

Quick Reference Guide:

How to See Comments on a Rejected Item



Purpose:

Follow these steps to see comments on a rejected requisition, expense report, or labor distribution change.

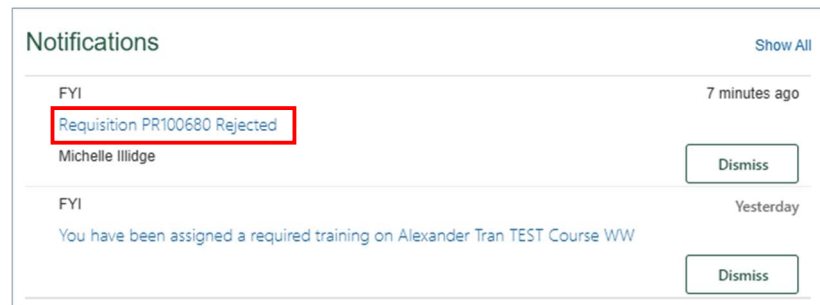
Step-by-Step:

Sign into WaveWorks.

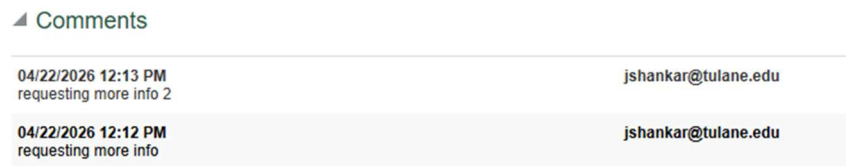
Click on the Bell Notification.



Click on the rejected item.



Scroll to the Comments section to view.



If there are no comments, scroll to the workflow step with the rejection.



Click on the camera.

Scroll down to see the comments.

