

HOW TO REMOVE A CANDIDATE FROM A WORKFLOW

CANDIDATE WITHDRAWAL OVERVIEW:

This guide outlines the steps to remove a candidate from a workflow after it has already been initiated.

ACCESSING WORKFLOW

NAVIGATE TO THE WORKFLOW:

1. **Log in:** The system using your credentials [[Link to Navigation Guide and Login Page](#)].
2. **Click:** on the **Workflow** tab.
3. **Select:** **Review Workflows**.
4. **Find:** The specific workflow where the candidate needs to be removed (**e.g., name test2**).

Faculty Insight

Home Search My Profile Activities Documents Reporting Admin Customization **Workflow** Help

Workflow
Add and customize workflows

Review Workflows

Review Workflow Templates

My Tasks (1)

Home / Workflows / Review Workflows

Welcome to Review Workflows

Administer existing workflows and create new workflows from existing templates

All 73 Unconfigured 3 Configured 2 **In Progress 11**

Filter Review Workflows...

Projects per page: 20

Name	Review Type	Start Date	Due Date	No. of Candidates	No. of Review Steps
200 Test	Annual Review	March 21, 2025	March 27, 2025	202	210
Date Check Yesterday	Promotion And Tenure	March 20, 2025	-	3	9
Recusal Check	Promotion And Tenure	March 19, 2025	March 26, 2025	202	210
name test 2	Annual Review	January 17, 2025	February 14, 2025	2	4

5. **Review:** The workflow steps to locate the step where the candidate is currently active (**e.g., Faculty Review that is in progress**).
NOTE: You cannot remove a candidate from any step that has already been completed (**e.g., Faculty Review User 1002 status is complete**).
6. **Click:** Candidate within that step (**e.g., Department Review**).

Workflow

Home / Workflows / Review Workflows / name test 2

name test 2 In Progress

All 4 Unconfigured 1 Configured 0 In Progress 2 Overdue 0 Complete 1

Filter Review Workflow Steps...

Review Steps per page: 20

<input type="checkbox"/>	Operator	Start Date	Due Date	Candidate Reviews	Status	Action
<input type="checkbox"/>	review User_1005, Faculty	January 17, 2025	January 24, 2025	0 / 1	In Progress	⋮
<input type="checkbox"/>	review User_1002, Faculty	January 17, 2025	January 24, 2025	1 / 1	Completed	⋮
<input type="checkbox"/>	Department Review Electrical and Computer Engineering	January 23, 2025	February 7, 2025	0 / 2	In Progress	⋮
<input type="checkbox"/>	Univ Acceptance University	February 8, 2025	February 14, 2025	0 / 2	Unconfigured	⋮

Remove the Candidate (If the candidate is in a step that has not yet been completed):

- Find:** The Candidate (e.g., Faculty User 1002).
- After Finding:** You will now see the Remove or Withdraw option next to the candidate’s name.

Review Workflow Templates

My Tasks (1)

Candidates (2)

All 2 Pending 0 Not Started 2 In Progress 0 Overdue 0 Submitted 0

Filter Candidates...

Candidates per page: 20

Showing 1 - 2 of 2 Candidates

<input type="checkbox"/>	Faculty Name	Academic Unit	Start Date of Review	End Date of Review	No. of Reviewer Authors	Action
<input type="checkbox"/>	User_1002, Faculty	Electrical & Computer Engineering, Department of	-	-	1	⋮
<input type="checkbox"/>	User_1005, Faculty	Electrical & Computer Engineering, Department of	-	-	1	⋮

