
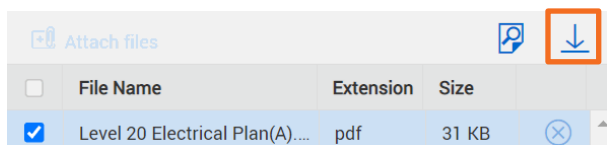



REVIEWING DOCUMENTS

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

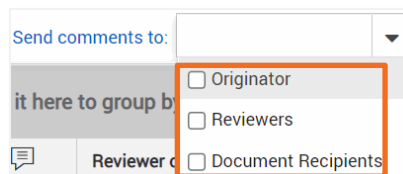
1. Select the document checkbox ► select **Complete** button .

RELEASING DOCUMENTS

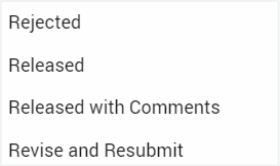

1. Click **Document / Dashboard** ▾ ► select **Documents** ► **Release**.

VIEW REVIEWER COMMENTS


1. Click the  icon.
2. Click  ► select 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.

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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