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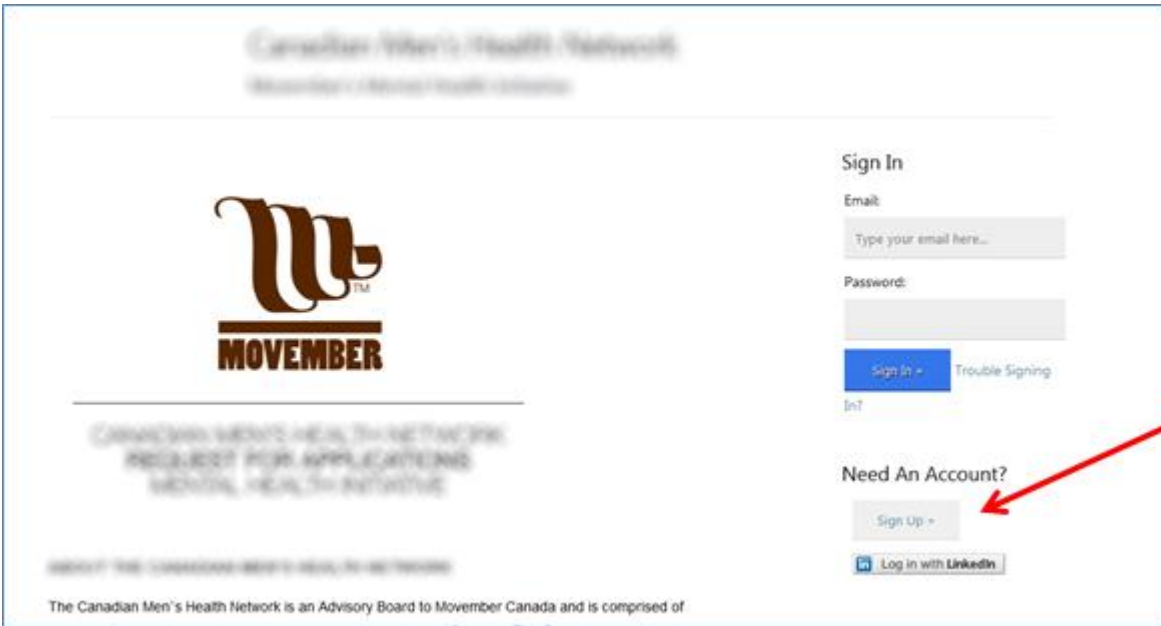
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HOW TO REGISTER AN ACCOUNT

STEP 1

Create a log in by clicking on the option to sign up (or you may use your linked in account).



STEP 2

Complete the necessary fields and check your timezone.

STEP 3

Review your emails – you will receive an email from noreply@myreviewroom.com to confirm your registration.

Click the applicable link to activate your account.

Please ensure you check your junk mail box for the email if you don't receive it straight away.

STEP 4

When you click the link, you are taken to the site and asked to enter your organisation name. Enter this information and click the “Get Started” button.

Hi Applicant,

You haven't submitted anything yet.

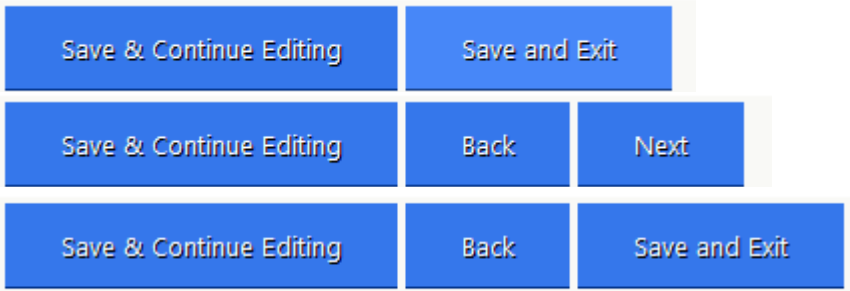
Want to create a new submission?

Please fill any of the necessary information shown below (if applicable) to get started.

Please enter your organization/institution name.:

UNDERSTANDING THE BUTTONS ON THE FORMS

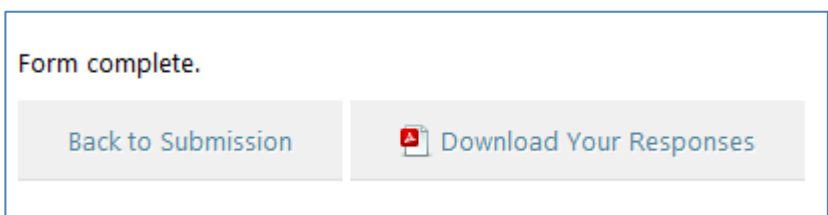
Depending on the form you are presented with, you may be able to:



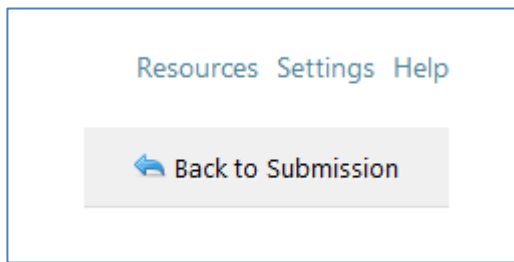
- Save & Continue Editing – Use this in between uploading multiple documents on one page or to save the application and return to it at a later stage.
- Save and Exit – This button will show on the last page of the form, if all the mandatory questions have been responded to. Clicking this will complete the form, and allow you to progress to the next form, or submit the application.

If the page has mandatory questions that have not been completed, you will either need to complete that information before being able to click this button, or to exit without completing the form, use the Save & Continue Editing option to save the content, and the Back to Submission button at the top right of the screen to exit that form and return at a later stage.

- Back – This button goes to the previous page of the form (and will save your content)
- Next – This button takes you to the next page of the form (and will save your content)



- Back to Submission (Note : ‘Submission’ may be the ‘Organisation Name’ or ‘Team Leader’s Name’, depending on what you entered when beginning the submission. Once the ‘Save and Edit’ button is selected on a form, the system will indicate that the form has been completed. Clicking the Back to ‘XXXXXXX’ will return you to the landing page of your submission.
- Download your Responses – After clicking the ‘Save and Exit’ button, you may download your responses within the form by clicking this button.




- Resources – This link appears on the top right of the system if the administrator has attached additional documents for application’s reference. This will open in a new window.
- Settings – The Settings link appears on the top right of the system and allows the user to update their email address, password and timezone. This page opens in a new window.
- Help – This link provides contact email addresses for assistance.
- Back to Submission (appears in the top right of your application) – clicking this button takes you back to the landing page for your submission. Ensure you have clicked either Save & Continue Editing or Save and Exit before going back.

HOW TO ACCESS THE FULL APPLICATION EDITING THE FULL APPLICATION AFTER SUBMITTING IT


04

EDITING THE FULL APPLICATION AFTER SUBMITTING IT

You may edit the application after submitting it, by clicking the 'edit' associated with the task. You must ensure you SAVE and EXIT again to complete the process.

 Upload your Project Proposal	View Edit Delete	Complete	07/31/2013 05:00:00 PM EDT
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Once a save button has been clicked, changes will be saved, so you do not have to re-submit the application. Clicking this after it has been completed, WILL NOT send another confirmation email.

 Submit the Full Application	Complete	07/31/2013 05:00:00 PM EDT
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NEED ASSISTANCE?

If you require assistance, please contact the person listed in the Help within the system or you may email the software program supplier on support@myreveiroom.com who will also be able to assist.