+ Add a new Candidate

Review Step Properties

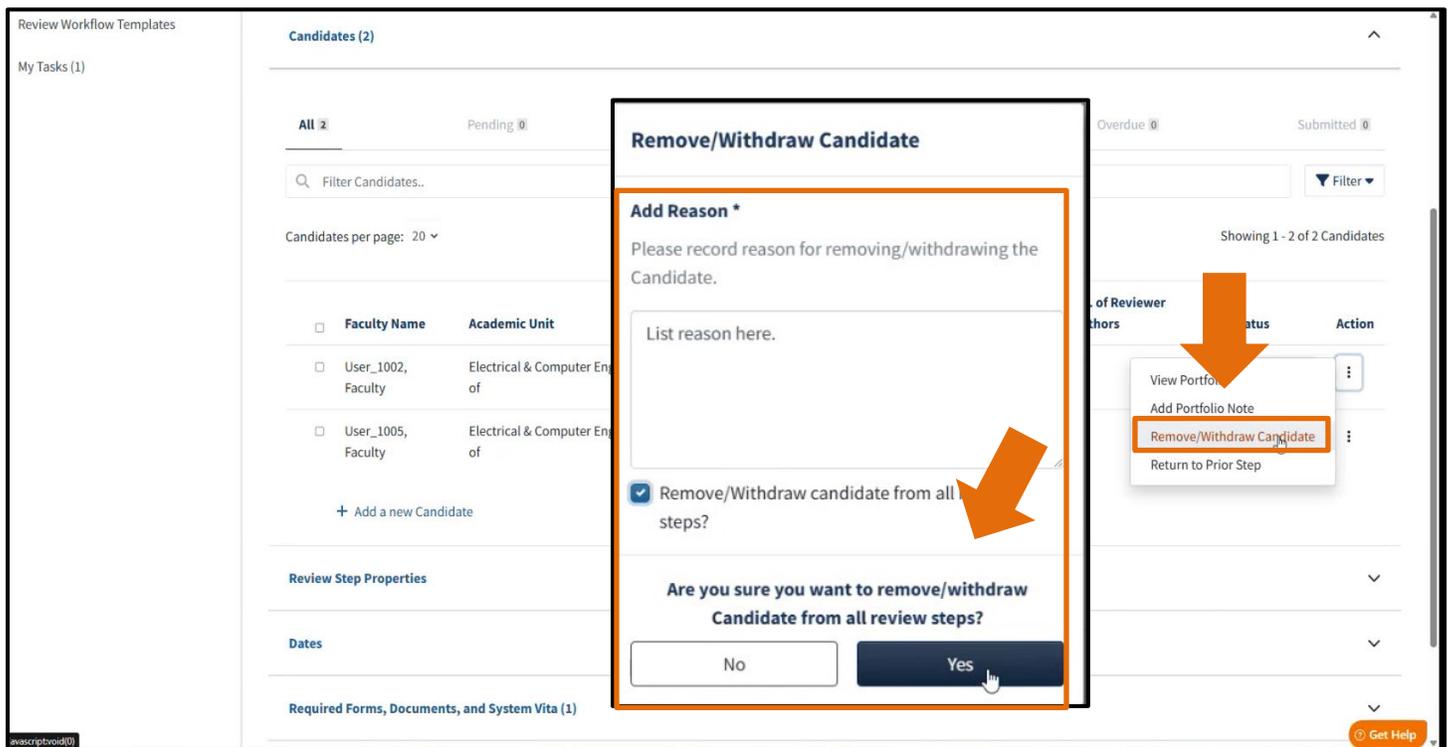
Dates

Required Forms, Documents, and System Vita (1)

Get Help

Confirm Removal

9. **Click:** The Remove/Withdraw option (A modal window will appear prompting you to add a reason and make a selection).
10. **Provide:** A reason for removing the candidate (Please check with the Provost Office or email fea-support@mail.ufl.edu on guidelines for withdrawal reasons).
11. **Check:** A box to remove the candidate from all review steps moving forward (This removes the candidate from all steps in the workflow not each individual step in the workflow).
12. **Click:** Yes to confirm.



13. **Review:** The candidate will no longer be listed in the current or future steps (e.g., Faculty User 1002 no longer appears on the page only Faculty User 1005 remains).
14. **Click:** The workflow name you need to withdraw to see existing steps. (e.g. Name test 2 to see an example of the existing step).
NOTE: If the removed candidate was the only one in a step, the step will still exist, but it will appear with no candidates listed (Any previous steps they completed will remain visible in the workflow for record-keeping purposes).

← Home / Workflows / Review Workflows / **name test 2** / Department Review

All 1 Pending 0 Not Started 1 Progress 0 Overdue 0 Submitted 0

Filter Candidates.. Filter

Candidates per page: 20 Showing 1 - 1 of 1 Candidates

<input type="checkbox"/>	Faculty Name	Academic Unit	Start Date of Review	End Date of Review	No. of Reviewer Authors	Status	Action
<input type="checkbox"/>	User_1005, Faculty	Electrical & Computer Engineering, Department of	-	-	1	Not Started	⋮

+ Add a new Candidate

Review Step Properties

Dates

Required Forms, Documents, and System Vita (1)

Reviewers (1)

Get Help

15. **After Clicking the workflow name (e.g. name test 2):** You will see an example of steps previously completed (e.g., Department Review). Remember going forward they will be removed from all steps in workflow.

NOTE: Past activity (e.g., completed steps) remains part of the workflow history.

16. **Finished:** You are now finished removing the candidate.

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My Tasks (1)

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name test 2 In Progress

All 4 Unconfigured 1 Configured 0 In Progress 1 Overdue 1 Complete 1

Filter Review Workflow Steps...

Review Steps per page: 20 Showing 1 - 4 of 4 Review Steps

<input type="checkbox"/>	Name	Operator	Start Date	Due Date	Candidate Reviews	Status	Action
<input type="checkbox"/>	Faculty Review	User_1005, Faculty	January 17, 2025	January 24, 2025	0 / 1	In Progress	⋮
<input type="checkbox"/>	Faculty Review	User_1002, Faculty	January 17, 2025	January 24, 2025	1 / 1	Complete	⋮
<input type="checkbox"/>	Department Review	Electrical and Computer Engineering	January 23, 2025	February 7, 2025	0 / 1	Overdue	⋮
<input type="checkbox"/>	Univ Acceptance	University	February 8, 2025	February 14, 2025	0 / 1	Unconfigured	⋮

FOR ADDITIONAL ASSISTANCE

Policies & General Questions

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Technical Issues

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