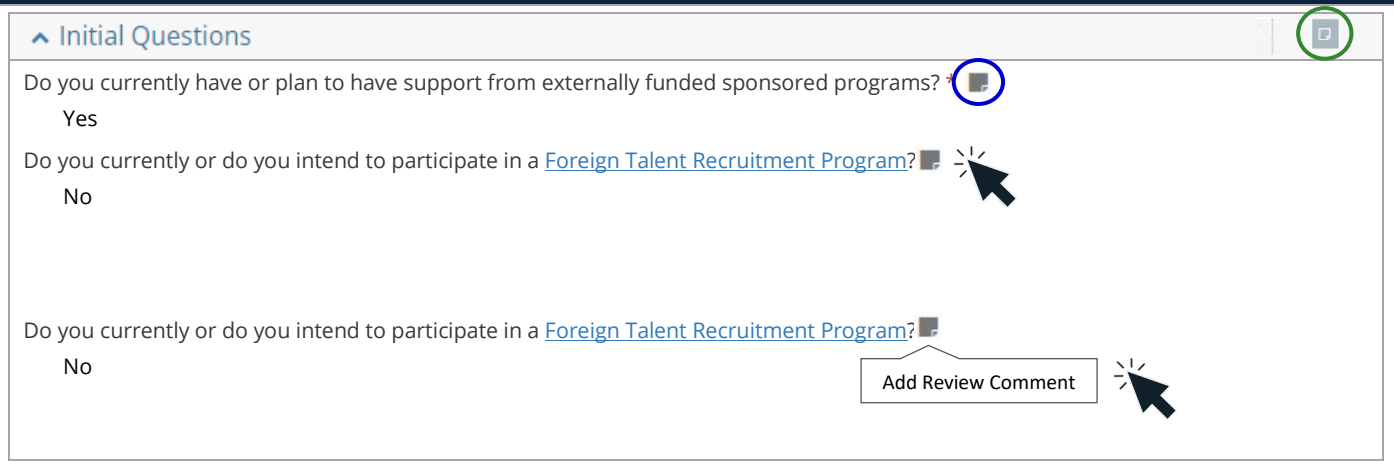
JOB AID – MANAGING REVIEW COMMENTS

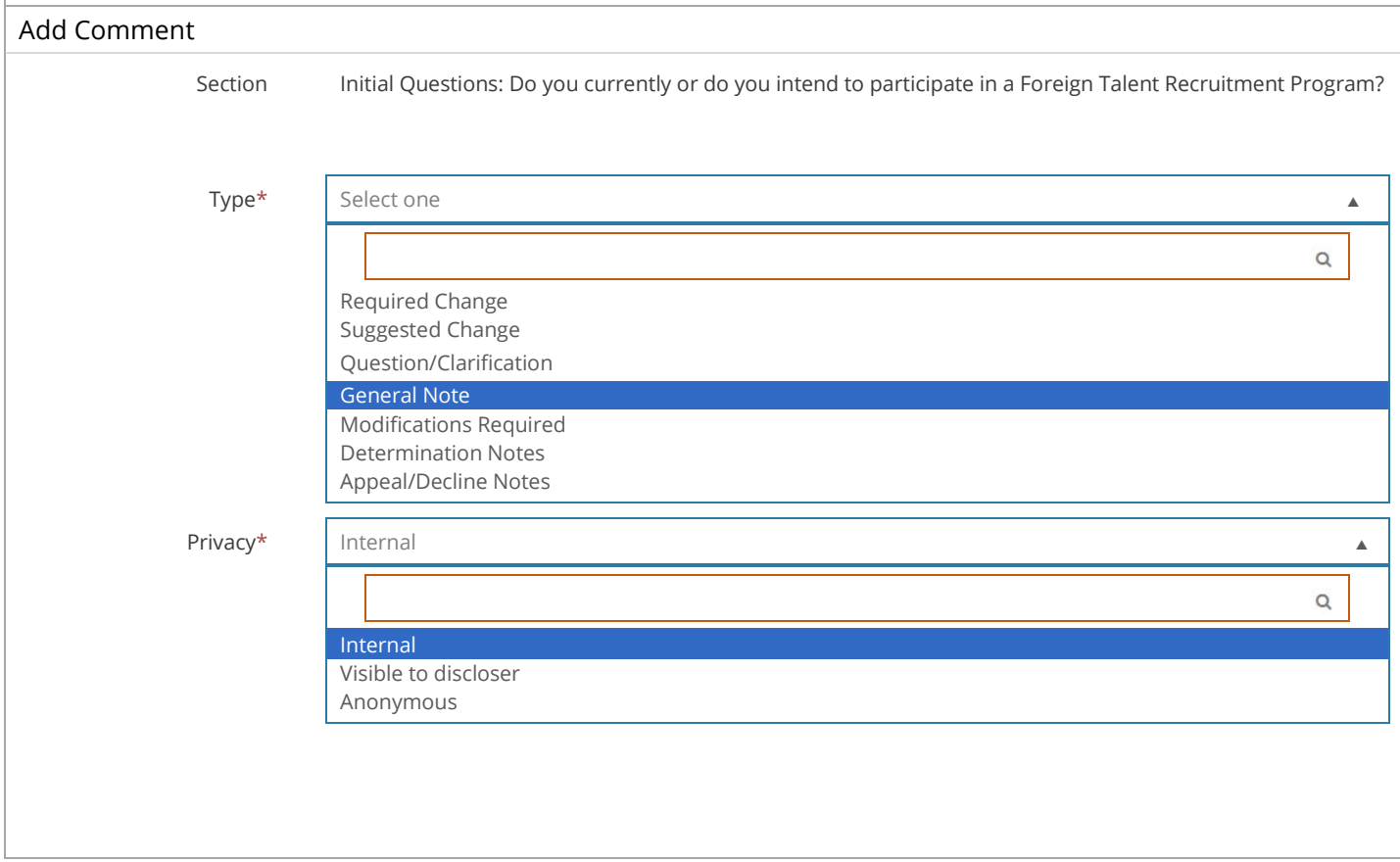
Adding a Review Comment



➔ You can Add Reviewer Comment throughout the disclosure form, at both the question level (blue) and the panel level (green) – wherever you see this note icon .

