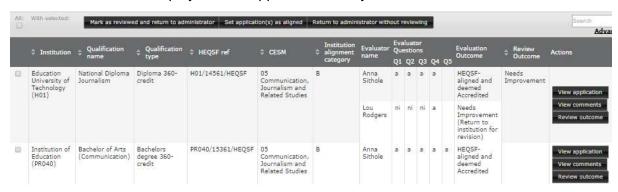
Review (Category B applications)

The Review interface displays all the applications that you must review.



How to review category B applications (4 steps):

- 1. Click on menu option Review to see the list of applications to review.
- 2. View the application and the comments by the evaluators. The best way is to right click on the button and select the option *Open link in new window* and then right click on the windows so you can see all the information you need. See View applications and comments image below.
- 3. Review all applications in your list either:
 - a. By clicking on the button. If any of Q1 to Q5 have been evaluated as needs improvement(ni) or n(not aligned) then you are required to review it like this.
 - b. By selecting multiple applications at one time (using the checkbox) and clicking on the button set application(s) as aligned. All Q1 to Q5 need to be aligned (a) in order to review it like this.
- 4. Return the reviewed applications to the administrator by selecting the applications (using the checkbox) and clicking on have been reviewed and have a review outcome in order to be returned to the administrator.

View applications and comments

