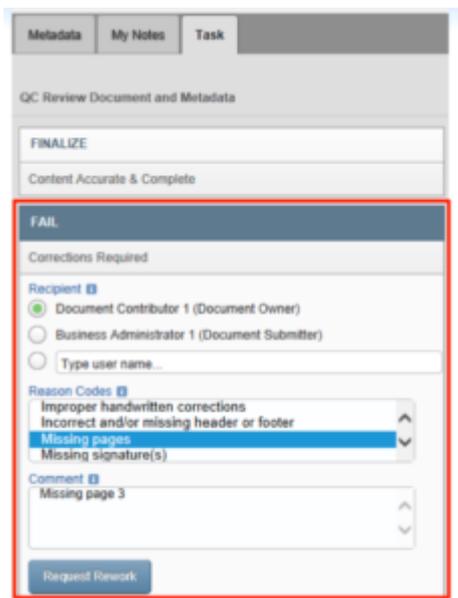


QC Fail (Request Rework)

If corrections are required for the document's content or metadata, follow these steps:

1. Click the Fail button
2. Choose a person to address the issue(s) (displays document submitter and owner; others can be chosen by searching in the Type user name field)
3. Choose one or more reason codes (to select multiple codes hold down the Ctrl key)
4. Enter comment if desired
5. Choose the Request Rework button



The screenshot shows a web interface for 'QC Review Document and Metadata'. At the top, there are tabs for 'Metadata', 'My Notes', and 'Task'. Below the tabs, there is a 'FINALIZE' button and a status indicator 'Content Accurate & Complete'. The main section is titled 'FAIL' and contains a 'Corrections Required' form. This form includes a 'Recipient' section with radio buttons for 'Document Contributor 1 (Document Owner)', 'Business Administrator 1 (Document Submitter)', and 'Type user name...'. Below this is a 'Reason Codes' section with a dropdown menu showing 'Improper handwritten corrections', 'Incorrect and/or missing header or footer', 'Missing pages', and 'Missing signature(s)'. The 'Missing pages' option is currently selected. A 'Comment' section contains a text area with 'Missing page 3'. At the bottom of the form is a 'Request Rework' button. The entire 'FAIL' section is highlighted with a red border.

The task will be sent to QC rework.