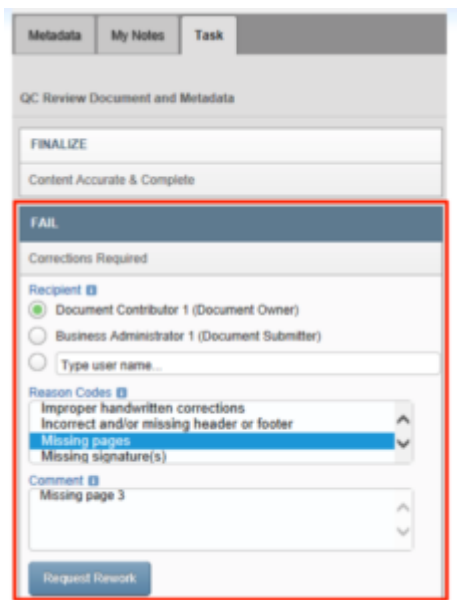


QC Fail (Request Rework)

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' section with the text 'Content Accurate & Complete'. The main section is titled 'FAIL' and contains the following elements:

- Corrections Required**
- Recipient**: Three radio button options: 'Document Contributor 1 (Document Owner)' (selected), 'Business Administrator 1 (Document Submitter)', and 'Type user name...'.
- Reason Codes**: A dropdown menu with three options: 'Improper handwritten corrections', 'Incorrect and/or missing header or footer', and 'Missing pages' (highlighted in blue).
- Comment**: A text input field containing the text 'Missing page 3'.
- Request Rework**: A blue button at the bottom of the form.

The task will be sent to QC rework.