

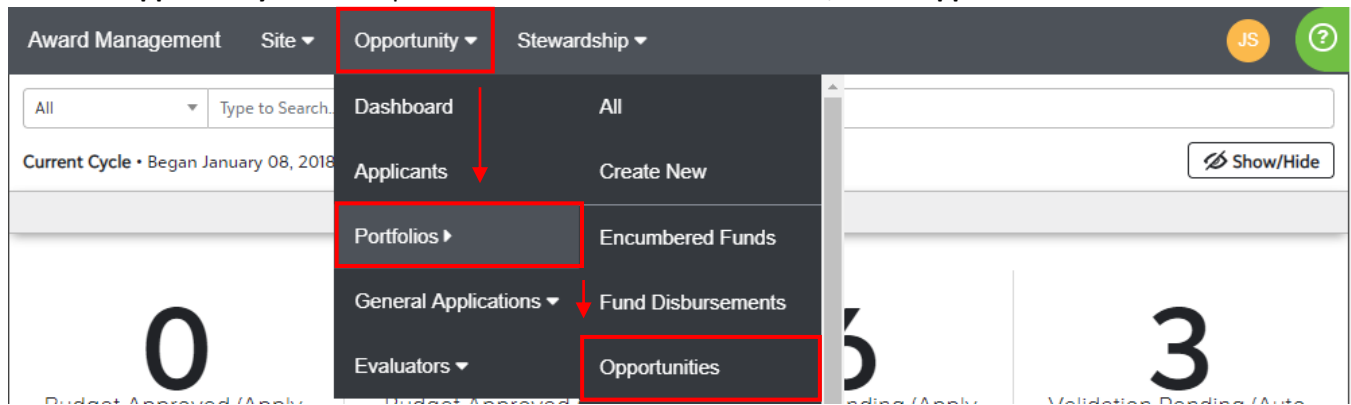
FS4U – Finding Scholarships for You

Florida State University's Portal to Foundation Scholarships

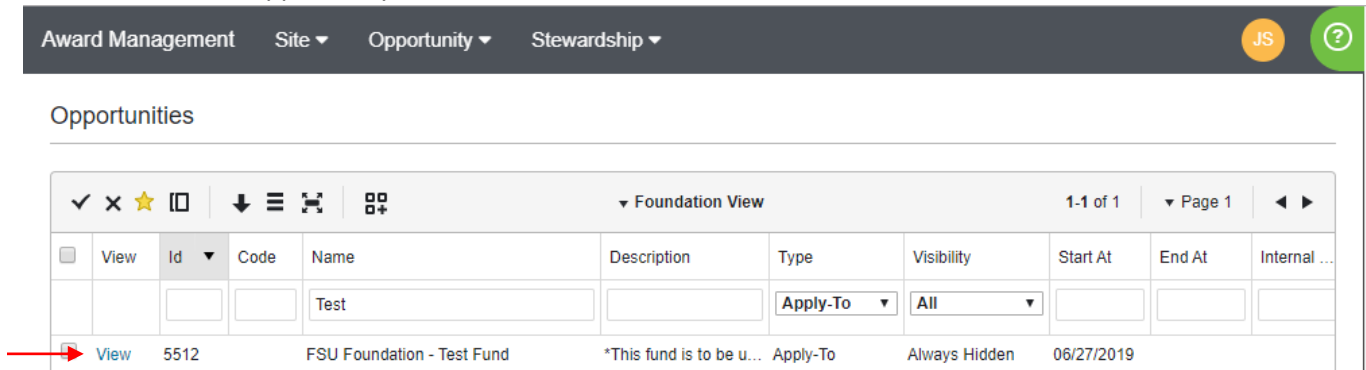
How to Manually Assign Applications to Reviewers

If a Reviewer Group is set to **“Manually”** assign reviews, opportunity administrators must manually select each application (or General Application or Conditional Application) that each Reviewer of the Reviewer Group should review. This option is the most labor intensive, but is ideal for situations where Reviewers are designated to receive certain applications, applications are not equally assigned, or more control over the process is needed.

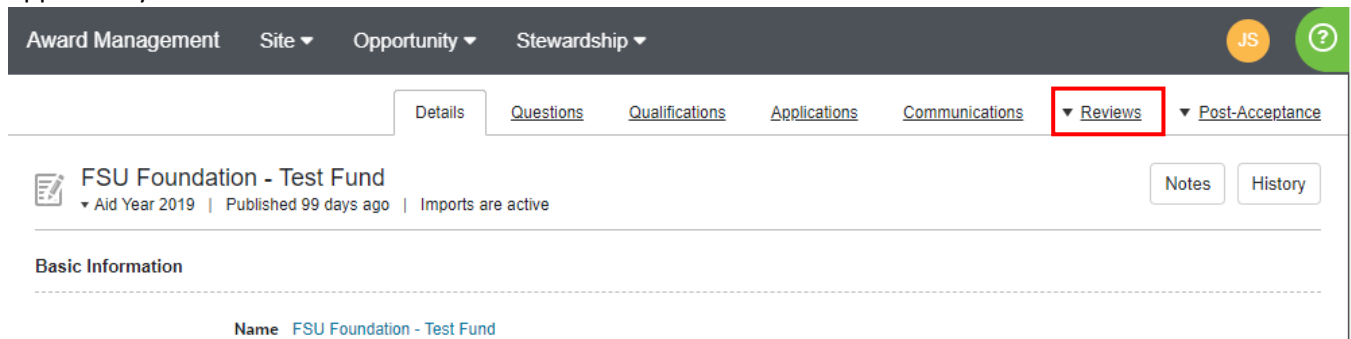
Click on **“Opportunity”** at the top of the screen. Click on **“Portfolios”**, then **“Opportunities”**.



Locate the desired opportunity and click **“View”**.



Select the **“Reviews”** tab. This tab should contain a list of Reviewers assigned to review applications for that opportunity.



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To assign applications to any reviewer in the list, click **“Assignments”**.

The screenshot shows the top navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. Below it are tabs for 'Details', 'Questions', 'Qualifications', 'Applications', 'Communications', 'Reviews', and 'Post-Acceptance'. The main header reads 'FSU Foundation - Test Fund' with sub-info 'Aid Year 2019 | Published 99 days ago | Imports are active' and buttons for 'Notes' and 'History'. The 'Assigned Reviewers' section contains a table with two rows:

Name	Groups	Reviewed / Assigned	Actions
Jacqueline Torres	Test - FSU Foundation	0 / 1	Assignments
Margaret Steele	Test - FSU Foundation	0 / 1	Assignments

On the **“Manual Assignments”** tab, you should see a list of available applications that may be manually assigned to the Reviewer. Check the boxes for any applications you would like to assign to this Reviewer and click **“Assign Selected”**.

The screenshot shows the 'Manual Assignments' tab for 'Margaret Steele'. It features a table with columns: 'Assigned?', 'Name', 'Group', 'Normalized Score', and 'Review Status'. Three rows are visible, with the first and third rows checked. Below the table are 'Select All' and 'Assign Selected' buttons.

Assigned?	Name	Group	Normalized Score	Review Status
<input checked="" type="checkbox"/>	Alyn Dunstan	Test - FSU Foundation	No Score Yet	Not Yet Started
<input type="checkbox"/>	Jacqueline Torres	Test - FSU Foundation	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	Sharlo Shetrompf	Test - FSU Foundation	No Score Yet	Not Yet Started

If **“Only Qualified Applications”** setting is turned on at the Reviewer Group level, only those applications with at least 1 qualification point will be available. Additionally, any additional qualifications added to the Reviewer Group will also affect the list of available applications.