
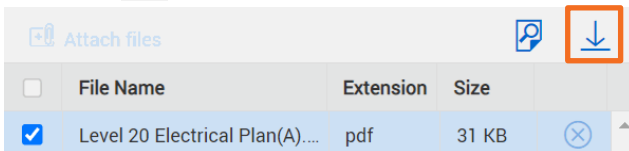


REVIEWING DOCUMENTS

1. Click **Document / Dashboard** ▾ ► select **Documents** ► **Review**
2. Click on a document number to open




DOWNLOADING ATTACHMENTS

1. Select the **Detail** tab
2. Click the checkbox next to the required document ► select 



Note: you can also click this icon  in the register

ADDING COMMENTS & ATTACHMENTS

1. Select the **Comments** tab ► use the  button to add comments
Note: you can also click this icon  in the register
2. Enter a comment and choose a category
3. Select  **Attach files** ► choose the file
4. Select **save**


COMPLETING THE REVIEW

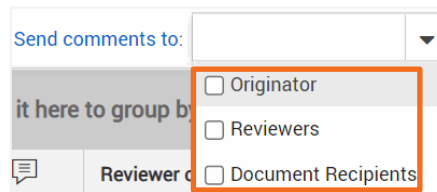
1. Select the document checkbox ► select **Complete** button 

RELEASING DOCUMENTS

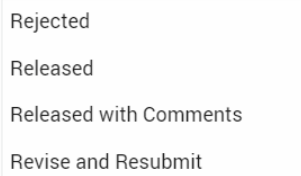

1. Click **Document / Dashboard** ▾ ► select **Documents** ► **Release**

VIEW REVIEWER COMMENTS


1. Click the  icon
2. Click Select reviewer comments to include with your summary ► select comments to be visible when released ► select **close**
3. Enter a comment and choose a category
4. Select **save**
5. Click **Send comments to:** dropdown ► choose the checkbox/s




COMPLETING THE RELEASE

1. Select a status from the **Review status** column 
 - Rejected
 - Released
 - Released with Comments
 - Revise and Resubmit
2. Click the Document checkbox ► select **Release** button 

MANAGING REVIEW WORKFLOW

1. Click **Document / Dashboard** ▾ ► select **Documents** ► **Manage workflow**
2. Locate the document in the list ► select the **Workflow members** button 

ADDING ADDITIONAL REVIEWERS

1. Select a **Company** from the dropdown
2. Click the checkbox next to the additional member/s ► select the arrow 
3. Choose the **Sequence number & Duration (Days)**

Sequence	Duration (Days)
1	1

Note: You can also set a Due Date and make the viewers Optional & Either

4. Select **save**

NEED SOME MORE HELP?



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