

# NC eProcurement

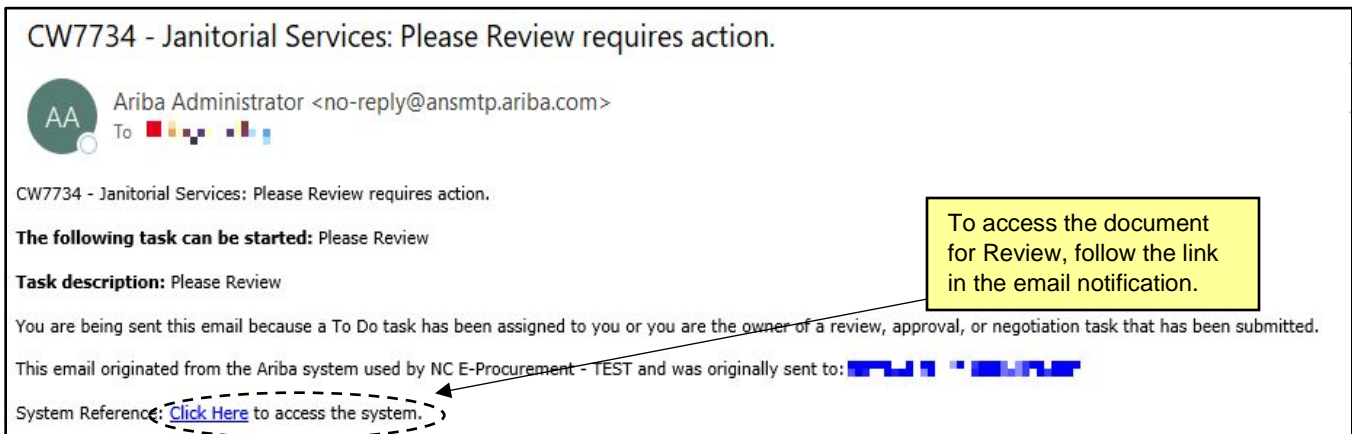
## Review Tasks



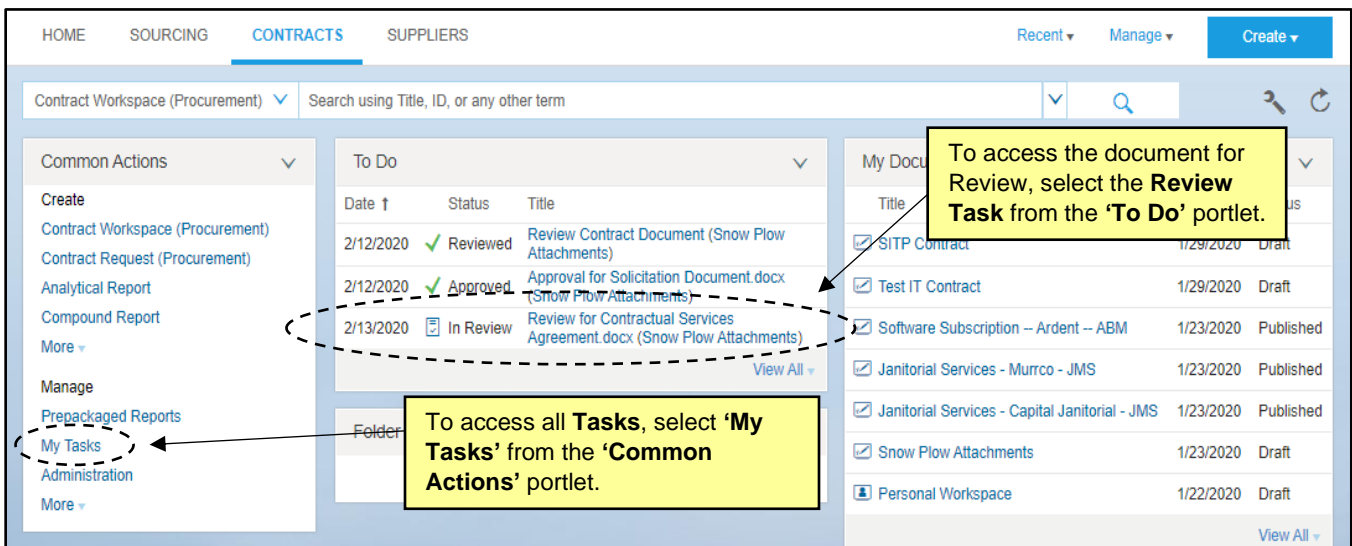
After a **Project Owner** submits a document for review, the designated users, or reviewers, receive notification for a task to complete. The **Review Task** allows reviewers to edit and comment on contract documents following their creation by the **Project Owner**.

### I. Review Task Notifications

1. When a user is designated to review a document within NC eProcurement Contracts, they receive notifications about the **Review Task** via email and/or a dashboard notification.
2. The email notification contains a link that will take the user directly to the **Task** within the system.



3. If reviewers are members of the workspace team, they will also receive a **Dashboard Notification** allowing them to view just the **Task** or the entire project. To access the **Review Task** from the **Dashboard**, navigate to the **'Contracts'** tab and select the **Review Task** from the **'To Do'** portlet.
4. The reviewer can also find the **Task** by selecting **'My Tasks'** from the **'Common Actions'** portlet and choosing the **Review Task** from the subsequent list.





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- When the Review is complete and all necessary edits or additions have been applied to the document, save the file to the computer, return to the **Review Task** in NC eProcurement Contracts, and click the **'Complete Review'** button.

- On the subsequent page, Reviewers can attach the edited versions of the documents and include a message with any further explanation required.
- To upload the edited version of a document, select **'Choose File'** beneath **'Attach Revised File'** and browse for the appropriate document, or use the **drag-and-drop** function just below that.
- After uploading the edited document, click **'OK,'** and the **Project Owner** will be notified that the Review has been completed and submitted back to them.