

QBlock disposition processing

During this Sibling you create a Passura list for each QBlock disposition, then use these lists to update Approval.

Before you begin

- Ensure that the *Final Decisions* spreadsheet matches the dispositions that were decided in the meeting.
 - **A/AL:** Approved
 - **D/O:** Deleted
 - **D/R:** Rewritten
 - **D/T:** To Rewrite
 - **M/SXD:** Move to Affiliated Exam
 - **M/SX:** Move to Sibling exam
- Make any no-new-number (NNN) text changes. NNN changes are minor changes (missing comma, type-o, etc.) that do not require a duplicate.
- Investigate and finalize any coding changes in your approved (A, AL) QBlocks.
- Review the **NUMBER** column to ensure that each disposition group's QBlocks are in the correct order. This facilitates later proofreading.

Create lists

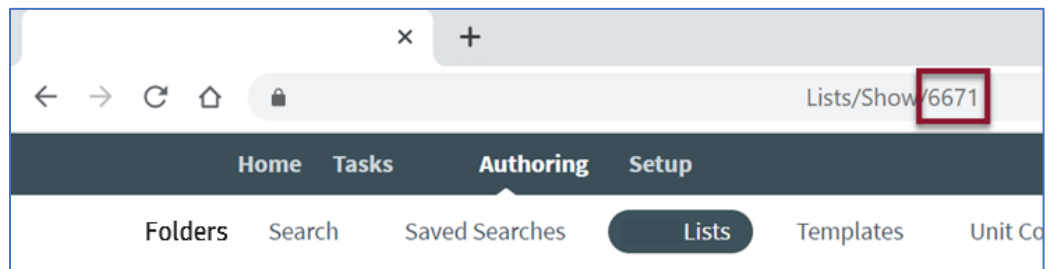
1. In your *Final Decisions* spreadsheet, delete all columns except **QBLOCK_ID**, **NUMBER**, **ACTION**, and **DESTINATION**.
2. Create lists for each QBlock disposition by uploading CSVs.
 - Name the list according to this convention: *20XX SiblingX CMTX Approved QBlocks* (X = Year, Sibling, and CMT numbers).
 - Do NOT select Publish Changes to this list.

- Select **QBlock Name** when downloading the CSV template from Passura.
3. Copy the **QBLOCK_ID** column for each Passura disposition group into the CSV template's **QBlock Name** column.
 4. Update your Passura QBlock Approval using the Passura List ID from the list's URL.

Update Approval

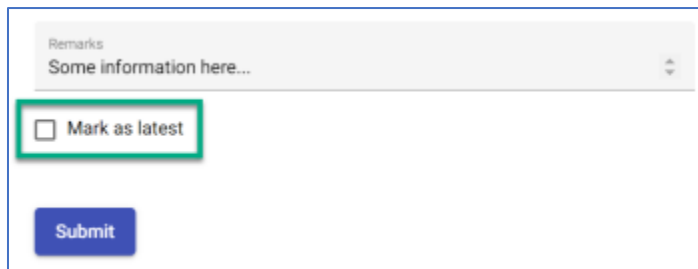
1. [Click here](#) to open Bulk Update in PassApps.
2. Update your Approval dispositions by entering or selecting information in the following required fields:

- Passura **List ID**



- **Committee Code** - Select an option from the drop-down or type the code. The values in this dropdown are populated from HelperDatabase Setup, and your selection automatically populates the Description.
- **Committee Role** - Select an option from the drop-down or type the code. There can only be one Primary (P) committee record per QBlock.
- **Committee Date** - Enter the date (MM/DD/YYYY) or click the calendar to select it. This value cannot be duplicated for any QBlock.
- **Review Action** - Select an option from the drop-down or type the code. The values in this dropdown are populated from HelperDatabase Setup.

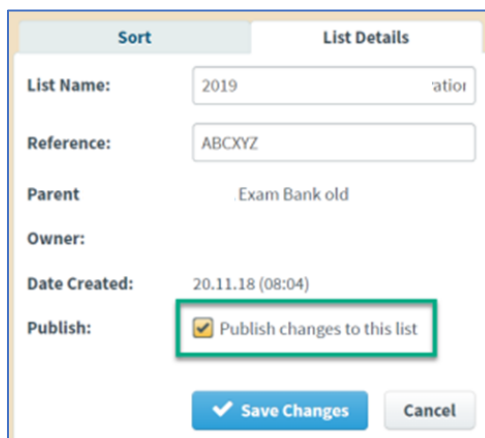
- **Destination** - Select an option from the drop-down or type the code. The values in this dropdown are populated from HelperDatabase Setup.
3. If needed, enter the **Next Review Date** (MM/DD/YYYY) and **Remarks** (up to 500 characters).
 4. Select the **Mark as Latest** checkbox to indicate this as the most recent Approval update.

A screenshot of a web form. At the top is a text area labeled 'Remarks' with the placeholder text 'Some information here...'. Below this is a checkbox labeled 'Mark as latest', which is highlighted with a green rectangular box. At the bottom of the form is a blue button labeled 'Submit'.

5. Click **Submit**.
6. Select Downloads from the main menu to track the **Status** of your request and to download file(s) when the request is **COMPLETE**.
7. Update the *Final Decisions* spreadsheet, noting each list name and ID number.

Publish lists

1. Publish each list after adding Approval by clicking the **Edit** button on the list screen and selecting the **Publish Changes to this list** checkbox.

A screenshot of a 'List Details' form. The form has two tabs: 'Sort' and 'List Details', with 'List Details' being the active tab. The form contains several fields: 'List Name' with the value '2019', 'Reference' with the value 'ABCKYZ', 'Parent' with the value '. Exam Bank old', 'Owner' (empty), and 'Date Created' with the value '20.11.18 (08:04)'. At the bottom, there is a 'Publish' section with a checkbox labeled 'Publish changes to this list', which is checked and highlighted with a green rectangular box. Below the checkbox are two buttons: a blue 'Save Changes' button and a grey 'Cancel' button.

2. Record the HLI numbers generated for each published list in the *Tracking Log_PASSURA* for each list/disposition.
3. Check your draft or your *Final Decisions* spreadsheet for QBlocks that have an earlier **Next Review Date** than the standard three years.
Update the review date manually in each applicable QBlock in Passura.

Next Steps

Make [redacted] QBlocks being moved to another Sibling or an Affiliated exam [unavailable to your pool](#).