Click the gray note icon. A new window will appear titled ***Add Comment***.

➔ **NOTE:** If you hover the note icon, a pop-up will appear titled ***Add Comment Review***. You can also click in this pop-up to add a comment.



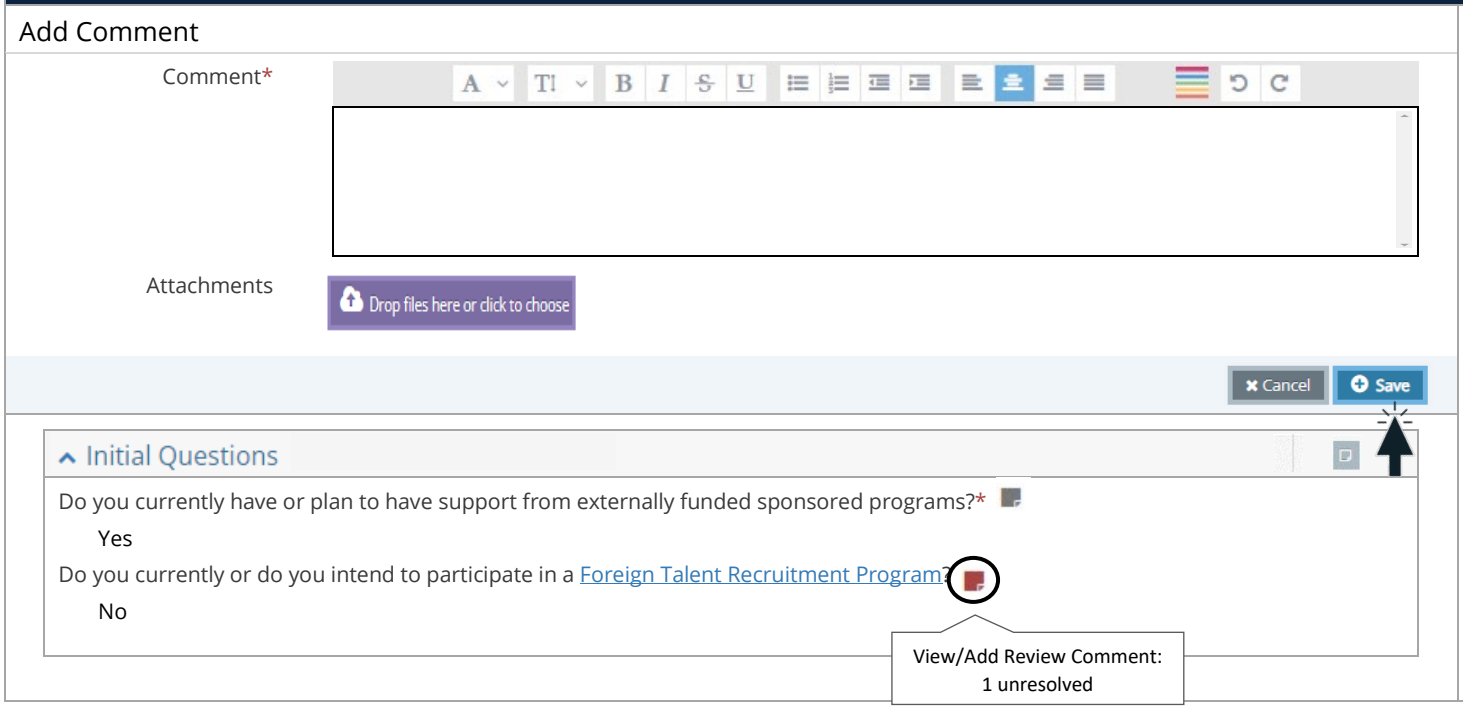
➔ ***Section*** will auto-populate with the name of the question or panel to which you are adding a comment.

