

Edit Reviews

Last Modified on 04/03/2019 3:09 pm CDT

You can make changes to existing reviews, if needed.

1. Click the **Providers** menu and select **Provider Reviews**. The List Reviews window opens.
2. In the **Filter By** section, select **All Providers** or **Selected Providers**. If you choose Selected Providers, click the **Provider** drop-down menu and select the provider.
3. Click **Refresh List**.
4. Click **View** next to the review to edit. The Provider Reviews dialog box opens.

Provider Reviews

Cordova, Anna 001239 Review Date: 10/10/2018 Meal: Breakfast

General Meal Disallow Other

Date: 10/10/2018
Review: 1st Review
Type: Standard Review

Provider Inactive
 Followup Required
 Not Home
 Special / Evaluation Visit
 Technical Assistance Offered
 Unannounced

Last Review: 12/14/2018 - 1st Review
30 Day Review: 6/20/2018
Next Review: 02/10/2019
Notes For Next Review:
(printed on Sponsor Review Worksheet)

Monitor: Testing, Permissions (008)
Change Monitor To: --Select--
Arrival Time: :
Departure Time: :
Meal Type Reviewed: Breakfast
 Infant *Check to compare foods*
 Non-Infant
Shift(s) Observed: First
 Annual Training Complete
Training:
Start Time: 12:00 pm
End Time: 12:00 pm
Total Hours: 0
Type: Annual Training
Session Name: Training with Review

Print Entered By: Scanned

Delete Disallow Calendar Save Close

5. Change the information in each tab, as needed. You can also use the

Disallow Calendar to add or remove disallowances. For more information, see [Add Reviews](#) and [Disallow Meals with the Disallow Calendar](#) .

6. When finished, click **Save**.
 7. Click **OK** at the confirmation prompt.
-