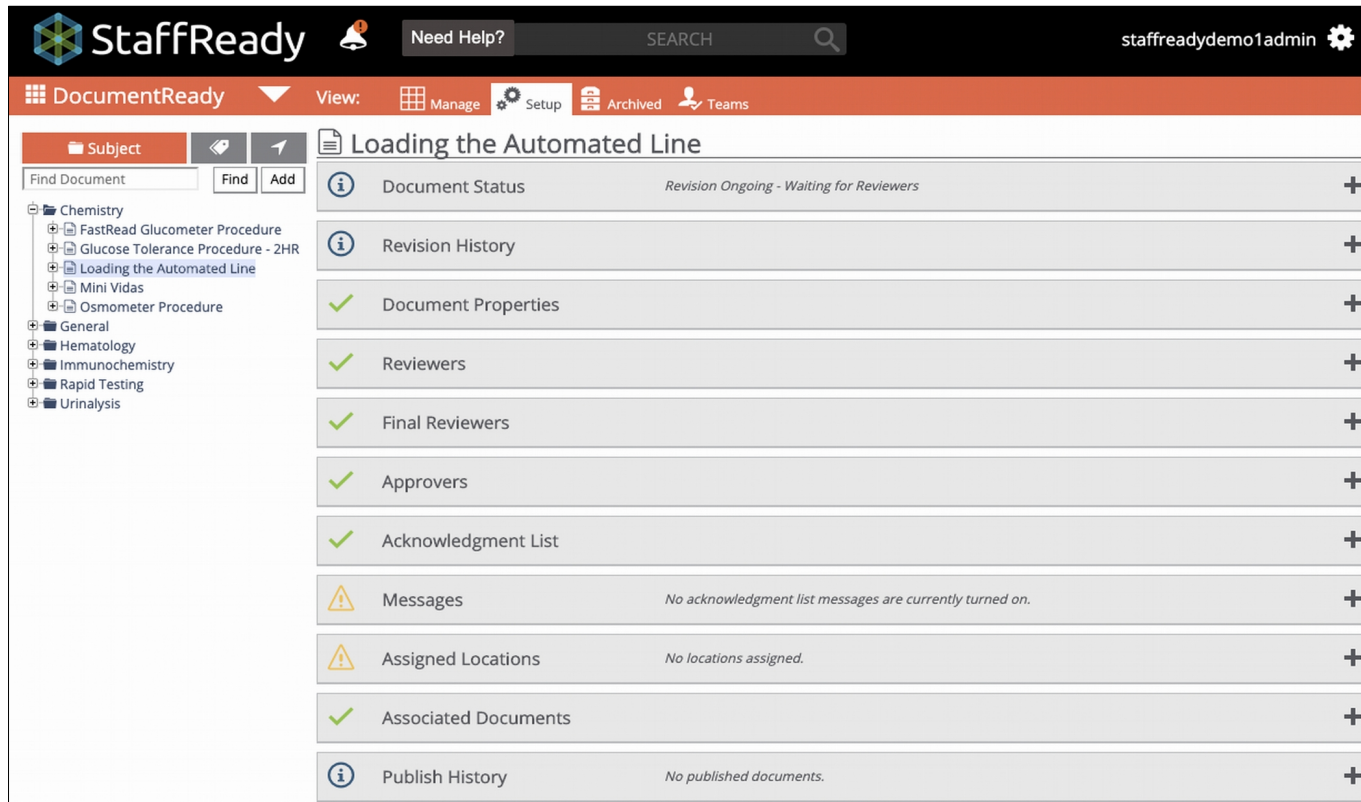


DocumentReady - Setup View

Final Reviewers Color Bar

This reference guide provides a comprehensive overview of the options available in the **Final Reviewers** color bar in the Setup View tab of the DocumentReady module. The following process steps and instructional information are provided in this document:

- [Adding a Final Reviewer](#)
- [Change or Remove Final Reviewers](#)



The screenshot displays the StaffReady DocumentReady Setup View interface. The top navigation bar includes the StaffReady logo, a 'Need Help?' button, a search bar, and the user 'staffreadydemo1admin'. The main content area is titled 'Loading the Automated Line' and features a 'Subject' sidebar with a search bar and a tree view of document categories. The 'Final Reviewers' color bar is highlighted with a green checkmark and includes a plus sign for configuration.

Item	Status	Action
Document Status	Revision Ongoing - Waiting for Reviewers	+
Revision History		+
Document Properties		+
Reviewers		+
Final Reviewers		+
Approvers		+
Acknowledgment List		+
Messages	No acknowledgment list messages are currently turned on.	+
Assigned Locations	No locations assigned.	+
Associated Documents		+
Publish History	No published documents.	+

1 | Adding a Final Reviewer

Add Individual Final Reviewers to a Document

The **Final Reviewers** color bar displays employees who are assigned to review a document before it is published. The document owner can add or remove **Final Reviewers** individually or by department.

1. Click the **Final Reviewers** color bar to open it.

2. There are two ways to add a **Reviewer**:

a. Click the [Add Final Reviewers](#) link.

b. Click the **Add Final Reviewers** button.

