



COLLABORATION



1 A Set up a Review Group

1. Review Group tab select **CREATE GROUP** button
2. Give the group a name then select **ADD** button
3. Add members via drop down list of active CMS users

1 2 Initiate a Review

How do I Initiate a review of one or more items together?

Make sure you have a review group already set up then:
On *Manage Review* tab select **INITIATE REVIEW** button to trigger a wizard

1. Basic Review Information

- Give review a name and end date
- Customise email proforma if desired

2. Add Items to be Reviewed

Using buttons add one or more of the following items:

- Classes, Courses, MMS and Programs
- Maps

3. Choose Review Group

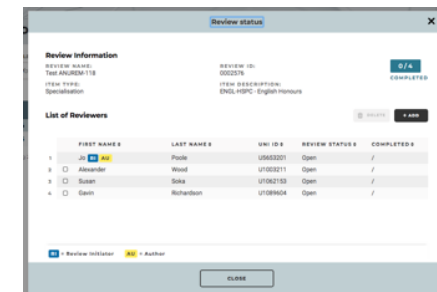
- Choose one of your previously set up groups containing review members

4. Confirm review details

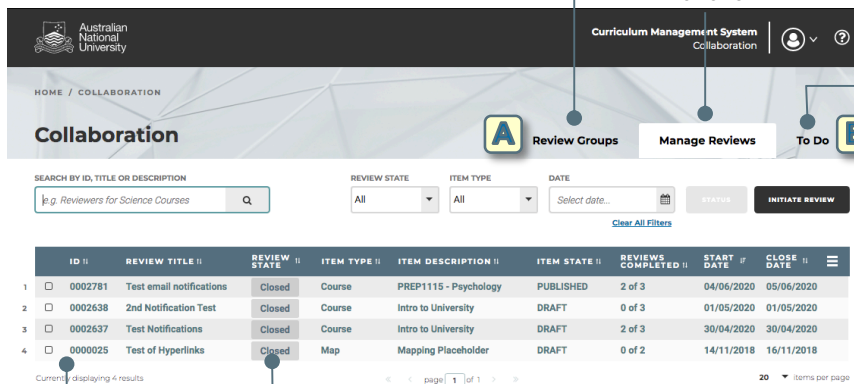
- Check details then **Initiate Review**.
- CMS sends email notification to each reviewer with links to the items to be reviewed.

1 2 4 Checking review progress

1. On *Manage Review* tab select review of interest
2. Select **STATUS** button
3. Popup shows details of all reviewers, including who initiated the review (RI) and Author (AU)



Collaboration Screen Layout



Personal view of open reviews

1 Tabs – Different views

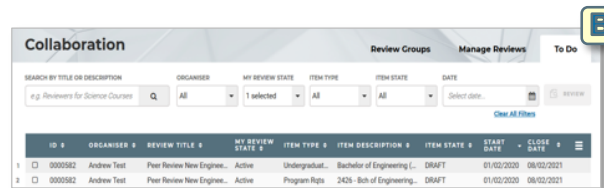
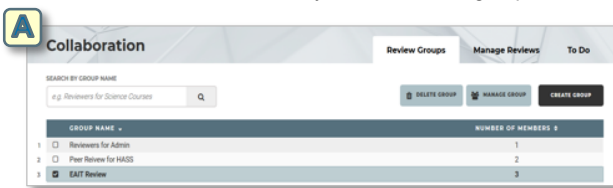
2 Filters and Review buttons

3 Header – icons sort

4 Table View - reflects current filters

Review ID shared by items in review group

Review Current state



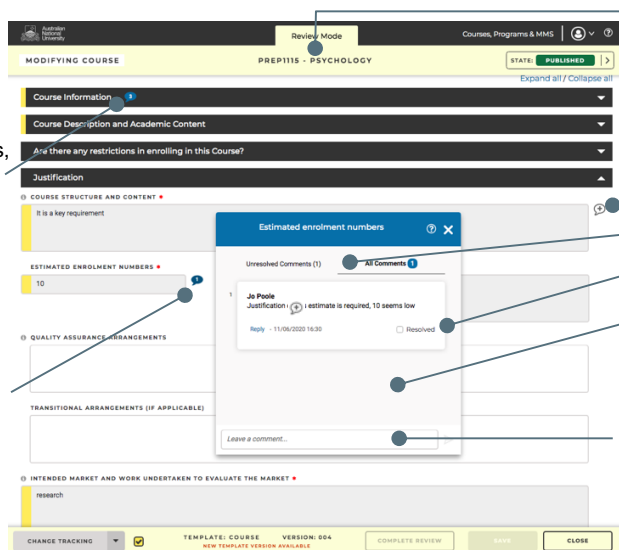
1 4 B Performing a review

On the *To Do* Tab, select review of interest and select **REVIEW** button. Review content is private – only members of the review can see comments

Yellow border indicates review mode. Content can still be modified during a review

Number in bubble in form separators, indicates current open comments within section

Number in bubble beside field, indicates current open comments



Hover next to field to bring up comment bubble. Click to bring up *review pane*

Tabs – unresolved or all comments (including closed)

Review Author can **Resolve** comments (close)

Comment window. Add comments here

Can also reply to existing comments. Your comments can be emailed to specific reviewers by typing "@" and selecting from a dropdown list of the review group members.