➔ Click in the box to populate a dropdown list.

➔ Select the appropriate category from the dropdown list.

➔ Internal will always auto-populate. Click in the box to populate a dropdown list if you wish to change the privacy level.

Adding a Review Comment *(cont'd)*



➔ Type in your comments in the text box.

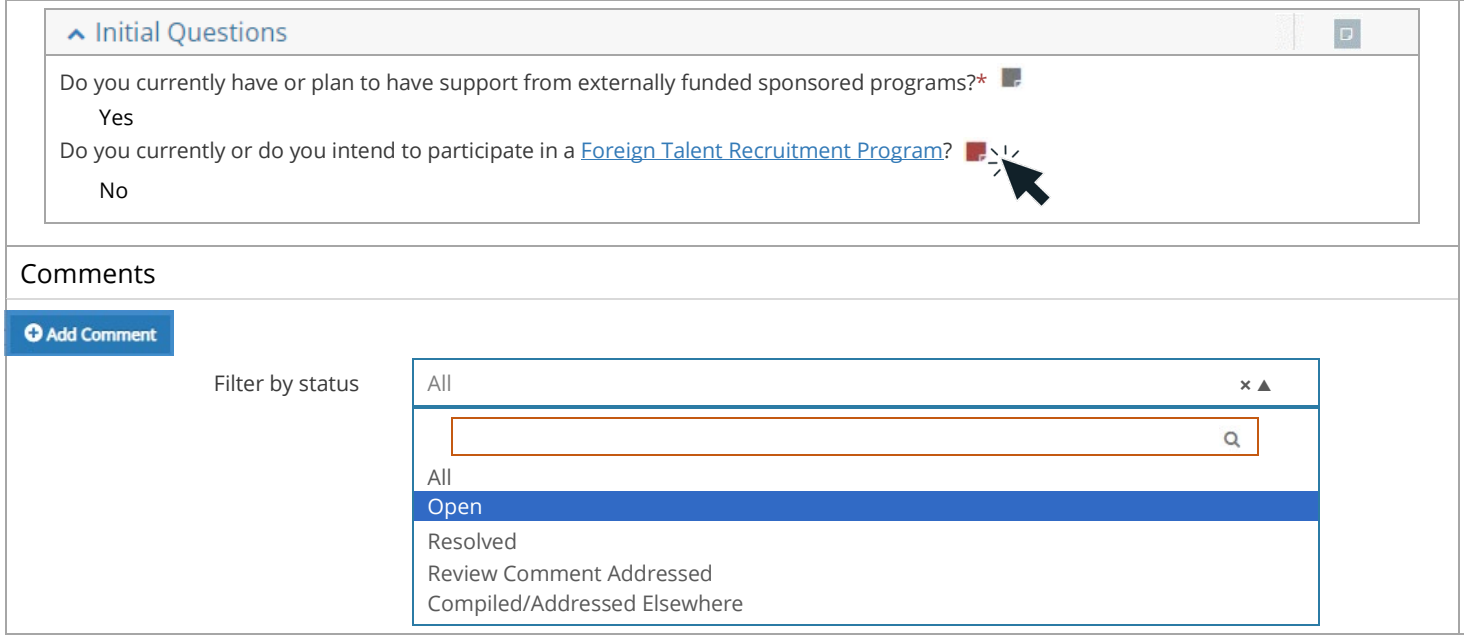
➔ Add attachments here if needed.

➔ Click the ***Save*** button.

➔ After saving, you will return to the disclosure. The note icon is now red, indicating an associated note.

➔ Hover over the red note icon. The pop-up that appears is now titled ***View/Add Comment Review: 1 unresolved***.

