REMIND SUPERVISORS

Remind Supervisors (on the My Reviews tab), helps Org unit POCs, Supervisors and 450 Certifiers (450 Certifier ECs & Assistants) monitor Supervisor's review progress. Org unit POCs, Supervisors and 450 Certifiers may use this tool to have FDM e-mail a reminder to file to the selected Supervisors that they have reports to review and eSign.

1. Click on the **My Reviews / Remind Supervisors** tab, and then select the top-level Org Unit for which you are a POC.

2. Select **Show My Supervisors.**

3. Click **Search.**

4. Results display. The checkbox next to the Supervisor's name is automatically selected. You can deselect a checkbox if you do not want an e-mail sent to that supervisor.

5. Click **Notify** to remind the selected Supervisors that reports need to be reviewed.

Sending an E-mail Reminder

6. The first e-mail that displays is an e-mail to the POC summarizing which supervisors received a reminder e-mail. If the POC does not want to receive this e-mail, the checkbox in the upper left corner should be deselected. The second e-mail that displays is the actual e-mail, which will be sent to each of the Supervisors selected. Click on **Send**.

7. You return to the Remind Supervisors screen and a summary of the e-mails sent is displayed.