Decisions can move proposals forward or backward in the workflow. If you approve a step it moves the proposal forward to the next step. Rejecting a step will move it backward to the previous step. You can also include comments with your decision so if you are rejecting a proposal and want to request additional changes the previous user will see those comments and be able to make the changes and move it forward once again.

Making a Decision

1. Items that are on your step (items you need to make a decision on) will be visible on the My Tasks tab

2. If you are the originator, you can also view them on the My Proposals tab, but it will also show any other proposals you created regardless of which step they are on
3. To make your decision click Edit Proposal

A. In the Proposals Toolbox click the decisions icon
B. Select your decision and add any comments
   i. These comments will be visible by any user who has a login

C. Approve moves the proposal forward to the next step
D. Reject moves the proposal back a step
   i. If you include comments requesting changes, the proposal will return back one step so the changes can be made
E. Cancel is an option on the first step if you are the originator and will cancel the proposal
F. You can also provide an opinion if you are a member of a committee but are not the decision maker