



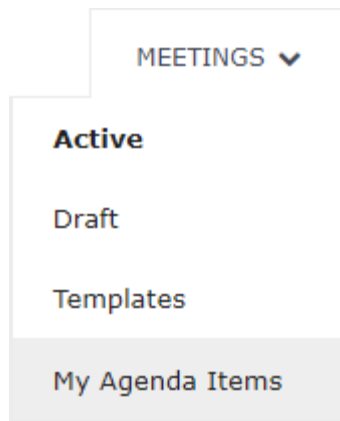
## Approving, Editing, Rejecting, or Rerouting Agenda Items

Once an item has been submitted to you, and provided automatic email notifications are enabled, you will receive an email indicating that the item is awaiting your approval. Additionally, your dashboard will also display any items that are needing your attention. You can also view pending items in your personal My Agenda Items area (see the related document, *Overview of Online Submission*). Once received, you can edit, approve, or reject the submitted items. If you make changes to an item, you can route it to a previous approver for review.

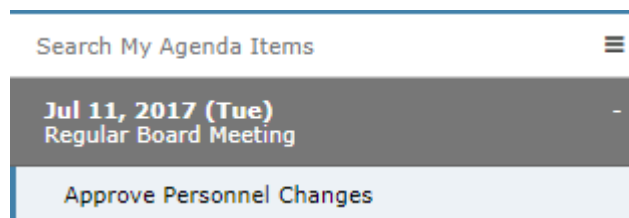
**Note:** If your access privileges are normally limited to administrative-level content, you will be able to view executive content for a limited time on your pending items, but only while they are progressing through the workflow process.

To review, edit , approve , reject , or route  an item, do the following:

1. Choose **My Agenda Items** from the Meetings tab menu to view the items that are awaiting your approval.

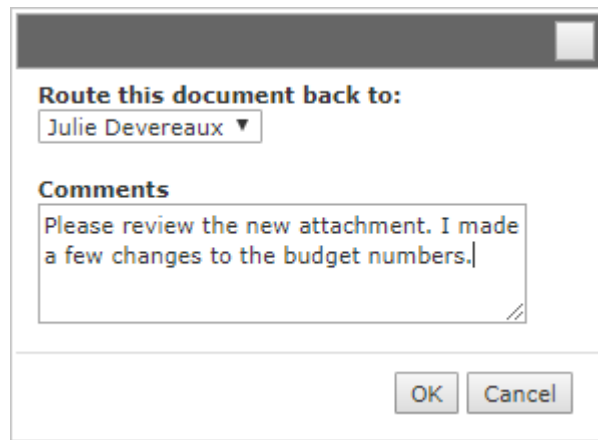


2. Click on the submitted item to view its content.



3. If you need to make changes to the item, click **Edit**. A screen with editing fields, menus, and content areas displays. Click **Save** to preserve your changes.
4. If you are ready to advance the item to the next approver, click **Approve**.
5. Alternatively, if you want to return the item to the original submitter for revision, click **Reject**.
 

**Note:** Prior to rejecting the item, you can add comments in the content fields for the submitter's benefit.
6. If you have edited the item and want to route it back to a previous approver for review, click **Route to a Previous Approver**.
7. In the dialog box that displays, choose the recipient from the list of approvers, add desired notes in the **Comments** field, and click **OK**.



**Route this document back to:**  
Julie Devereaux ▼

**Comments**  
Please review the new attachment. I made a few changes to the budget numbers.

OK Cancel

An email similar to what is shown below is sent to the recipient. For emphasis, sample comments are shown with a yellow highlight.

**Note:** If email notifications are enabled, approvers receive a similar BoardDocs-generated email when items are submitted to them.

Alvin Miller

The item approval process was routed back to you and is now awaiting your approval.

Comments from Peggy Guester:

Please review the new attachment. I made a few changes to the budget numbers.

Meeting: Regular Board Meeting

Date: April 18, 2013

Category: Board Action Recommendation

Item: Approve Student Teacher Agreement

See the item by visiting this URL:

<https://www.boarddocs.com/ca/cusd/Board.nsf/goto?open&login&id=8RXQ5J67A389>

Thank you,  
BoardDocs Notification