eForms– Modify a Request

An existing request can only be modified if the document is pending submission.

To Modify a Request:

1. After logging into PeopleSoft, under the home page look for the eForms section and select the View Existing Requests link.

2. Under the Find an Existing Value tab, you will see multiple options listed in the Search Criteria:

   2a. Enter the Request ID (or search by any other option).

   2b. Click on the Search button.

3. The form will display, and the fields available to modify will be open, content can be changed as needed:

   IMPORTANT: Only a form with a status of Saved, Call Back for Revision, and Sent Back for Revision can be modified. If the document has already been submitted, use the Call Back button at the bottom of the form; the document will refresh and can be modified as needed.