

# Administrative Review

The Review tab is used by staff and academic administrators (ex: department Chairs) for reviewing forms requiring the user's action and for viewing other people's forms. The records displayed can be changed using the top part of the page and clicking the 'Update' button.

## Default View

The default view for the tab is to display those records requiring action by the user. Required action includes reviewing documents, approving/denying documents, and for department staff accessing document drafts.

View Action Items  View Pending Items  View All Other Items

View Form:  View Department:

View Person:  Include Past Faculty Names

[Download Records List](#)

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**APPROVAL/REVIEW OF SUBMITTED FORMS**

Name	Status	Type <span>?</span>	Last Update	Description		
Mouse, Mickey	<b>Draft</b>	SrchWaiver	10/06/2010	ProjSci	<a href="#">Draft</a>	<a href="#">Delete</a>

If there are no documents requiring action by the user the system will indicate so.

**APPROVAL/REVIEW OF SUBMITTED FORMS**

There are no records requiring action by you at this time

For academic administrators the default view also includes any records the administrator has submitted in the past. In the below example TEST, THREE is a department Chair.

**APPROVAL/REVIEW OF SUBMITTED FORMS**

Name	Status	Type <span>?</span>	Last Update	Description	
DUCK, DONALD	<b>Approve</b>	OutActReq	07/08/2010	Sailor Suit Industry in Scotland	<a href="#">View</a>
TEST, THREE	Approved	OutActReq	10/22/2010	T'e/s,t EntityDescription Åssuage abcdefghijklmnop	<a href="#">View</a>

## **Action Status**

There are three status levels:

View Action Items      Viewer can take action on the record

View Pending Items      The record is active but does not require action

View All Other Items      These are approved/denied/accepted/cancelled/deleted records

The records returned can be set by combining the three status levels by using the checkboxes across the top.

View Action Items <input checked="" type="checkbox"/>	View Pending Items <input type="checkbox"/>	View All Other Items <input type="checkbox"/>
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## **Limit Records Returned**

The records returned can be limited three different ways:

View Form                      Limit view to one form at a time

View Department              Limit to one department college, doesn't appear if only one choice

View Person                      Limit to one person at a time

The list of personnel to limit the results to can be expanded to include personnel no longer active with UC Davis by clicking the checkbox 'Include Past Faculty Names'. Clicking the checkbox will cause the view options to reload with the expanded list of names.

View Action Items <input checked="" type="checkbox"/>	View Pending Items <input type="checkbox"/>	View All Other Items <input type="checkbox"/>
View Form: <input type="text"/>	View Department: <input type="text"/>	
View Person: <input type="text"/>	Include Past Faculty Names <input checked="" type="checkbox"/>	

## **Download/Export to Excel**

The result of the currently selected view options can be exported to Excel using the link 'Download Records List' located next to the 'Update' button.

<input type="button" value="Update"/>	<a href="#">Download Records List</a>
<b>APPROVAL/REVIEW OF SUBMITTED FORMS</b>	