



## **Resource Request**

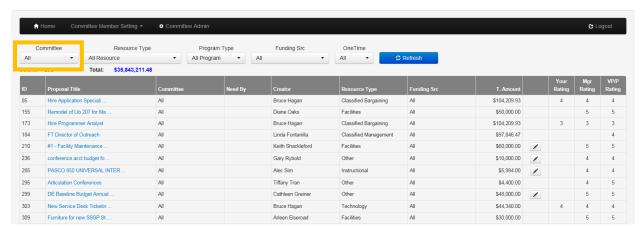
## **Committee Ratings**

Access the Committee Worksheet to enter Committee Ratings.

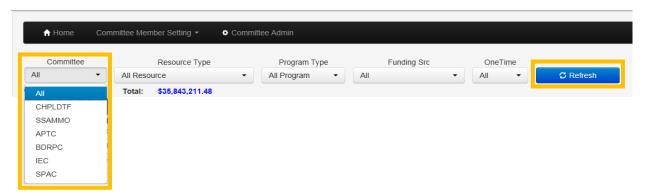


## I. COMMITTEE WORKSHEET FILTERS

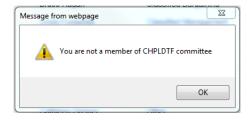
By default, the Committee Worksheet is set to display **All** on the **Committee** filter. The list will include all Resource Requests regardless of committee membership.



To filter by Committee (or other filters), select the Committee (or other options) and then click Refresh.



**NOTE:** If you are not a member of the Committee, you will receive the following message if you try to filter.

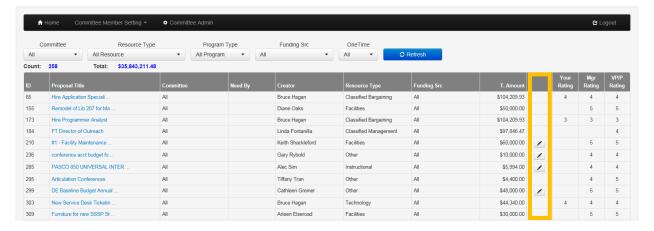




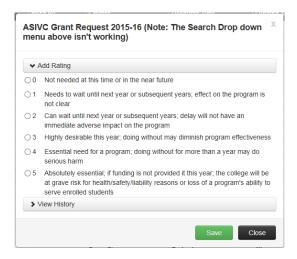


## II. ENTER COMMITTEE RATINGS

Rate all Resource Requests that have a icon in the column shown below.



To rate, click on the icon. The following screen will open. Select the **Rating** and **Save**. Your selection will appear in the **Your Rating** column.



**NOTE:** If you rated the Resource Request as a Manager, your Manager Rating (**Mgr Rating**) will carry through to the Committee Rating (**Your Rating**). If there are no changes you do not need to rate again.

