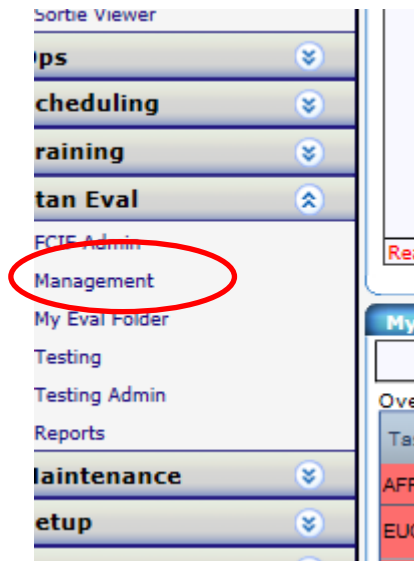


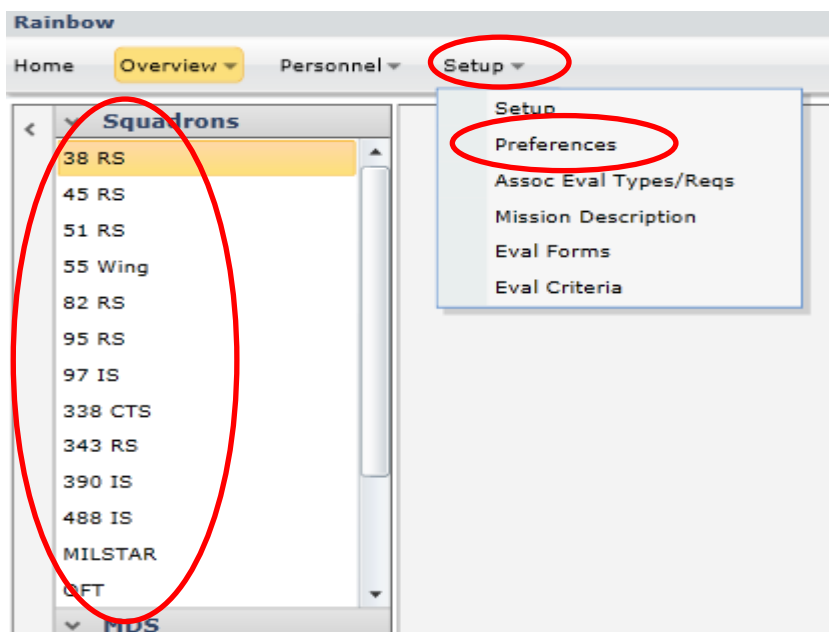
## PEX Pre Signature Set-up

1. PEX allows for a pre-signature review process. This guide explains how SQ/CCVs can set up this function. Once set-up by the CCV, it will occur automatically with all future Forms 8.

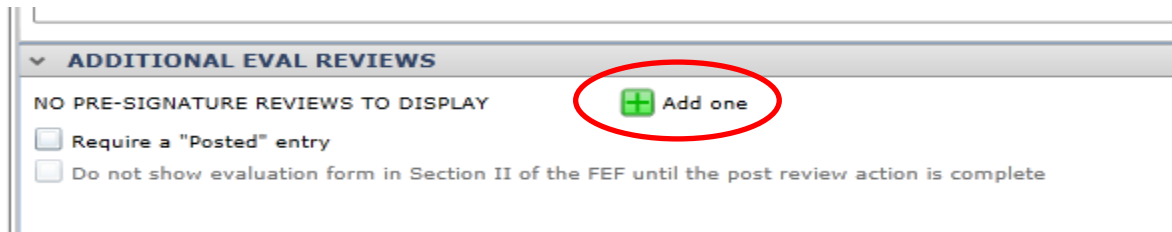
- 1.1. Click on “Management” under the Stan Eval drop-down on the left side.



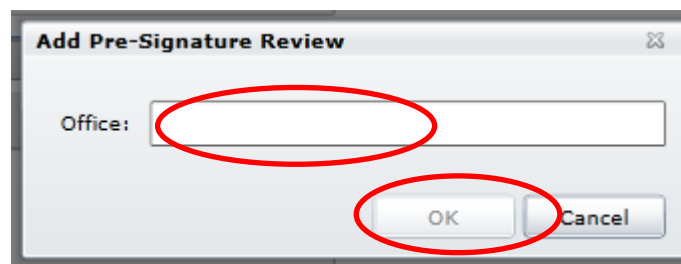
- 1.2. Select your Unit on the left and hover over the “Set-up” pull down. Click on “Preferences.”



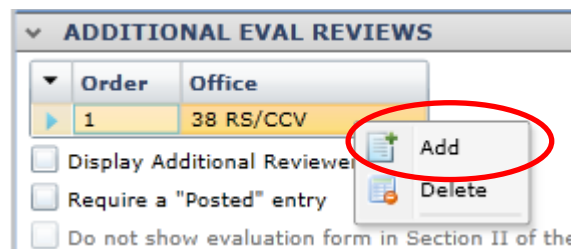
- 1.3. Scroll to the bottom of the Preferences window to the “Additional Eval Reviews” section. Click the “Add One” button to create.



- 1.4. The following window will open. Enter squadron CCV (i.e. 38 RS/CCV) in office block. Click OK.

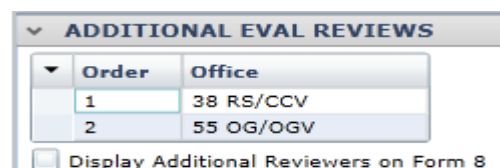


- 1.5. To add the second review for OGV, right click over the previous entry and select “Add”.

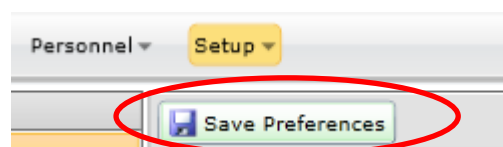


- 1.6. Same “Add Pre-Signature Review” window will pop up. Enter 55 OG/OGV as the second reviewer and click OK.

- 1.7. This is how it should look when done.



- 1.8. Last, click “Save Preferences” at the top left of the window.



- 1.9. This Pre-Signature function locks the Form 8 from being signed until the pre-reviews have been accomplished. Also, provides a “Notify” option for each review and shows a record of who accomplished the reviews.

**PRE-SIGNATURE REVIEWS**

Office	Reviewer	Status
38 RS/CCV	Jarred.Chamberland	Reviewed: 19 Oct 2016
55 OG/OGV		Ready to review

**AFI MANDATED SIGNATURES**

Signer	Name and Grade	Organization	Concur	Not Concur	Remarks	Date
Evaluator/Flight Examiner	Jarred K. Chamberland, Capt	55 OG/OGV	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19 Oct 2016 15
Reviewing Officer	Derek A. Rachel, Lt Col	38 RS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19 Oct 2016 15
Final Approving Officer	Matthew N. Waszak, Lt Col	38 RS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19 Oct 2016 15
Examinee	Seth E. Reeder, Capt	38 RS/CCV	<input type="checkbox"/>	<input type="checkbox"/>		19 Oct 2016 15

Refresh View Form Re-Open

- 1.10. The status will be shown on the Person Details page under the Eval Forms/MFR section. The Review window can be reached by clicking on this link.

EVAL FORMS/MFR			
Pre-Signature Reviews	Type	Date	Eval Type
(2 of 2) 55 OG/OGV - for 0 days	Open Form 8	19 Oct 2016	QUAL/MSN (TC)
	Temp Eval Form	19 Oct 2016	QUAL/MSN (TC)

- 1.11. Once reviews are finished, this area will show completed and allow for the signature process to begin.