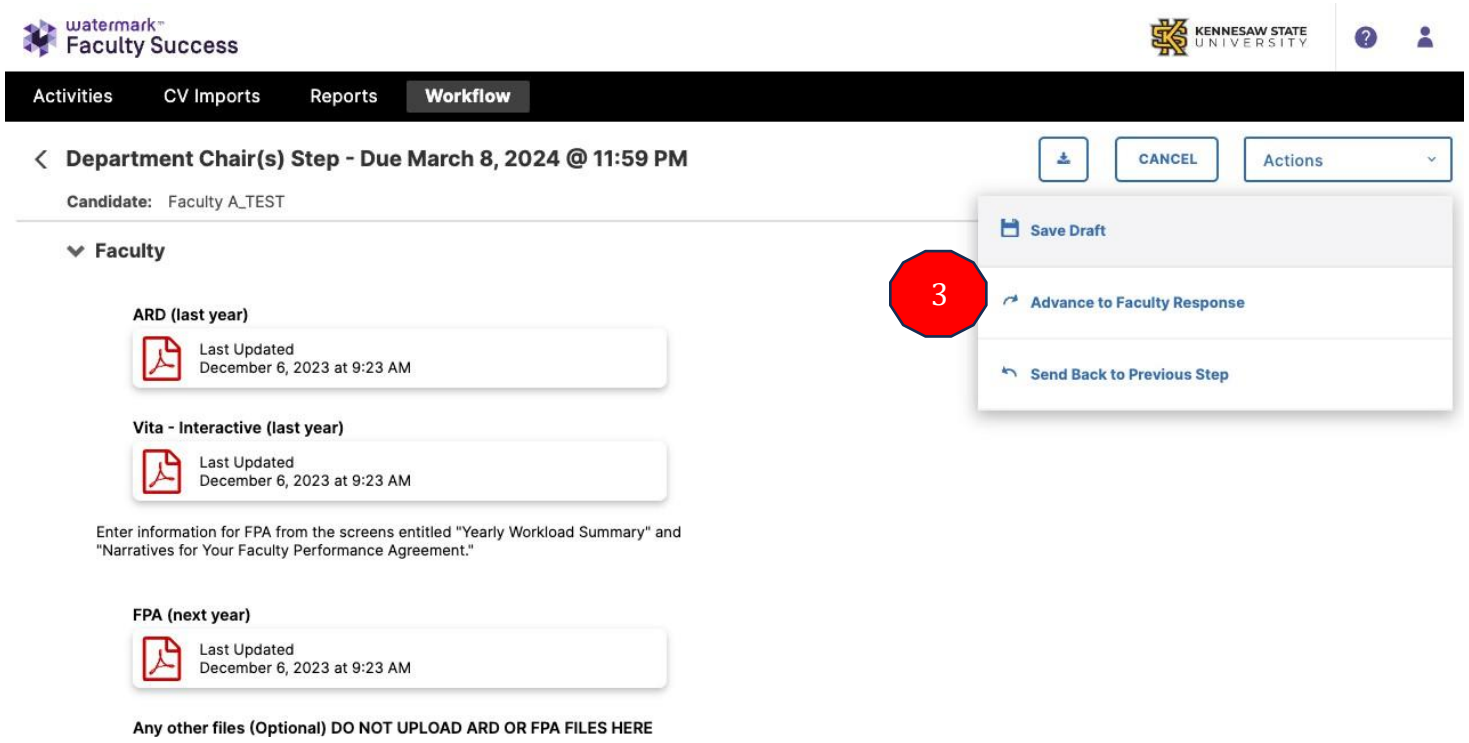


3. As it may take some time to compile all the information required for submission, you will have the ability to save (1) progress from the Actions menu (2) and return later.
    a. Do not download, print, or modify any of the attached reports or form responses of previous process participants.

4. If the initial submission or previous review step was submitted with incomplete or incorrect information, or if an item needs further clarification, you can have the faculty member update the information in the FPA narrative or workload percentage on their Watermark 'My Profile' section. Once the faculty member has updated the FPA narrative and/or workload percentage, click the refresh button (blue box with circular arrow to update the FPA) on the Faculty Performance Agreement – updated box.



5. Route to move the form and attached materials to the next step in the process. *NOTE: This option will not be available to you until all required fields have been completed.*
    a. Select Route and Advance to the next step (3).
        i. If any branching route options are available, those will also appear here.



    b. Once the submission has been routed, the submission and all materials are locked.
    c. Once the submission has been routed to the next step, it is removed from the Inbox table and is added to History. The History table will also provide the status of a submission as it makes its way through the review process. Once the last step of a review has been completed, it will be removed from your History table.