The screenshot shows the DocumentReady interface for a document titled "Loading the Automated Line". The document status is "Revision Ongoing - Waiting for Reviewers". The interface includes a navigation menu on the left with categories like Chemistry, General, Hematology, Immunochemistry, Rapid Testing, and Urinalysis. The main content area shows a list of document sections: Document Status, Revision History, Document Properties, Reviewers, and Final Reviewers. A yellow arrow points to the "Final Reviewers" section, which has a green checkmark and a plus sign.

The screenshot shows the "Final Reviewers" panel. At the top, there is a green checkmark and the title "Final Reviewers". Below the title are links for "Feedback", "Help", and "Audit". There is a button labeled "Add Final Reviewers" with a yellow arrow pointing to it. Below this is a table of reviewers:

Name	Email	Action
Barbara Dodd	bdodd@staffready.com	Remove

A yellow arrow points to the "Add Final Reviewer" button next to Barbara Dodd's entry.

Add Individual Final Reviewers to a Document

Method One: Clicking the [Add Final Reviewer](#) link.

1. Type the name of the desired employee into the **Employee** field, and select their name from the auto-complete menu.

- To add the **Final Reviewer** without sending them an email notification, click the **Add Final Reviewer Without Email** button.

2. To add the **Final Reviewer** and generate an email notification, click the [Generate Email](#) link.

3. Confirm the email address, message subject and body, and signature, then click the **Add and Send Email** button.

Add Final Reviewer

Employee* ⓘ

Add Final Reviewer Without Email or [Generate Email](#)

Add Final Reviewer ✕

Employee* ⓘ

Add Final Reviewer Without Email or [Generate Email](#)

Email Address* ⓘ

Subject* ⓘ

Body* ⓘ

Signature* ⓘ

Note: The name of the document will automatically added to the body of this email.

Add a Group of Final Reviewers to a Document

Method Two: Clicking the **Add Final Reviewers** button.

1. Click the **Add Final Reviewers** button.

Final Reviewers

Feedback Help Audit

Add Final Reviewers

Final Reviewers

Name	Email	
Barbara Dodd	bdodd@staffready.com	Remove

Add Final Reviewer

2. To find the department you wish to review a document, enter the department name in the **Find employee or department** search field and click the **Find** button.

Click the [Select All Employees](#) link next to the desired department...

Add Employees

Department

Find employee or department Find Show All Departments


<input type="checkbox"/> Clinic	Select All Employees
<input type="checkbox"/> Core Lab	Select All Employees
<input type="checkbox"/> North Main	Select All Employees
<input type="checkbox"/> StaffReadyDemo	Select All Employees


Adding Final Reviewers Department to a Document

... or choose individual **Final Reviewer** names, as desired.

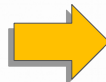
To view **All Departments** or **Only Managed Departments**, click the [Show All Departments](#) or [Show Only Managed Departments](#) link to toggle between department list views.

Department

Find employee or department  [Show All Departments](#)

⊕ Clinic	Select All Employees
⊖ Core Lab	Select All Employees
— Adrian Osborne	Select Employee 
— Andrea Charles	Select Employee
— Bernadette Martin	Select Employee
— Chris Paul	Select Employee
— Danielle Garrett	Select Employee
— Danny White	Select Employee
— Ellie Pope	Select Employee
— Ellie Sumner	Select Employee
— Emma Bowers	Select Employee

Department

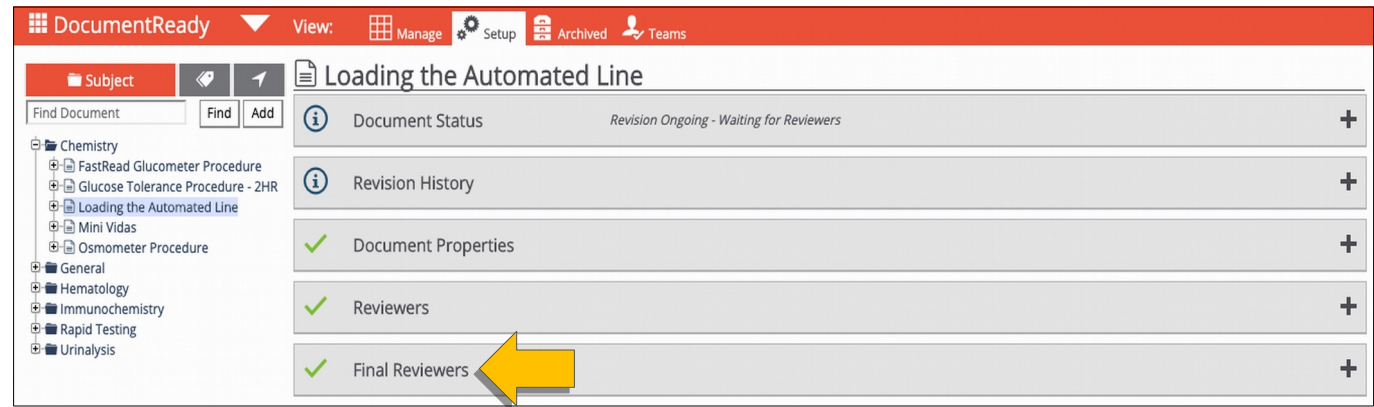
Find employee or department  [Show Only Managed Departments](#)

