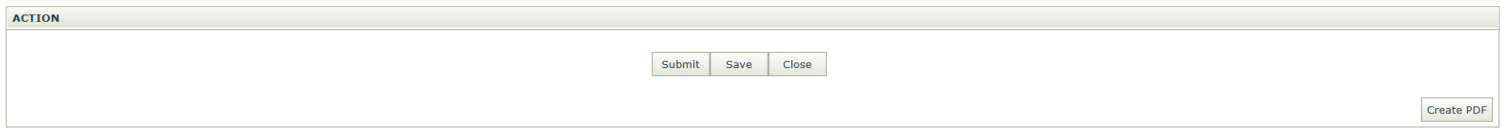There are several buttons in the Action section of the ePA form. If an ePA is sent back to you for a Rework, the options are slightly different. In this edition of ePA Extras, we'll highlight what happens when each Action button is clicked.

ACTION		
	Submit Save Close	
		Create PDF

Submit:
When an Originator clicks Submit, the ePA begins making its way through the approval process. Originators should receive a Submission Successful pop-up box. At this point, the ePA will appear on your Active Processes List, and you may begin tracking its progress.

Save:
Originators may Save a form and submit it later. When the Save button is clicked, all information on the ePA is captured, EXCEPT for Comments. If Comments are necessary, they must be entered before clicking Submit. Once a form has been saved, you may close it and return to it later. In order to complete a saved form, open a new form, enter the employee's CWID and hit tab on your keyboard. The saved information should appear on the form. You may only save 1 form (without submitting) per employee.

Close:
The Close button allows you to exit the ePA.

Create PDF:
Originators and Approvers may create a PDF of the form to save for future reference. The form will be captured in its current state. The Create PDF button is located in the lower right-hand corner of the form. Click the button, and it will turn from white to green. When the button turns white again, the PDF is ready to view. To view the PDF, click the drop-down arrow on the right-hand side of the PDF HISTORY bar. If multiple PDF's have been created, the most recent version will appear last on the list.

Rework
If an ePA is returned to you for a Rework, you will receive a Rework Notification email. Click the link in the email to open the form and check the comments section to see what the approver is asking you to do. If the approver is asking you to make a change, simply update the form, select Resubmit from the drop-down menu and click Submit. If the approver is asking you to cancel the form, select Cancel from the drop-down menu and click Submit. It is important that all forms returned for a Rework are either resubmitted or canceled. If not, the form will remain active, appear on active reports and severely alter the ePA average duration statistics.