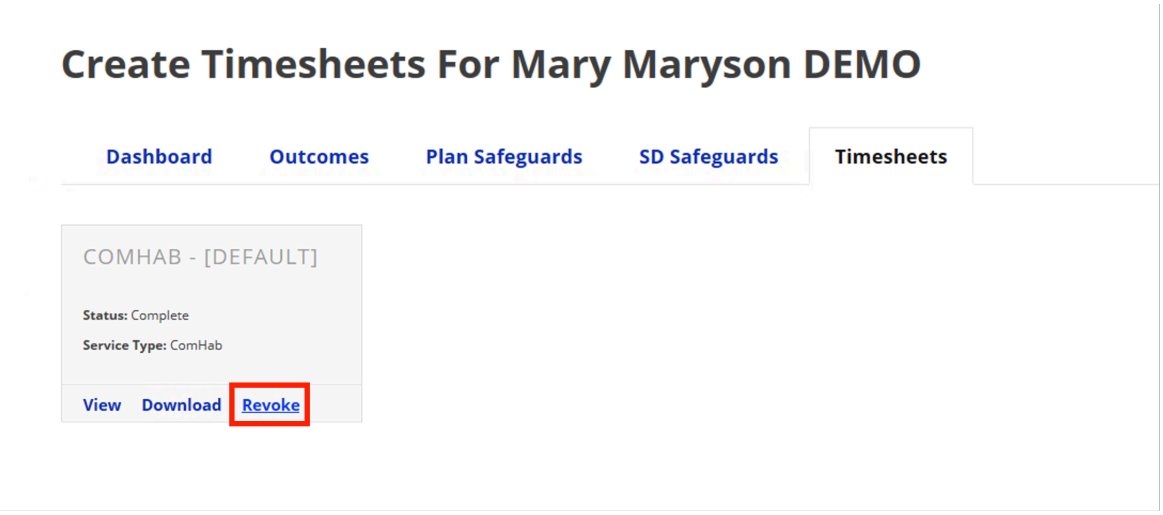
Revoke SAP (SD Coordinator)

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.



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 The broker will receive an email notification that the timesheet has been revoked. The timesheet is no longer valid to use. Contact the SD Coordinator for information on why the timesheet was revoked.

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