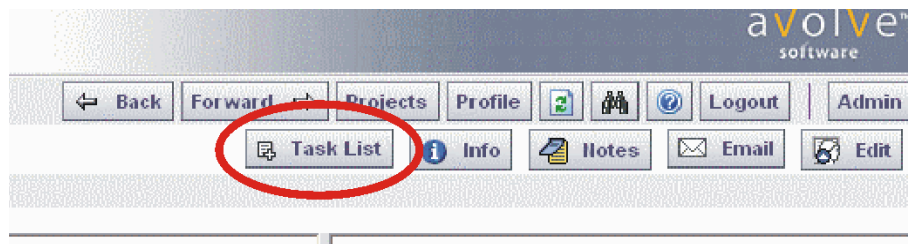


Manually Skipping No-Response Reviewers

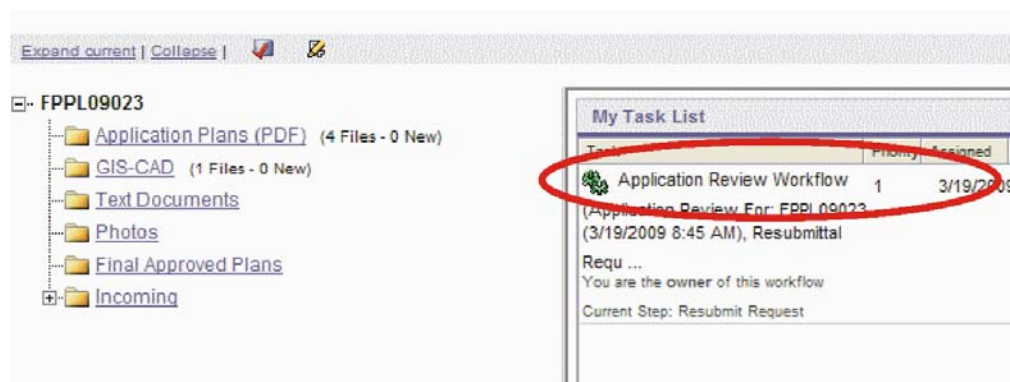
If reviewers do not complete their review tasks and the process needs to continue, the workflow may be skipped ahead manually. Reviewers who have **not completed** their review task when the workflow is skipped ahead will **not** have to opportunity to go back in and do so.

*VERY IMPORTANT Please note: When accessing the Workflow in the following manner, it is very important that you **only click where instructed to do so**. The Workflow controls the entire project. Clicking on the wrong item can delete other areas of the project including the entire set of review comments!*

Click on the Task List button in the project of interest.



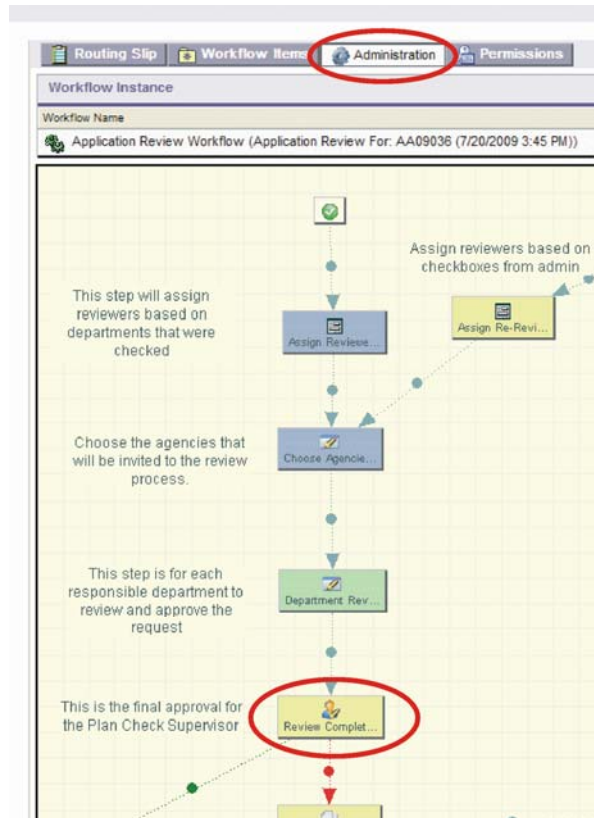
In the “My Task List” section, click “Application Review Workflow.” Workflows are distinguished from pending tasks in the task list by the workflow icon. 🌿



Reminder Click ONLY where instructed to do so!!!

Click on the Administration tab.

Right click on the yellow Review Complete box.



Right click on the yellow Review Complete task box and select “Jump to this step”

Click the OK button when prompted.

The yellow Review Complete box will now turn green, indicating that the workflow is now at that step.

