

Creating a Review Set Committee

Please note: Committees are designed for use with Review Sets. Both Committees and Review Sets are considered legacy features and preferred functionalities for committee reviews can be found with User Groups and our collaboration features.

To create a Committee, start from the Home tab.

Click the Create Committee link on the right-hand side in the Policy Review section.

Give the Committee a name.

Use the text box to designate a committee chair. Additionally, you can assign committee admins and other members using the respective fields, but only a committee chair is required.

Once your settings are in place, click the create committee button.

The Committee can now be assigned a Review Set.