

"REMOVE APPROVAL" CAPABILITY TO THE AGENCY HEAD APPROVAL FUNCTION

Agency heads can now correct errors discovered after performance indicators have been approved by temporarily removing approval, revising the data, and re-approving the indicator. This function is ONLY available for data in the current reporting quarter and ONLY during the regular and late reporting periods. Approval cannot be removed from data from previous quarters, nor can approval be removed once LaPAS has closed for fourth quarter reporting.

To "Remove Approval" for a single performance indicator:

1. Login to LaPAS using the "*Agency Head Approval*" link on the LaPAS web page.
2. Click the "*Program*" tab. Select the appropriate program from the list by clicking on it. It should then appear in the top part of the pop-up window.
3. Click on the "*Objective*" tab. Select the appropriate objective from the list by clicking on it. It should then appear in the top part of the pop-up window.
4. Click on the "*Status*" tab. Click on the "*Retrieve*" button to retrieve all PIs for the selected objective. Select the appropriate PI by clicking on it. It should then appear in the top part of the pop-up window (white text in a dark gray background).
5. Click on the "*Approve Single PI's*" tab. Click the "*Remove Approval*" button. You should receive an "Approval Removed" message at the bottom of the window.
6. Logout.

The newly unapproved PI can now be accessed via the "Agency Update" link on the LaPAS web page; it can again be modified and saved using the normal data entry process. Once the modified PI has been saved by the data entry user, the Agency Head must re-enter the LaPAS system (through the "Agency Head Approval" link on the LaPAS web page) and reapprove the PI.