How to Omit a Committee Manager* from an RPT Form (Vote, Request etc.)
*In RPT, department Faculty Coordinators are provisioned w/ "Committee Manager" role

If more than one committee manager is assigned to a case, you will need to omit the others from any required forms (only one committee manager should submit the Request and Department Vote forms) before you can submit a case to the School Faculty Affairs step.

1. From within the case, click the **Case Details** tab
2. Scroll down to the **Forms** section
3. Click "**Manage Respondents**" in the Actions column for that form
4. Click "**Omit Requirement**" next to the Manager(s) who will not need to complete the form
5. You should see the status of "Form Omitted" next to the name of anyone not required to complete the form (repeat for both the Request Form and the Vote Form)
6. Click "**Close**" when you are finished

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