1. View Read Only

Current View Read-only process has been enhanced to allow “account-owning” department to effectively communicate with the “home” department prior to completion of Pre Review.

Home Department Options:

- During the normal progression of Pre Review, the Pre Reviewer may come upon an effort form displaying a 📢 icon. This indicates that although this is your employee, there is an account on this form that is owned by another department.

Account-owning Department Options:

- By clicking on the icon, the Pre Reviewer can see if any comments have been posted by the “account-owning” department’s Department Coordinator. Any comments posted will assist with the Pre Review process.
• When accessed, the Department Coordinator is presented with the account name, the account owning department number and department name. For any account that is owned by your department, Click on the 🗝️ icon.

• A Notes box will be available where the user can post approval or comments (undeletable) communication to “Home” Pre Reviewer and submit. Once submitted, the DC from the home department can view the notes and comments for consideration when performing the Pre Review function.