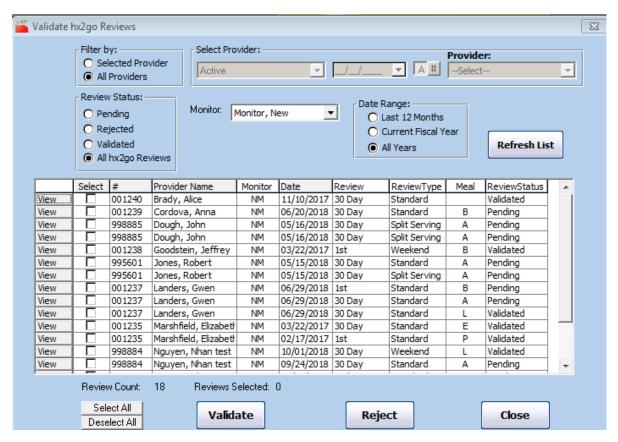
Validate Reviews

Last Modified on 09/30/2019 12:30 pm CDT

Reviews are still validated and applied to providers in Minute Menu HX, but you no longer need to upload reviews.

- 1. Click the **Tools** menu and select **Validate hx2go Reviews**.
- 2. In the **Filter By** section, select the **Selected Provider** option or the **All Providers** option. If you select **All Providers**, go to **Step 4**.
- 3. In the Select Provider section:
 - a. Click the **Status** drop-down menu and select the provider status (Active, Pending, and so on).
 - b. Click the **Date** drop-down menu and select a date to which to filter.
 - c. Click the **Provider** drop-down menu and select the specific provider.
- 4. In the **Review Status** section, choose from the following:
 - Pending
 - Rejected
 - Validated
 - All hx2go Reviews
- 5. Click the **Monitor** drop-down menu, and select the assigned monitor, if needed.
- In the Date Range section, select the Last 12 Months, Current Fiscal Year, or All Years option.
- 7. Click **Refresh List**. A list of reviews displays.



- 8. Check the Select box next to each review to validate.
- Click Validate. You can view validated reviews in the List Reviews and Review Reports windows.