Module 7: Manage Reviewers   + Manage Reviewers Ⓢ

Objective

- **Add Reviewer to an Applicant**
- **Remove Reviewer from an Applicant**
- **Create a Notification**
- **Modify a Notification**

	Notes:
## Manage Reviewers The Manager Reviewers role will allow users with the access to assign applications to a reviewer, send notifications with or without a link to unreviewed applications, manually or automatically on a schedule. The security is broken up by program and degree. Assign reviewers on the Applicant Listing page, select all of the applicants by checking the box preceding the name of the applicant. Navigate to the bottom of the page and select a reviewer and click Assign Reviewer. Applicants can be assigned multiple Reviewers. An applicant is considered reviewed when the Reviewer has left a comment or a rating in the Reviewer Comments section. Average rating is determined by the sum of all applicant ratings divided by the total number of applicants rated by that reviewer (comment only reviews are excluded from the average). To remove an applicant from a reviewer, navigate to the Manage Reviewers tab **Manage Reviewers**. Click the ≣ icon, then the red ✖ next to the Applicant's name to remove from reviewer. Batch deletions are not supported at this time.	

	Notes:
## Lesson 28: Assigning Applicants to a Reviewer + Manage Reviewers Ⓢ 1. On the Applicant Listing page, select all of the applicants you want to add to a reviewer by clicking the checkboxes that precede their names. 2. Navigate to the bottom of the Applicant listing page. 3. Select a reviewer from the drop down menu.	

4. Click the Assign Reviewer button.

5. Repeat steps 1-4 for each Reviewer you wish to assign applicants.

*** Applicants can be assigned multiple Reviewers***

You will be directed to another page. Click **Back to Applicant List**

Lesson 29: Removing Applicants from a Reviewer **+ Manage Reviewers** Ⓢ

Notes:

1. Continue from Lesson 28.

2. Click the **Manage Reviewers** tab.

3. Search by Department and Degree.

4. Look through the list and find the Reviewer's name.

5. Click the ¹≣ icon.

   a. Note: The number to the left of ≣ the represents the number of applicants within the Department/Degree that are assigned to that particular Reviewer.

6. Click the red ✖ next to the Applicant's name to remove it from the Reviewer's queue, repeat for each applicant you want to remove.

⊞ Reviewer Statistics

Reviewer Name	Assigned	Reviewed	Unread	Avg Rating
Michelle Montemayor	1 ≣	0	1	
✖ Snow, John				
Felicity Smoak	0	30	0	8

Lesson 30: Create a Notification

+ Manage Reviewers ⓢ

1. Continue from Lesson 29.

2. Scroll down the page to the Notifications section.

   ✉ **Notifications**

Notification Name	Edit	Schedule	Send	Delete

   + New Notification

3. Click:

   + New Notification

   Notification Name *

   Test

   Subject *

   All Reviewers with Unread Files

   To: (SAM - all)
   ○ All Reviewers   ○ Assigned Reviewers   ◉ Reviewers With Unread Files

   Message *

   Remember application deadline is December 15.

   ☑ List Unread File(s)

   Save   **Clone As New Notification**
   * These fields are required.

4. Fill out the template to save and send later. ** **Reviewed** is indicated when a comment or rating is left by the Reviewer**

   a. **All Reviewers,** when selected, will email everyone considered a Reviewer.

      i) Everyone listed above the notification section.

   b. **Assigned Reviewers,** when selected, will email only the list of Reviewers with current applicant assignments regardless of the review status.

      i) Anyone listed in the "Assigned" column above the notification section.

   c. **Reviewers with Unread Files,** when selected, will email only the reviewers assigned applicants that have not been rated or commented.

      i) Anyone listed in the "Unread" column above the notification section.

   d. **List Unread File(s),** when checked, will add a list of the unreviewed applicants and the link to their application file for easy review.
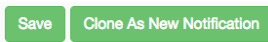
Lesson 31: Modify a Notification
(Edit/Schedule/Send/Delete) + Manage Reviewers ⓢ

1. Continue from Lesson 30.

2. Scroll up slightly.

Notification Name	Edit	Schedule	Send	Delete
Test	✏	◷	✉	✖

3. Click: **Edit** ✏

   a. Update the template.

   b. Press Save or Clone As a New Notification.

   [Save] [Clone As New Notification]

      i) Cloning will duplicate the complete template including all of the notification scheduling.

4. Click: **Schedule** ◷

5. Apply or Remove a notification schedule.

   a. Click "None" to remove a schedule

   b. Click "On" to schedule a notification for a specific day, non-repeating.

   c. Click "Every" to schedule a repeating notification.

      i) Specified within a date range and can be repeated for any number of days within in the date range.

      ii) You may edit/remove a notification and attributes up until the time the notification is sent around 2 am. At that time the saved template and settings will execute.

      Schedule:
      ◉ None
      ○ On   mm/dd/yyyy
      ○ Every [ ] Day[s] from mm/dd/yyyy to mm/dd/yyyy
      * Once a schedule is set, this notice will go out early morning on the scheduled dates.
      [Schedule]

6. Click ✉ to send the notification immediately.

7. Click the red ✖ **Delete** to delete the entire notification.