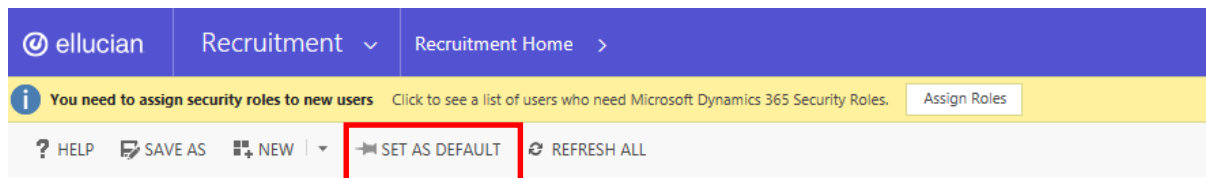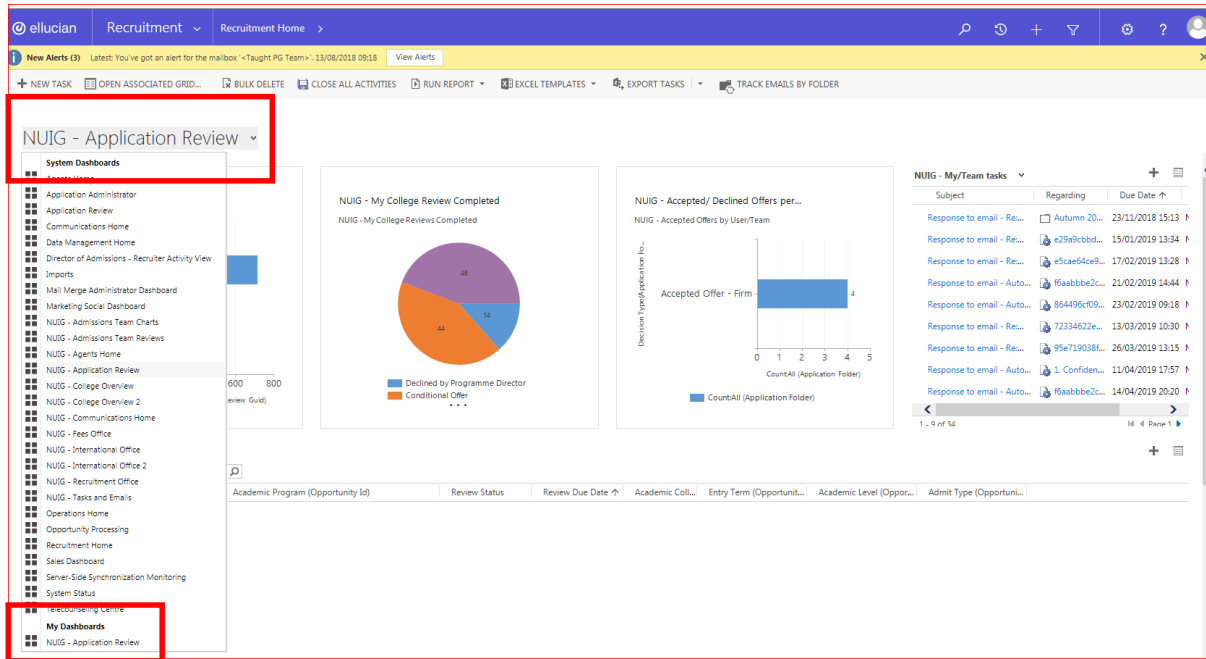# How to Navigate the Review Screen

Ensure your Reviewers dashboard is set and is showing **NUIG- Application Review.** If you need to set **NUIG – Application Review** select from the drop-down menu, click **Set as Default**, this will set the dashboard as your default Reviewers dashboard.

