Meeting Management

This guide describes the steps to assign a certification to committee review, assign to a committee meeting, and submit a committee review.

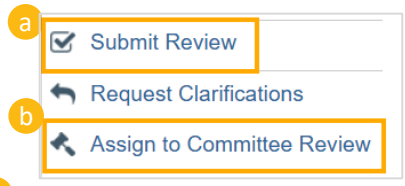
1. Assign a Committee Review

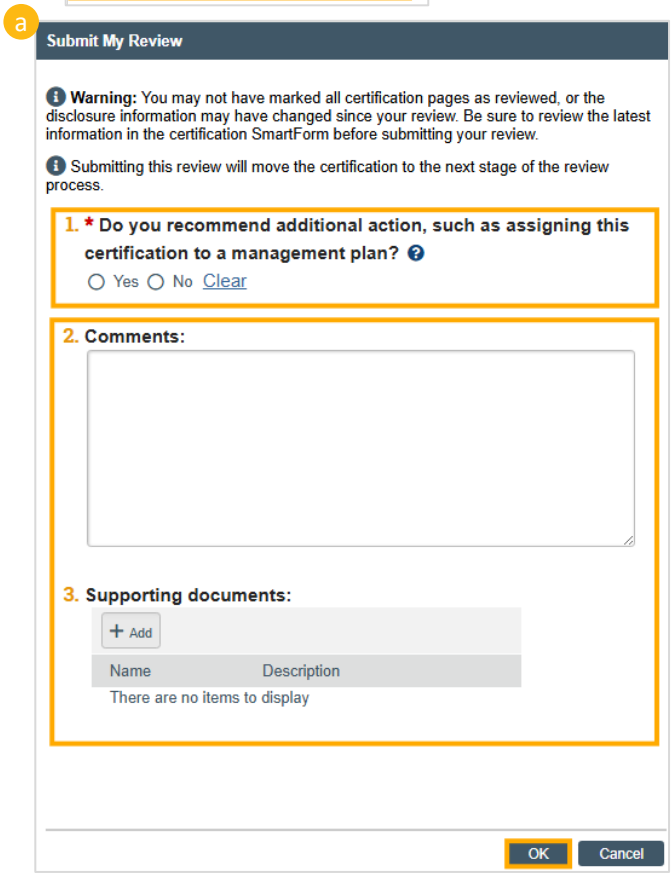
The assigned reviewer can assign the certification to committee review, as needed. You can assign a certification to committee review in two ways:

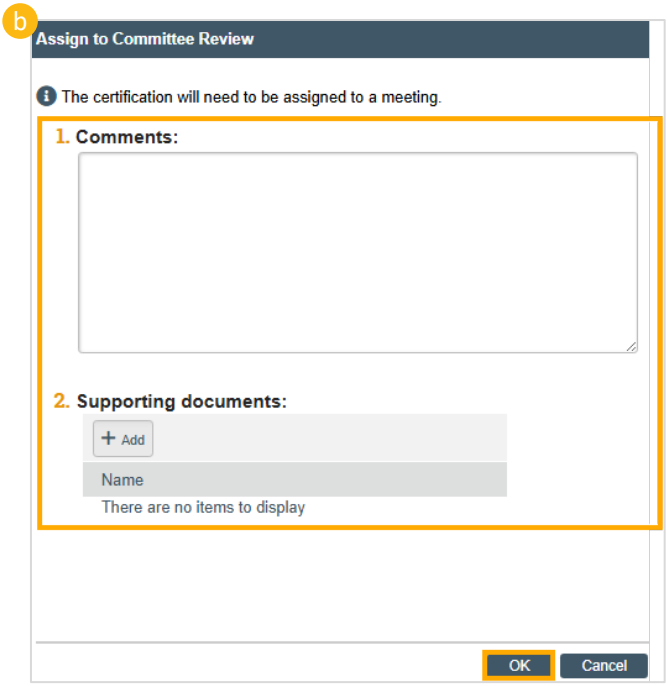
a. If you believe that a committee needs to review the certification, but you want to provide initial input for the committee, select the Submit Review activity from the left side.

b. If initial input is not required or necessary, select the Assign to Committee Review activity from the left side to forward the certification for committee review.

From the certification workspace, click either the Submit Review or Assign to Committee Review, fill out the form, add any necessary comments and supporting documents and click OK.



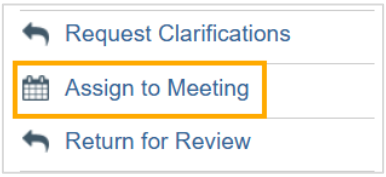


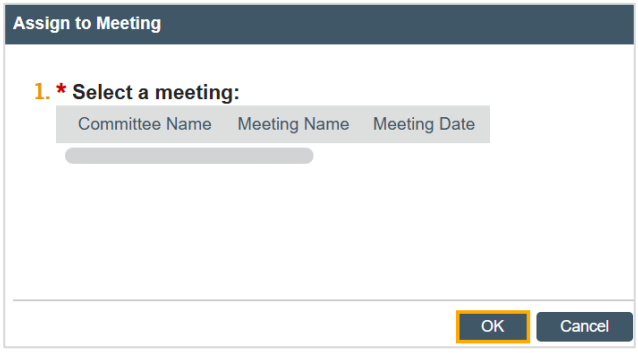


2. Assign to a Meeting

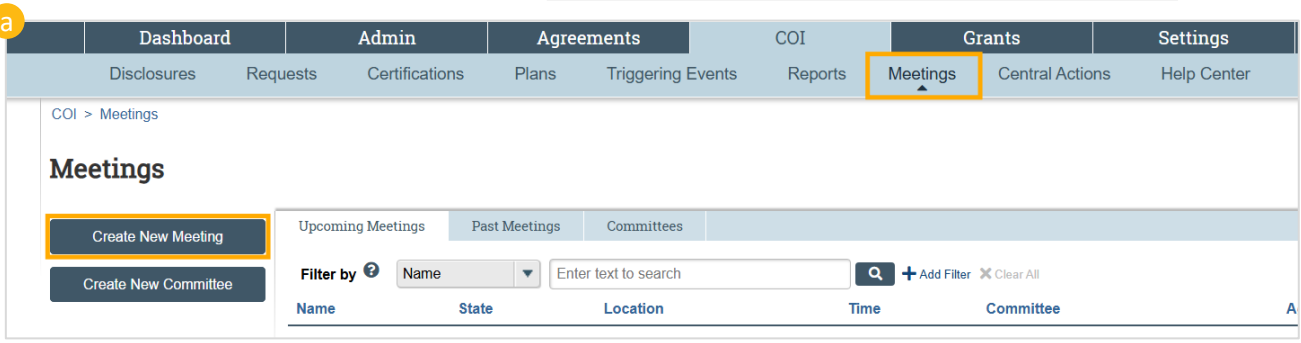
From the certification workspace, click Assign to a Meeting. Select an upcoming meeting and click OK. The meeting may be accessed from the History tab.

a. Note: If no upcoming meetings display when assigning to a meeting in step 2, a Committee Administrator (CA) or Committee Chair (CC) can create a meeting by clicking Meetings from the COI Sub-Navigator. From the meetings page, the CA or CC will click Create New Meeting.





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3. Submit a Committee Review

Record the Committee's decision for that certification. From the Certification workspace, click Submit Committee Review. Complete the review form, then click OK. Refer to section 1a of this guide.