Resolving a Review Comment

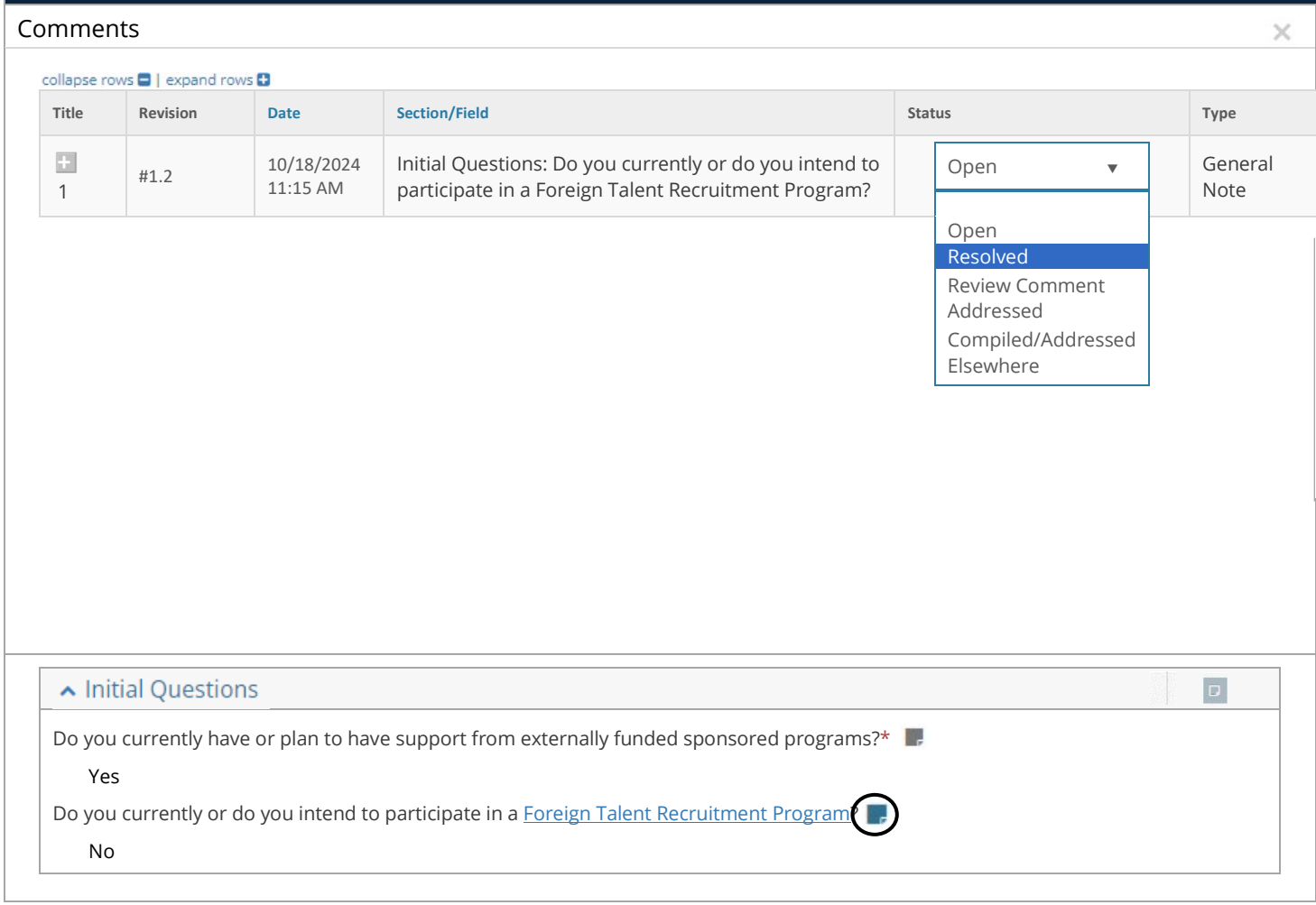


➔ Click the red note icon. A new window will appear titled ***Comments***.

➔ You can filter comments by clicking in the box to populate a dropdown list.

➔ Select the desired category from the dropdown list.

Resolving a Review Comment *(cont'd)*



➔ The table below will appear when the Comments window opens.

➔ Select the option that most accurately describes how the comment was resolved/addressed.

➔ After selecting the status, you can add notes if desired by clicking the blue edit icon above. Follow the steps for the Add Comment window above.

➔ When done, click the gray X at the top of the window to close the window. This will redirect to the disclosure form.

➔ When you return to the disclosure form, the note icon is now teal, indicating the comment is resolved.