SAFM Award Status Page Quick Guide – Workflow Changes

**SAFM Award Status Page:**

The Ready Page (now the Award Status Page) has been modified to accommodate new statuses added with workflow:

A. Fiscal Year, Status and Term are required search fields on the Award Status page along with either Organization OR Career and Program.
B. Users can search for awards in the following statuses: Ready, In Review, Approved, Rejected.
   a. Error is a future state that will be added with integration and will not currently return any results.
C. Search results display matching awards with all associated fund sources.
   i. The status is at the AWARD level.
   ii. Users can modify the status of awards on this page if the awards are in the following: Ready, In Review, Approved.
   iii. Once an award status has been changed on the award status page and the change has been saved, the award will drop off of the search results because the page only displays awards in one specified status.

D. Users can change the status of ALL awards displayed by selecting the ‘Select All’ button at the top of the results list.
E. Once the ‘Select All’ button is selected, the system automatically changes the status of all the awards displayed to the next status in the workflow path. In this example, the status has changed from ‘Ready’ to ‘In Review’.

i. Once ‘Select All’ is selected, the button is disabled until the user saves the status changes.

ii. Prior to saving, users can change the individual status of any award as needed after the bulk status change if they do not want to change ALL award statuses on the page.
F. If a user does not have the appropriate access to change the status of any of the awards displayed, the award status will be greyed out (disabled) and the ‘Select All’ option will not update the award status when selected.
G. Rejected awards cannot be modified on the Award Status page. Users must go to the Student Awarding page to modify and fix awards in Rejected status. (See Rejections Quick Guide).

i. Awards in 'Rejected' status are displayed with fund sources status and reject reason(s) as the rejection is fund source specific.