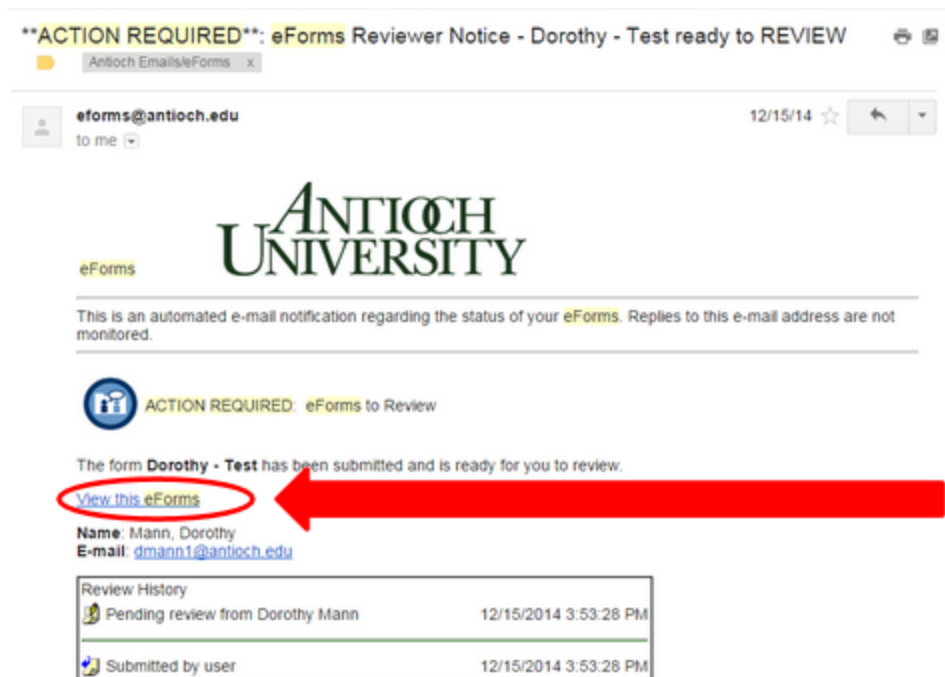


eForms Reviewer Instructions

As an [eForms](#) reviewer, you will be able to approve, decline, or request revision for any submitted eForm for which you are a reviewer.

You will receive an email that you have an eForm ready for review. There will be a link in the email you click on to go directly to eForms.



sample email from eForms

2. [Login to eForms](#) using your AUeID Credentials.



eForms

Please sign in

User ID

Password

Sign in

3. Go back to the email after you log in and click the link again to be directed to the form.

****ACTION REQUIRED**:** eForms Reviewer Notice - Dorothy - Test ready to REVIEW

Antioch Email/eForms

eforms@antioch.edu
to me

12/15/14

ANTIOCH UNIVERSITY

eForms

This is an automated e-mail notification regarding the status of your eForms. Replies to this e-mail address are not monitored.

ACTION REQUIRED: eForms to Review

The form **Dorothy - Test** has been submitted and is ready for you to review.

[View this eForms](#)

Name: Mann, Dorothy
E-mail: dmann1@antioch.edu

Review History	
Pending review from Dorothy Mann	12/15/2014 3:53:28 PM
Submitted by user	12/15/2014 3:53:28 PM

You can approve, request revision, decline, or seek additional review from someone else from the form. Review comments are seen by submitter and approvers.

The screenshot displays the Antioch University eForms interface. The browser's address bar shows the URL: `eforms.antioch.edu/config/view_form.aspx?guid=09c5e54d-d5aa-4ee9-a7d9-1254566ed9ca&type=review`. The page title is "eForms" and the Antioch University logo is in the top right corner. The user is logged in as "Dorothy Mann" and has links for "Logout", "printable view", and "help".

Main Menu

- Owner Forms
- Reviews Pending
- Processing Pending
- Search for forms
- Delegates
- Settings
- Preferences
- Submit a form
- Recent enhancements
- Contact Webmaster
- User's Guide
- Training Manual

System Administration

- Users
- All Forms
- Modify Form Routing
- Configure Data Retention

Form Details

Review: Dorothy - Test

Administrators Only

- Remove this submitted form from the system
- Modify Routing for this form

[Return to Reviews Pending](#)

Action: ☒ No Action ☐ Approve ☐ Request Revision ☐ Decline

Review comments: [Seek additional review from:](#) [★](#)

To add comments without any further action, select 'No Action', enter the comments and click the Submit button.

[Remaining approvals:](#) Dorothy Mann

Review history for this form

Review History	
Pending review from Dorothy Mann	12/15/2014 3:53:28 PM
Submitted by user	12/15/2014 3:53:28 PM

Your Information

First Name	Middle Name	Last Name	User ID
Dorothy		Mann	0383175
Campus	E-mail		
080 - Antioch Central Admin	dmann1@antioch.edu		

[Link](#)
[Donuts!](#)

example eForm ready to be approved or declined