

INFO-ACCESS

Review Queue Worksheet

ACCESS

- Access a document review to which you are assigned.

WORKING DOCUMENTS in REVIEW QUEUE

- Open a document from the queue to review.
- Set the Review Queue to Auto Advance to the Next Task and to the Next Document.
- Review the document and complete each of the work item categories listed.
- Review the next document in the queue.
 - Edit some of the document or requirement meta-data and save your changes.
 - Complete each work item category to clear the document from the queue.
- Review the next document in the queue.
 - Reject the document using the "Invalidated Document" work window.

RELATED MATERIALS

- INFO-ACCESS Administrator Guide
- INFO-ACCESS User Guide
- Quick Reference: Review Queue Guide
- Quick Reference: How to Communicate & Report Invalidation Reasons