

Negotiation and Review tab




How do I add a Review Location to an Agreement record and how do I add comments on the Negotiation and Review tab?


Adding Review Location

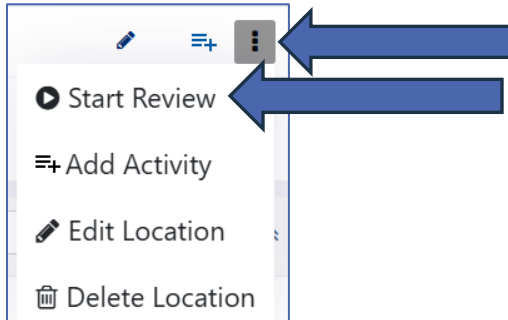
- Click on “**Add Review Location**” button.
- Choose the appropriate **Location** from the dropdown menu.

- Enter the Assignee – the individual intended for follow-up actions.
 - If assigning Export Control Office, General Counsel or any other office external to RASP, input your own name.
 - If choosing “**Department**,” under the Description input the department’s unit name and the **Assignee** as the contact person at the Department. This most likely will be the individual who created the record.
- Click on “**Add Review Location**” button.

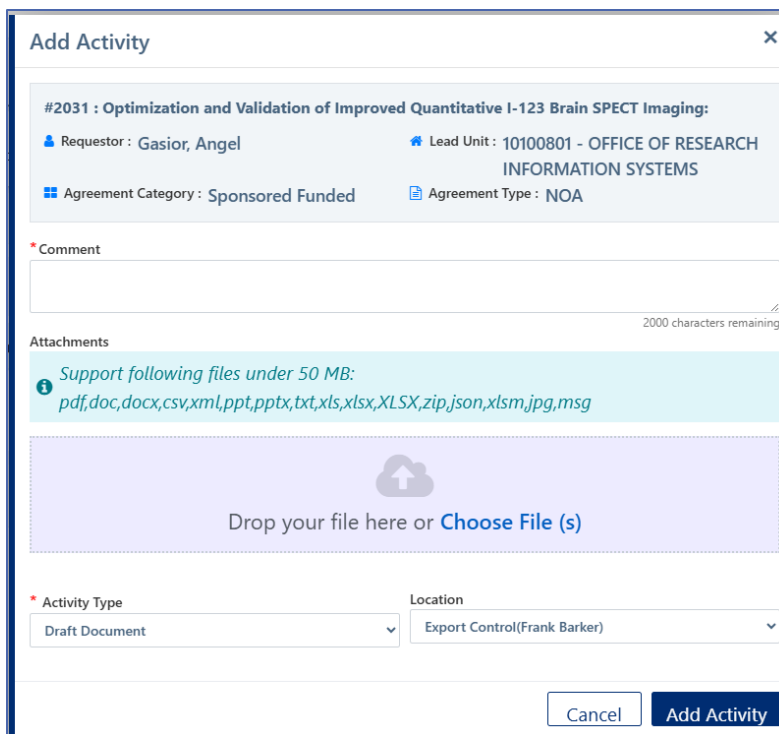
Adding Comments/Activity

Find the Review Location where you need to add the comment and click on the  icon next to the desired location.

Note: If the Review Location does not show as **In Progress**, change the status by clicking on the More Actions  icon and “**Start Review.**”



The following box will open:



- Enter the comment needed in the “**Comment**” field.
- Change the “**Activity Type**” from the dropdown if necessary.
 - Other fields may open and need to be completed based on the activity type chosen.
- Confirm the “**Location**” is correct or this can be changed as well.
- Click on the “**Add Activity**” button.