

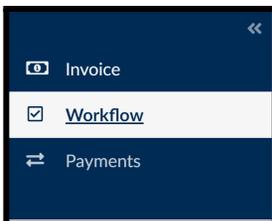
## Revisit Workflow Step

This document is a quick reference guide for users who will wish to revisit a workflow step in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

This QRG assists in reverting a workflow step from its current step, to the previous step; allowing you to modify the document information.

### Revisit Workflow Step

1. Open the desired Requisition or Purchase Order (PO) to access the workflow.
2. Click the **Workflow** tab link.



3. The workflow displays. View each phase of the workflow any process has, or will take.
4. Click the **re-visit step** link to send a document to a previous step.

Approval History <span style="float: right;">4</span>								
Activity	Name	Delegate to	Created on (UTC-7)	Validated on (UTC-7)	State	Due date (UTC-7)	Initial performer	
Invoice Ok To Pay	Rosemary ARMENTA		6/23/2022 10:03:02 AM	6/23/2022 10:03:02 AM	OC ●		Rosemary ARMENTA	re-visit step
Invoice Paid	scheduler SCHEDULER		6/23/2022 10:03:02 AM	6/24/2022 6:01:02 AM	OC ●		scheduler SCHEDULER	re-visit step
Request for Payment Authorization	Rosemary ARMENTA		6/23/2022 10:03:02 AM	6/23/2022 10:03:02 AM	OC ●		Rosemary ARMENTA	re-visit step
AP Supervisor Review	Rosemary ARMENTA		6/23/2022 9:24:19 AM	6/23/2022 10:03:02 AM	OC ●		Rosemary ARMENTA	re-visit step

**Note: The "re-visit step" link is located in the last column of each step's row in the Approval History section.**