

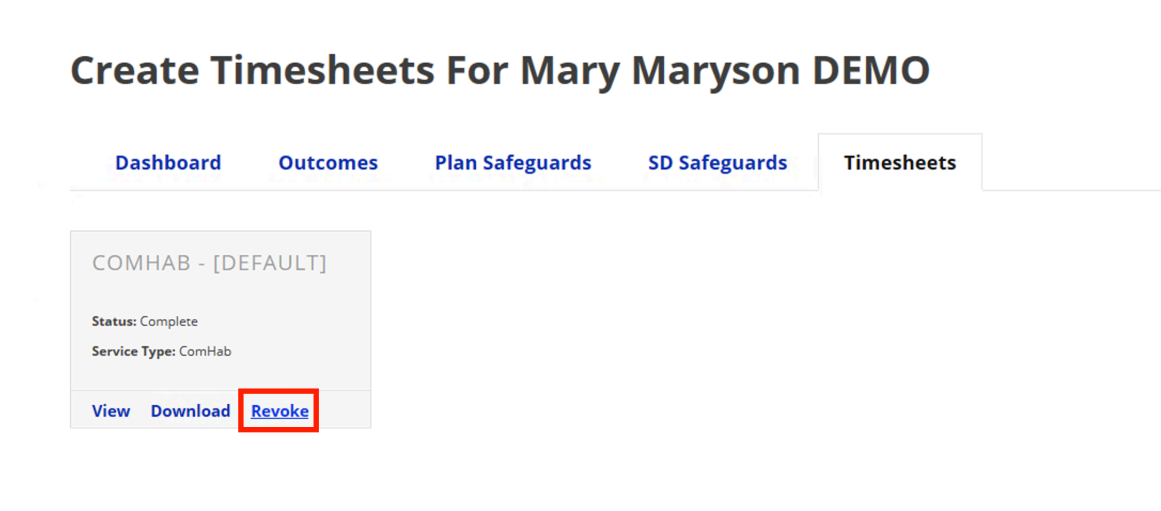
# Revoke SAP (SD Coordinator)

---

Revoking a timesheet changes the status from Complete to Draft, allowing the broker to make changes and resubmit.

The following set of actions must be performed in Harmonix:

1. To begin, navigate to the Participant Detail layout of the participant in question and select the **Plans** tab.
2. From the timesheet section, click **Revoke** on the tile of the timesheet you wish to revoke.



The screenshot shows a web interface titled "Create Timesheets For Mary Maryson DEMO". At the top, there are five tabs: "Dashboard", "Outcomes", "Plan Safeguards", "SD Safeguards", and "Timesheets". The "Timesheets" tab is selected. Below the tabs, there is a card for a timesheet titled "COMHAB - [DEFAULT]". The card displays the following information: "Status: Complete" and "Service Type: ComHab". At the bottom of the card, there are three buttons: "View", "Download", and "Revoke". The "Revoke" button is highlighted with a red rectangular border.

3. The broker will receive an email notification that the timesheet has been revoked. The timesheet is no longer valid to use. Contact the SD Coordinator for information on why the timesheet was revoked.

---

🔄Revision #2

★Created 24 November 2020 23:20:08 by Admin

✎Updated 31 October 2025 19:12:26 by Admin