CONSULTING SOLUTIONS, LLC
PARTNERING WITH YOUR BUSINESS TO ACHIEVE SUCCESS

PAYSCAN WORKFLOW RESTART

Workflow Restart

Restarting a workflow is necessary when a record has been approved and then you learn that it needs to be edited.

Restarting the workflow changes the status of the record and allows it to be edited. You can restart the original workflow, or you can attach another workflow to the record. Only fully approved workflows can be restarted.

To restart workflows:

1. From the side menu of your Accounting Role, select **Administration~IR Workflow Restart.** The Workflow Restart screen appears.
2. The top part of the screen is a filter. Use it to select the appropriate records. (The "property" and the "IR Control #" are useful filter criteria.) Click "Submit"
3. The matching records appear in the Workflow Restart tab. Select workflows to attach to the records. You can use the dropdown box to select the appropriate workflow.
4. Include a Note in the "Notes" section indicating why you restarted the workflow.
5. Click the "Select" checkbox on the right to select this record.
6. Click "Post" to restart the workflow.

Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.