USING THE REVIEW TRACK DATABASE

1. Print Request for Evidence Form
   (View=By RIF and Owner; All By RIF and Owner)

   Select the RIF number(s) of the document(s) you want; click the mouse once in the grey column to the left of the RIF number
   Select **'Tools'** from the Main menu bar
   Select **'Run Macros'** from the Tools menu bar
   Select **'Evidence Form Processing Macro'** from the Run Macros menu
   You will be prompted for two dates
   > First, Enter the **date the evidence is due**
   > Second, Enter the **date the form is sent/printed**
   > (Use the MM/DD/YY date format)
   You will be prompted to print.
   > Select the **Form Override button**, then Select **'Agency Evidence Request Form'** form the Form Override menu
   Select the **OK button**
   Select the **OK button** to print

2. Assign Document(s) To A Meeting
   (View=By RIF and Owner; Cat. By Status)

   Expand the view *Status 4: Ready for Board Review*
   Select the RIF number(s) you want; click the mouse once in the grey column to the left of the RIF number
   Select **'Tools'** from the Main menu bar
   Select **'Run Macros'** from the Tools menu bar
   Select **'Assign Documents to a Meeting'** from the Run Macros menu bar
   You will be prompted with a list of meeting dates.
   Select the correct meeting date.
   You will be prompted to confirm your selection.
   Select **'Yes'** to proceed or **'No'** to cancel.

3. Print Board Review Forms   - Red or Yellow
   (View=By Meeting;AgencyandColor)

   Select the appropriate agency

Select the appropriate color (Red or Yellow) by highlighting the color and clicking on the expand '+' icon

Select the RIF number(s) you want; click the mouse once in the grey column to the left of the RIF number

Select the **Print Icon**

Select the **Form Override button**

Select the appropriate form ('Red Board Review Form' or 'Yellow Board Review Form')

Select the **OK button**

Select the **OK button** to print

4.   Print Green Consent Agenda Forms
        (View=Meeting Dates)

        Select the appropriate meeting date by highlighting that date
        Select the **Print Icon**
        Select the **Form Override button**
        Select the appropriate form
                'Consent Agenda\ALL Green Consent'
                'Consent Agenda\CIA Green Consent'
                'Consent Agenda\FBI Green Consent'
                'Consent Agenda\HSCA Green Consent'
                'Consent Agenda\FBI Duplicate'

5.   Final Determinations Forms*
        (View=By Meeting with Documents Formal Notice)

        Select the appropriate meeting date by highlighting that date
        Select the RIF number(s) you want; click the mouse once in the grey column to the left of the RIF number
        Select the **Print Icon**
        Select the **Form Override button**
        Select 'Final Determination Form'

* This item is performed in the Review Track Archive database, where all others items on this list are performed in the Review Track.

e:\wp-docs\meetings\prtforms.wpd