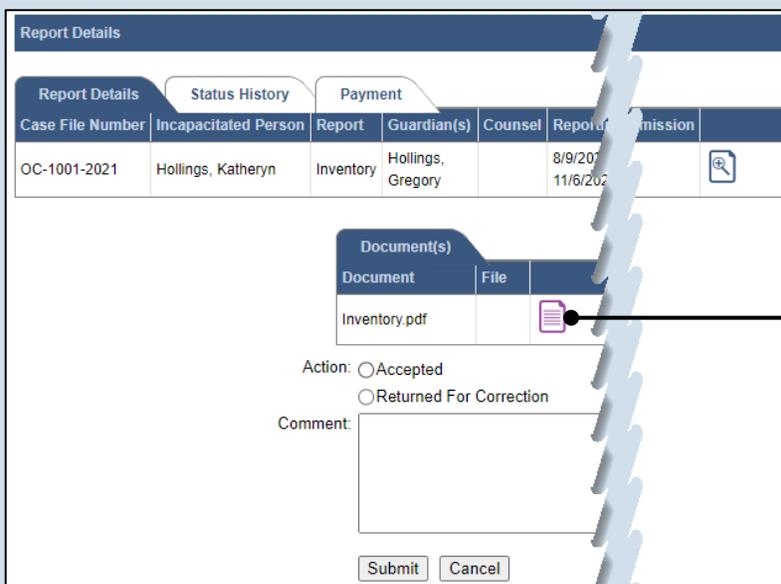
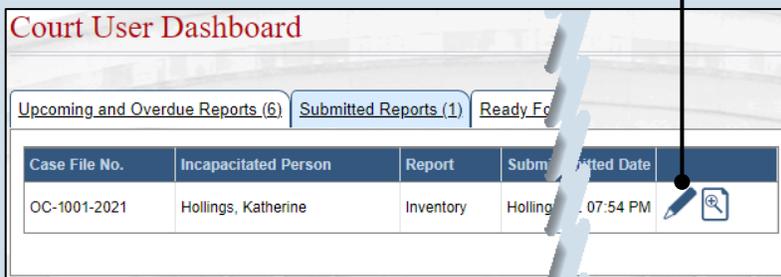




# How to Accept to Return a Report for Correction

## 1. Open the report details

In the Submitted Reports tab of your Dashboard, click the View Report Details icon for the appropriate report.

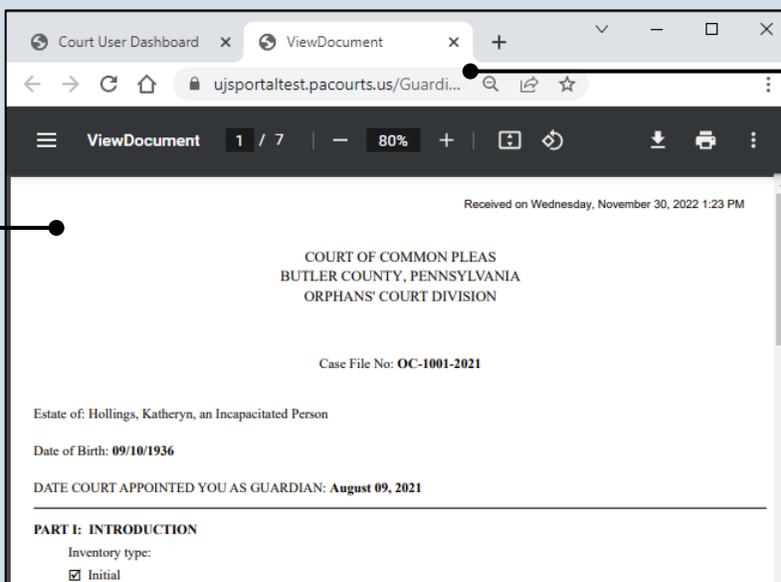


## 2. Open the full report

In the Report Details popup, click the Document icon in the Document(s) grid for the report.

## 3. Review the report

A PDF version of the report opens in a new tab. Review the information that was submitted.



## 4. Return to the Web Portal

Close the tab or window displaying the PDF document to return to the Web Portal.

**Tip:** Depending on your browser and settings, the PDF may open in a new window instead.

# How to Accept to Return a Report for Correction



## 5. Accept the report or return it for corrections

If you did not find any problems when reviewing the report, select the **Accepted** radio button and proceed to Step **Error! Reference source not found.**

If you found that the report needs to have corrections made, select the **Returned For Correction** radio button and continue to Step 6.

The screenshot shows the 'Report Details' form with the following data:

Case File Number	Incapacitated Person	Report	Guardian(s)	Counsel	Reporting Period	Due Date
OC-1001-2021	Hollings, Kathryn	Inventory	Hollings, Gregory		8/9/2021 - 11/6/2021	11/07/202

Document(s) section:

Document	File
Inventory.pdf	

Action:  Accepted  Returned For Correction

Comment: A debt/liability is shown without an amount (\$0.00).

Buttons: Submit, Cancel

## 6. Enter Comments

Use the **Comments** field to explain why the report needs to be corrected.

**Tip** Be as detailed as possible. **Comments** are sent via notification to the party that submitted the report.

## 7. Click SUBMIT

The report has been processed. You are returned to the Dashboard.