⊕ Clinic	Select All Employees
⊕ Core Lab	Select All Employees
⊕ Inpatient Pharmacist	Select All Employees
⊕ Inpatient Technician	Select All Employees
⊕ North Main	Select All Employees
⊕ StaffReadyDemo	Select All Employees

2| Change or Remove Final Reviewers

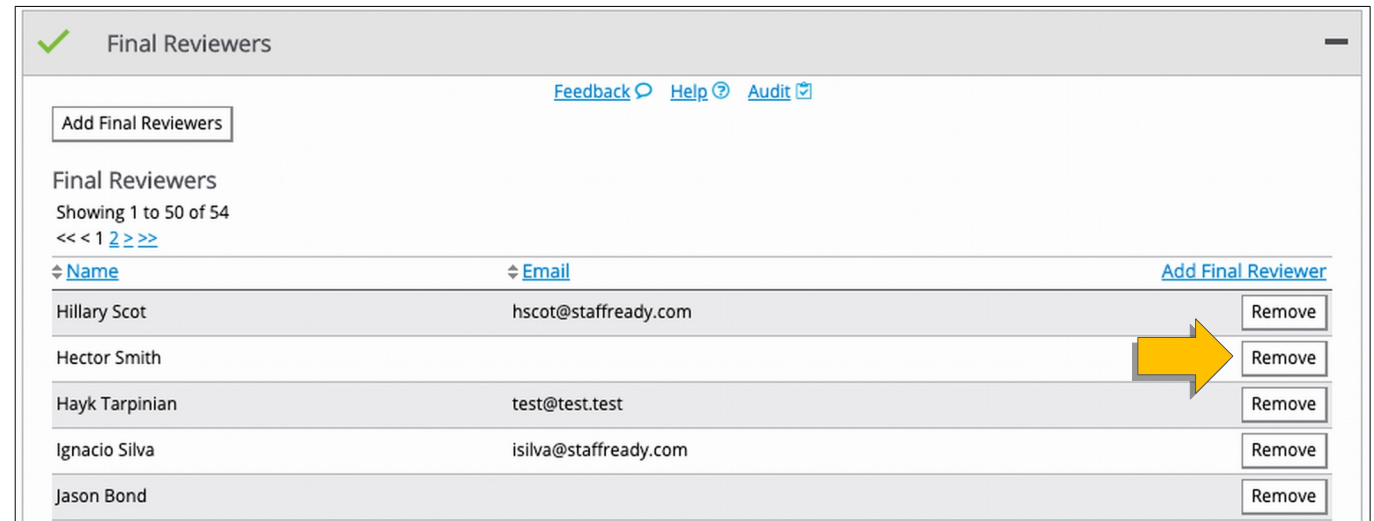
Change or Remove Final Reviewers from a Document Review

1. Click the **Final Reviewers** color bar to open it.



The screenshot shows the DocumentReady interface. The document title is "Loading the Automated Line" with a status of "Revision Ongoing - Waiting for Reviewers". The left sidebar shows a tree view of documents under "Chemistry". The main content area lists several sections: Document Status, Revision History, Document Properties, Reviewers, and Final Reviewers. A yellow arrow points to the "Final Reviewers" section, which has a green checkmark and a plus sign.

2. Click the **Remove** button to remove the **Final Reviewer** from the list.



The screenshot shows the "Final Reviewers" dialog box. It has a title bar with a green checkmark and a minus sign. Below the title bar are links for "Feedback", "Help", and "Audit". There is an "Add Final Reviewers" button. The main content area shows a list of reviewers with columns for "Name", "Email", and "Add Final Reviewer". The list is paginated, showing "Showing 1 to 50 of 54" and navigation controls. The reviewers listed are:

Name	Email	Add Final Reviewer
Hillary Scot	hscot@staffready.com	Remove
Hector Smith		Remove
Hayk Tarpinian	test@test.test	Remove
Ignacio Silva	isilva@staffready.com	Remove
Jason Bond		Remove

A yellow arrow points to the "Remove" button for Hector Smith.

Visit Our Training Center

Additional Information About DocumentReady

To learn more about the **DocumentReady** module, please review the following documents in the **Training Media Center**.

For assistance with the **Final Reviewers** color bar or other **StaffReady DocumentReady** features, please contact our Customer Support team:

7am-5pm PST
Monday thru Friday
Phone: 1.877.229.5230
[Online Support Form](#)



DocumentReady Overview & Key Concepts	PDF Document
Adding New Documents	PDF Document
Document Status Color Bar	PDF Document
Revision Tasks Color Bar	PDF Document
Acknowledgment List Color Bar	PDF Document
Acknowledgment Tasks Color Bar	PDF Document
Revision History Color Bar	PDF Document
Reviewers Color Bar	PDF Document