

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.
6. 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.

Validate hx2go Reviews

Filter by: ☐ Selected Provider ☒ All Providers

Select Provider:

Review Status: ☐ Pending ☐ Rejected ☐ Validated ☒ All hx2go Reviews

Monitor:

Date Range: ☐ Last 12 Months ☐ Current Fiscal Year ☒ All Years

Refresh List

	Select	#	Provider Name	Monitor	Date	Review	ReviewType	Meal	ReviewStatus
View.....	<input type="checkbox"/>	001240	Brady, Alice	NM	11/10/2017	30 Day	Standard		Validated
View	<input type="checkbox"/>	001239	Cordova, Anna	NM	06/20/2018	30 Day	Standard	B	Pending
View	<input type="checkbox"/>	998885	Dough, John	NM	05/16/2018	30 Day	Split Serving	A	Pending
View	<input type="checkbox"/>	998885	Dough, John	NM	05/16/2018	30 Day	Split Serving	A	Pending
View	<input type="checkbox"/>	001238	Goodstein, Jeffrey	NM	03/22/2017	1st	Weekend	B	Validated
View	<input type="checkbox"/>	995601	Jones, Robert	NM	05/15/2018	30 Day	Standard	A	Pending
View	<input type="checkbox"/>	995601	Jones, Robert	NM	05/15/2018	30 Day	Split Serving	A	Pending
View	<input type="checkbox"/>	001237	Landers, Gwen	NM	06/29/2018	1st	Standard	B	Pending
View	<input type="checkbox"/>	001237	Landers, Gwen	NM	06/29/2018	30 Day	Standard	A	Pending
View	<input type="checkbox"/>	001237	Landers, Gwen	NM	06/29/2018	30 Day	Standard	L	Validated
View	<input type="checkbox"/>	001235	Marshfield, Elizabeth	NM	03/22/2017	30 Day	Standard	E	Validated
View	<input type="checkbox"/>	001235	Marshfield, Elizabeth	NM	02/17/2017	1st	Standard	P	Validated
View	<input type="checkbox"/>	998884	Nguyen, Nhan test	NM	10/01/2018	30 Day	Weekend	L	Validated
View	<input type="checkbox"/>	998884	Nguyen, Nhan test	NM	09/24/2018	30 Day	Standard	A	Pending

Review Count: 18 Reviews Selected: 0

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