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

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.