

Print Completed Reviews in Admin Review Site

Last Modified on 12/22/2022 10:24 am
CST

You can print completed reviews from the Admin Review site.

1. Log in to <https://reviewadmin.minutemenu.com/Account/LogOn>.
2. Click the **Reports** tab.

The screenshot shows the 'Administration' page of the Admin Review Site. The 'Reports' tab is selected. The interface includes a search bar and a table of reviews. The table has columns for Monitor, Review Date, Provider, and Provider #. The data is filtered to show reviews from 07/08/2019. The table contains 20 rows of data, each with a 'Print' icon next to the Provider # column.

| Monitor | Review Date | Provider | Provider # | |
|----------------------|-------------|-------------------------|------------|--|
| Collins, Robert (88) | 05/31/2020 | Black, Joe | 996007 | |
| Collins, Robert (88) | 07/09/2019 | Black, Joe | 996007 | |
| Collins, Robert (88) | 07/08/2019 | Bugman, Bug | 945671 | |
| Collins, Robert (88) | 04/10/2019 | Barnes, Alison | 887788 | |
| Collins, Robert (88) | 04/10/2019 | Caster, Julie | 009876 | |
| Collins, Robert (88) | 04/08/2019 | Anderson, Ariel | 875971 | |
| Collins, Robert (88) | 04/08/2019 | Apple, Test | 003678 | |
| Collins, Robert (88) | 04/08/2019 | Banks, Nora | 000086 | |
| Collins, Robert (88) | 04/08/2019 | Barstow, Betty | 005456 | |
| Collins, Robert (88) | 04/08/2019 | Beary, Joey | 883777 | |
| Collins, Robert (88) | 04/09/2019 | Brady, Alice | 008745 | |
| Collins, Robert (88) | 04/08/2019 | Brown, Susan | 008787 | |
| Collins, Robert (88) | 04/05/2019 | Anderson, Ariel | 875971 | |
| Collins, Robert (88) | 03/14/2019 | Black, Joe | 996007 | |
| Collins, Robert (88) | 02/26/2019 | Bond, Jessie | 996126 | |
| Collins, Robert (88) | 12/07/2018 | Bevehausen, Anastasia | 165432 | |
| Collins, Robert (88) | 11/21/2018 | Anderson-test, LaJamise | 000463 | |
| Collins, Robert (88) | 11/15/2018 | Black, Joe | 996007 | |
| Collins, Robert (88) | 10/02/2018 | Barnes, Alison | 887788 | |
| Collins, Robert (88) | 09/05/2018 | Bates, Annette | 004589 | |

3. Use the **Monitor**, **Review Date**, **Provider**, and **Provider #** boxes to filter the reviews that display. You can also click each column header to sort.
4. Click next to the review to print. A PDF downloads.