

Unlocking Head Reviewer Decisions



As an **Internal Reviewer**, you are able to unlock decisions made by the Head Reviewer in error. Regular Reviewers and Head Reviewers do not have this privilege. Once a decision has been unlocked, the application will appear back in the **To Review** tab of the bundle and will also trigger the reminder email to the Reviewers and Head Reviewer in that bundle.

In the **Coordinate** tab, find the bundle in the list that the applicant has ended up in. Click the bundle title and then find the required applicant. If there is no final review but one or more of the regular reviewers have submitted a decision you will find this in the **Partial Review** tab, if the Head Reviewer has submitted their decision then you will find the applicant in the **Completed** tab.

Click the applicant's name to access the **Reviews by Bundle** screen and to see the reviewer comments. Below each Reviewer's name you will be able to see who has submitted a review and the date this was done. You can also see if the review was submitted by a Regular Reviewer (RR) or a Head Reviewer (HR).



- ★ **Unlocking a decision will trigger an email from the system to warn Reviewers attached to the bundle that there is a new record to look at.**

Click **Unlock** below the reviewer name to remove their decision, when you see the confirmation warning click **yes**. Once all reviews are unlocked the applicant will return to the **Not Reviewed** tab of the bundle. At this point you are able to click **Lock** below the reviewer's name to see the decision again. Locking the review will undo your unlock and you will be able to see the reviewer's comments and recommendation again. The applicant will also return to the relevant bundle tab (Partial review or Completed).

If you do not Lock the decision then the reviewer(s) on the bundle will be able to access the applicant again in their **Review** tab, change/amend their review and any comments before submitting their review again. Once a new review has been submitted the original review will no longer be available.

- ★ **Once a decision/review has been unlocked and resubmitted by the reviewer the original decision/review cannot be reaccessed. Therefore you may wish to copy any reviewer decisions/comments before unlocking the decision if you need a record of this anywhere.**