**INFO-ACCESS**

**Review Queue Worksheet**



## ACCESS

* Access a document review to which you are assigned.

## WORKING DOCUMENTS in REVIEW QUEUE

* Open a document from the queue to review.
* Set the Review Queue to Auto Advance to the Next Task and to the Next Document.
* Review the document and complete each of the work item categories listed.
* Review the next document in the queue.
  + Edit some of the document or requirement meta-data and save your changes.
  + Complete each work item category to clear the document from the queue.
* Review the next document in the queue.
  + Reject the document using the “Invalidated Document” work window.

## RELATED MATERIALS

* INFO-ACCESS Administrator Guide
* INFO-ACCESS User Guide
* Quick Reference: Review Queue Guide
* Quick Reference: How to Communicate & Report Invalidation Reasons