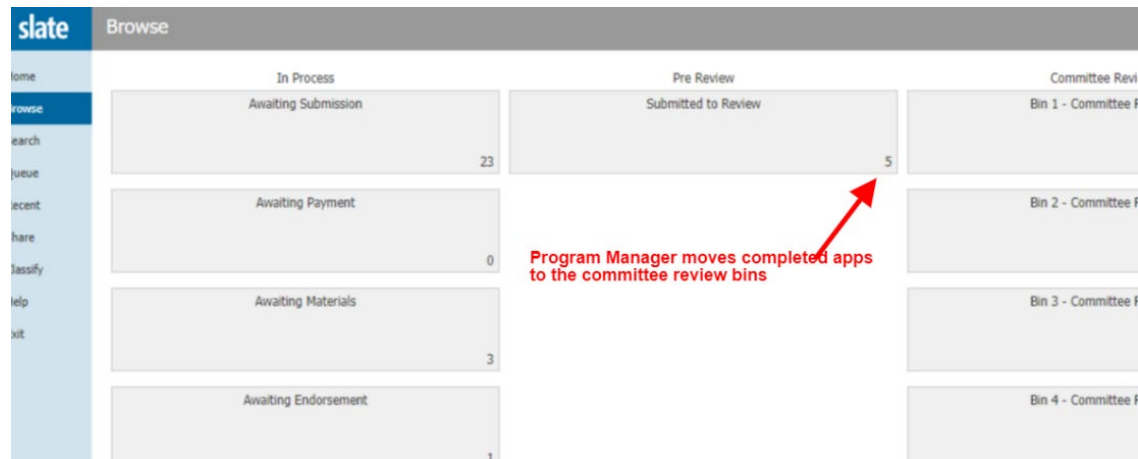


## Reader Review for Program Managers

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.

The screenshot shows the 'Applications (5)' table. The table has columns for Applicant, Bin, and Ref. The first row is highlighted, and a red box is drawn around the stack of papers icon in the rightmost column.

Applicant	Bin	Ref
Kj, Ch	Submitted to Review	788900288
St, J	Submitted to Review	819960476
S	Submitted to Review	336595793
S	Submitted to Review	500254573
V	Submitted to Review	139555242

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

The screenshot shows the student details page for applicant 788900288. The page is titled 'Student Info' and includes fields for Name, Race/Hispanic, Birthdate, Contact, and Program. A red arrow points to the applicant's name at the top, with the text 'click to open'.

**Student Info**

Name: Kj, Ch  
Race/Hispanic: White / 0  
Birthdate: 12/0  
Contact: +1 435  
Program: ECEN PhD

**Tests**

Type	Subtype	Date
There are no test scores to display for this record.		


**Schools**

Name
Brigham Young University (BYU)

- 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.

788900288 K [redacted] CI [redacted] ECEN PhD

<b>Contact Information</b> [redacted]@gmail.com +1 435-[redacted] (daytime)	<b>Biographical Details</b> Sex: Male DOB: December [redacted] Citizenship: United States
<b>Active Address</b> 465 N [redacted] Provo, UT 84601-2797 United States	<b>Application Details</b> Status: Applicant Submitted: October 25, 2021


[Lookup Application](#)  
[Read Application in New Window](#)  
[Show New Materials Report](#)  
[Edit Bin/Queue](#)  
[Download PDF](#)

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.

[redacted], CI [redacted]

Dashboard | Timeline | **ECEN PhD: Awaiting Decision** | Profile | Materials

ECEN PhD

awaiting Decision  
 submitted October 25, 2021  
 last updated November 2, 2021

Current Bin: Submitted to Review

YU Net\_id: [redacted]

[Video Response URL](#)

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checklist

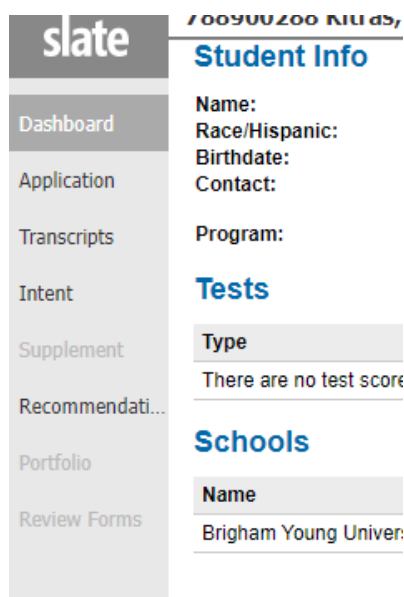
✓	09/15/2021	Transcript (Brigham Young University (BYU))
✓	10/29/2021	Ecclesiastical Endorsement
✗		Recommendation [redacted] Brigham Young University)
✓	10/11/2021	Recommendation [redacted] Brigham Young University)
✓	10/11/2021	Recommendation [redacted] Brigham Young University)

materials

- 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.

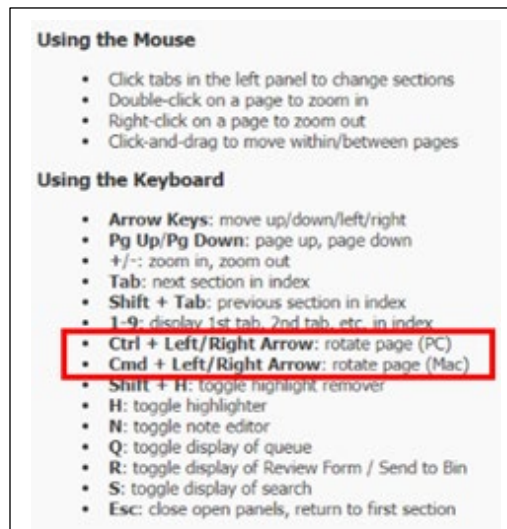


On the left side of the screen, you will see the application parts available to read.

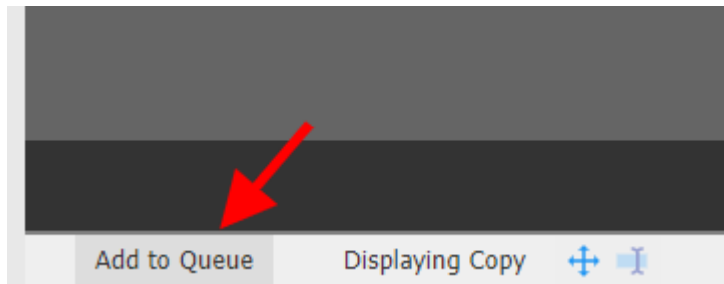


Each section contains PDF uploads or application details. Reviewers can scroll side-to-side to view all documents. Double click on a document to make it larger on the screen.

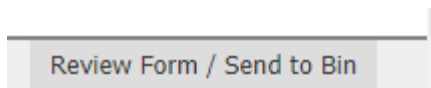
For any documents that need to be rotated, follow the tips found on the right side of the Home page in the Reader:



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.

A screenshot of a 'Send to Bin' form. The form has a title 'Send to Bin' at the top. Below it are three fields: 'Current Bin Submitted to Review', 'Next Bin (required)' (a dropdown menu with 'Bin 1 - Committee Review' selected), and 'Next Reader (optional)' (an empty text box). At the bottom, there is a 'Send' button and a 'Draft Saved' button. A red arrow points to the 'Next Bin' dropdown, and another red arrow points to the 'Send' button.

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