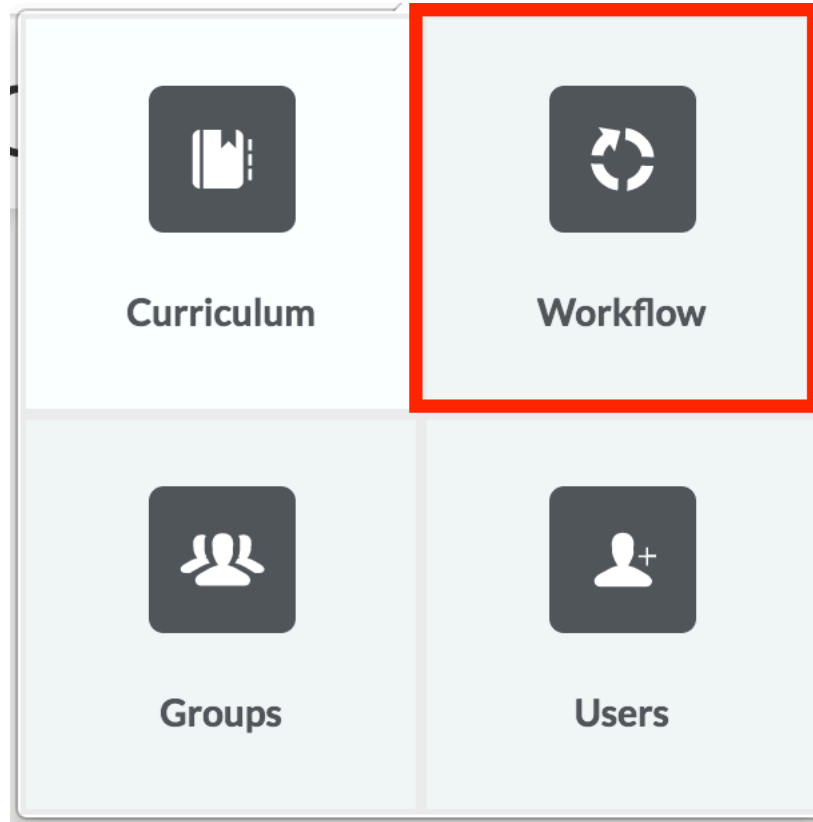
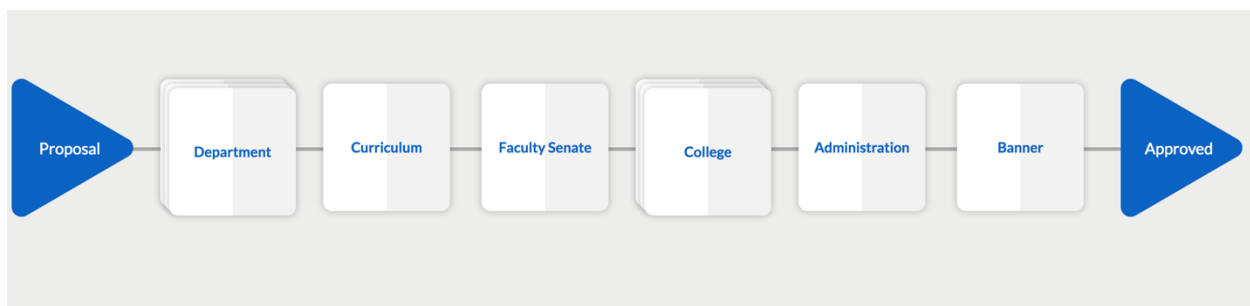


Enabling an approver in workflow the ability to edit a proposal in KSCM

1. Login to KSCM
2. Navigate to Workflow



3. Select the correct node you wish to change



4. Select the role within the node.

Department Template

Routing

Route to this node:

by a field on the CM form.

Field:

8) Department

Conditions

Run this step of the following rules are true:

1) Fast Track Proposal

Skip this step if the conditions don't apply

 [EDIT TEMPLATE](#)



5. Scroll down until you see the options. In Edit Rules enable “Users can edit the proposal at this step”. This will allow this node to edit the proposal if needed. This might need to be done in both Course and Program workflows.

Division Chair

Action Type

- Approve
- FYI
- Acknowledge

Voting Rules

- Unanimous Vote (veto)
- Single Vote (single)
- Custom Vote (vote)

Edit Rules

- Users can edit the proposal at this step

Mandatory Fields

- All mandatory fields must be filled out before moving beyond this point in workflow

Warning Enforcement

- Validation warnings become errors beyond this point