



21st CCLC Application Reviewer To Do List

My To Do List page provides the reviewer with a list of applications and the ability to do one of the following tasks:

- Review the application; or
- Accept the application (if applicable); or
- Reject the application (if applicable).

The system determines whether to display the **Accept** and **Reject** buttons based on the Review Checklist associated with the stop.

To review an application, select the radio button next to application and press the **Review Application** button. The system will open the selected application in the current browser. If there is a Review Checklist is associated with the stop, the Review Checklist will open in a separate browser.

Press the **Accept** button to have the system mark that the application is approved.

Press the **Reject** button to have the system mark that the application is not approved.

Check the **Show Complete** check box to display applications that have been recently completed as well as those that are ready to review.

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