Assigning an Examiner to a Work Request for Institutions

Assign an examiner

1. Click **Work Requests**. Work requests sent that day display under My Tasks.

2. Click **Tentative** to view all unassigned work requests.

3. Click the Work Request ID.

4. Click **Add Examiner**.

5. Click the arrow to select an examiner from the dropdown.

6. Click **Save**.

7. Click **Yes** on the confirmation window.

8. Ensure the examiner is assigned to the work request.

9. Click **Dashboard** to go back to the dashboard. The work request is now assigned to an examiner.