How do I roll back a proposal in CIM?

1. The Rollback feature allows you to “roll back” a proposal to a previous step in the workflow. This is an appropriate action to take if you are requesting additional information or edits from someone in the department/unit.

   The ‘Rollback’ button is at the top of the CIM proposal in red (screenshot below):

   ![Rollback screenshot](image1)

2. Select the role to which you want to roll back the proposal. The name of the proposal initiator is listed at the very top. Please leave a comment/reason for the rollback. Then click ‘Rollback.’

   **Warning:** if you roll it back to the proposal initiator (the very first person listed), this will take the proposal out of the approval workflow entirely. The initiator will need to submit the proposal to the workflow again after the requested edits are completed.

   ![Rollback dialog](image2)