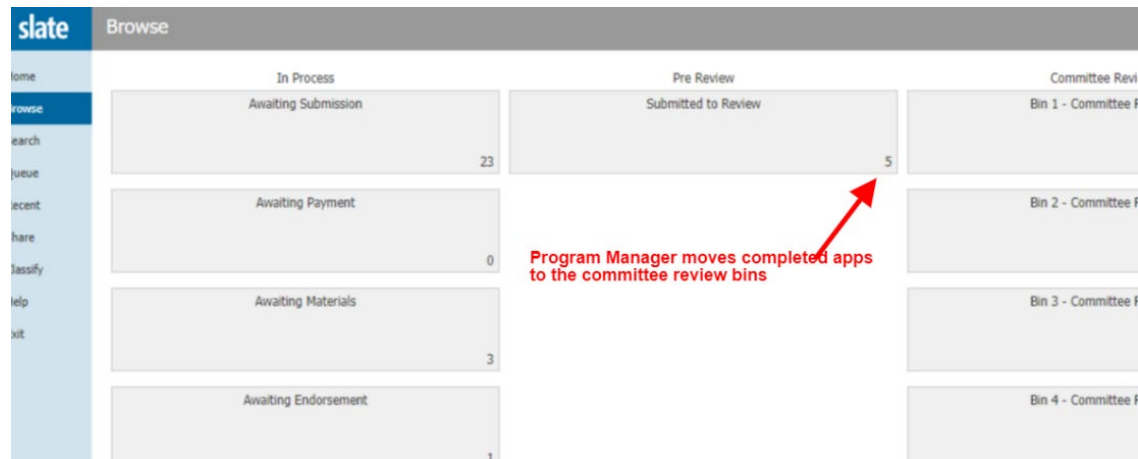# Reader Review for Program Managers

Once an applicant reaches the **Submitted to Review** bin, the Program Manager needs to move the applicant to the **Committee Review** bins.

1. Click on the **Submitted to Review** bin to see the names listed.
2. Click on the stack of papers icon to open each student application.

3. Click on the applicant's name at the top of the reader to open the student's details in a drop-down menu.

4. Click on **Lookup Application** located on the bottom right side of the menu to view all tabs. This is a good practice to see if the applicant is missing letters of recommendation or any other necessary materials. If you have previously verified that all materials are submitted, you can also click on **Read Application in New Window**, the link below **Lookup Application**, to go directly to reviewing the application.

After clicking on **Lookup Application**, you can see any red X's and all checkmarks to see whether materials are submitted or missing. It's up to you if you want to proceed to reading the application without all letters of recommendation.

5. Click on **Read Application** on the menu on the right side of the page, which will open the screen where you can read all application details, including uploaded documents and transcripts.

Overview
Financial Aid
Workflows
Portfolio
Populations

Read Application
Download PDF

Video Response

On the left side of the screen, you will see the application parts available to read.
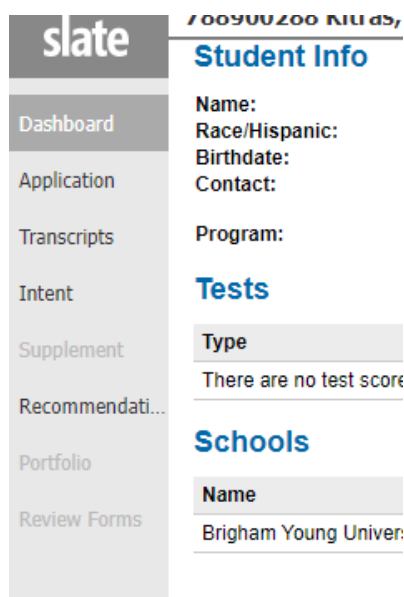
Each section contains PDF uploads or application details. Reviewers can scroll side-to-side to view all documents. Double click on a document to make it larger on the screen.

For any documents that need to be rotated, follow the tips found on the right side of the Home page in the Reader:
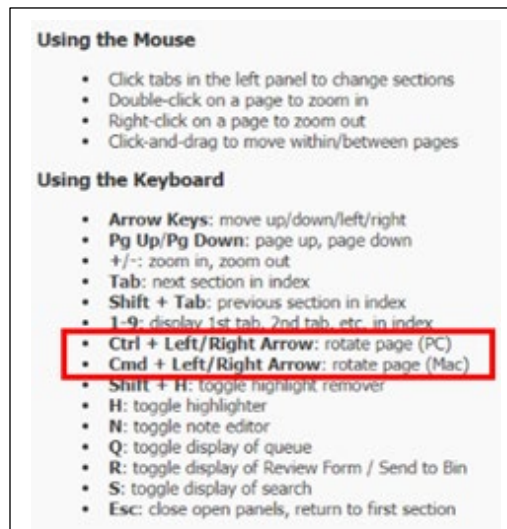

Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- **Arrow Keys:** move up/down/left/right
- **Pg Up/Pg Down:** page up, page down
- **+/–:** zoom in, zoom out
- **Tab:** next section in index
- **Shift + Tab:** previous section in index
- **1-9:** display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow:** rotate page (PC)
- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **Shift + H:** toggle highlight remover
- **H:** toggle highlighter
- **N:** toggle note editor
- **Q:** toggle display of queue
- **R:** toggle display of Review Form / Send to Bin
- **S:** toggle display of search
- **Esc:** close open panels, return to first section

3

At the bottom left, there is a button called **Add to Queue** which the Program Manager clicks to send the application to a **Committee Review Bin**.
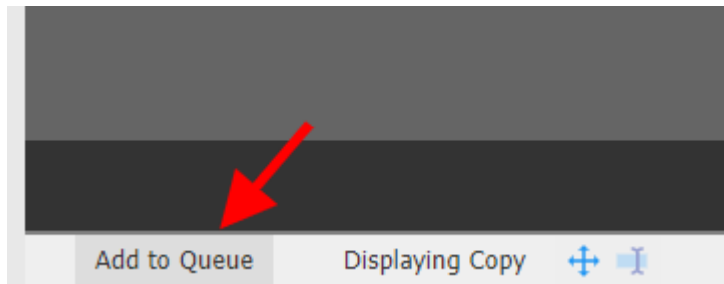
6. **Agree** to add to your queue, then click on **Review Form/Send to Bin** located at the bottom right
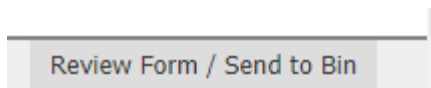
7. You will select what bin you want committee reviewers to start in, and click **Send**.   It will be available to committee reviewers shortly.

8. Reviewers follow the same steps of clicking **Add to Queue** and **Review Form**, but their form is a rating scale with comment boxes.