Marking Applications to Send to AppReview

This guide will cover:

- How to select an individual application or group of applications that are ready for the review process.
- Marking applications for application review which will send the application data into the AppReview database.

Step One

Navigate to the Applications module and select the list view created to identify applications ready for review. (Please review the Identifying Application for AppReview help document for instructions on how to build the logic for the list view.)

![List View](Training/Test Applications Ready to Review)

Step Two

Select one or more names from the list. Click the drop-down and select Mark for Application Review.

![Actions](Mark for Application Review)
Step Three

Click Yes when the dialogue box pops up to confirm that you want to mark the application(s) for Application Review. The application(s) will now be available in the AppReview system where designated coordinators can assign reviewers to a bundle of applications for review.

**IMPORTANT:** If it’s necessary to remove an application from AppReview, click the Action button on the same line as the applicant and click Remove from Application Review.

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Status</th>
<th>Requirement Status</th>
<th>Recommendations</th>
<th>Action</th>
</tr>
</thead>
<tbody>
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<td>Applied</td>
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