On the Reviewers Dashboard in the first row you will see **Charts** with summary information and **my team/tasks** which will show you any tasks that are outstanding.
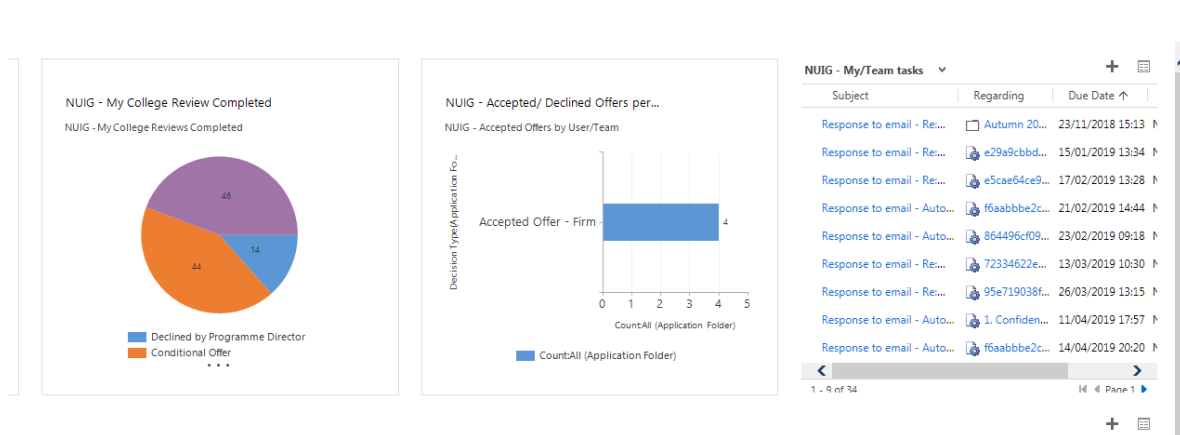
The second row **NUIG - My Overdue Application Reviews** will show you all the completed applications that you have been assigned responsibility that have been open for greater than 10 working days and these reviews should therefore be prioritised.

Full Name (Person Id)	NUIG Course I...	Academic Program (Opportunity Id)	Review Status	Review Due Date ↑	Academic Coll...	Entry Term (Opportunit...	Academic Level (Oppor...	Admit Type (Opportuni...

The third row **NUIG - My Current Application Reviews** will show you all the current applications that you have been assigned responsibility that are pending review.

NUIG - My Current Application Reviews ∨

Search for records   🔍

Full Name (Person Id)	Recommende...	NUIG Course I...	Academic Program (Opportunity Id)	Review Status	Review Due Date ↑	Entry Term (Opportunit...	Academic Level (Oppor...

The fourth row **NUIG – My Completed Application Reviews** shows you all the completed applications with released decisions.

NUIG - My Completed Application Reviews ∨

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Full Name (Person Id)	NUIG Fee Stat...	NUIG Course I...	Academic Program (Opportunity Id)	Recommende...	Decision Type (...	Academic Coll...	Response Dea...	Entry Term (Opportunit...	Academic Level (Oppor...	Review Due Date ↑

Decide on the application you wish to review by double-clicking on the blank white space

NUIG - My Current Application Reviews ∨   ✚ ▦

Search for records   🔍

Full Name (Person Id)	Recommende...	NUIG Course I...	Academic Program (Opportunity Id)	Review Status	Review Due Date ↑	Entry Term (Opportunit...	Academic Level (Oppor...
Dakshana Sree Raja Karth...		1MEB1	Biomedical Engineering (ME) - MEB	In Progress	03/11/2019	Autumn 2020	Taught Masters
Sakkthi Yazhini Perumal S...		1MEB1	Biomedical Engineering (ME) - MEB	Not Started	12/11/2019	Autumn 2020	Taught Masters

The Applicant Review screen will then open, this information will assist you in reviewing the application and will help you to reach and issue a decision. How to Review an Application will be covered in a separate guide.

NUIG Application Review

Note: Change 'Review Status' to 'Completed' when decision on applicant is finalised.

Review Due Date	🔒 12/11/2019	**Inform Applicant of Missing/ Ilegible Documentation**	
Recommended Action	--	Missing Documents	No
Review Status	Not Started	**Send Message to Applicant. Please ensure you select 'Send Message' from the field 'Send email'.**	
		Message	--
Please Add Conditions			
Conditional Results	--	Send Email	--
Other Conditions	--		
Specific Conditions	Not Applicable		
IELTS Score Required	--	**Reviewers Shared Notes**	
		Add to Shared Notes	
		--	
Refer Applicant to another program (Only works if Decision on this Review is 'Declined' or 'Waitlisted')			
Select Program/ Course	--	Shared Notes	
Academic Load	--	--	
Message for Reviewer (re	--	**Overall Comments**	
		Comments	--
		Recommendations	--