



TM-05.3 CABQ - How to Reopen a Document for Updates

Step	Action
1.	Click the Main Menu button to begin navigation. 
2.	Click the Manager Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Performance Documents menu.
5.	Click the Current Documents menu.
6.	When accessing an employee's Performance Document you will choose their name from the Current Performance Documents list.
7.	Click the TAB Format link to easily view all sections titles.
8.	Click the Minimize Performance Process button to expand your view of the document. 
9.	Click the Reopen button. 
10.	Click the Confirm button if you want to continue. <i>If you need to go back to fix or check something before moving forward click on Cancel.</i> 
11.	If the reopen was successful a message will display stating: You have successfully reopened this document and changed the status back to Evaluation in Progress.
12.	To return to the Current Documents list: Click the Return to Current Documents link. 
13.	Congratulations! You have successfully completed the How to Reopen a Document for Updates course. End of Procedure.