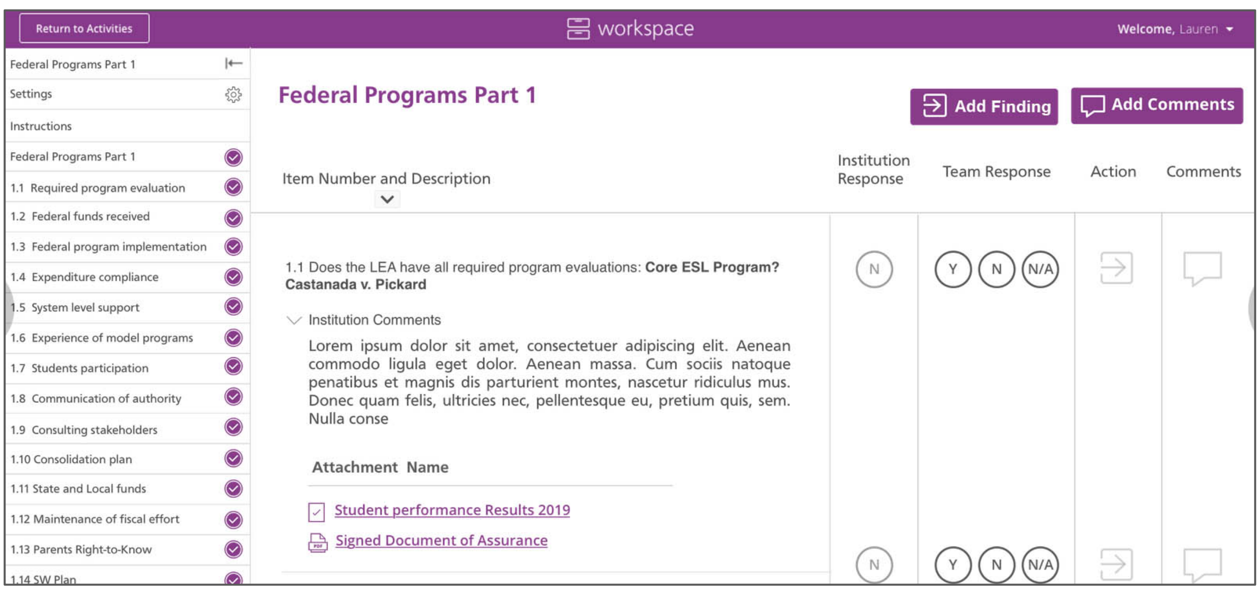
eProve workspace

Compliance monitoring review

Getting started

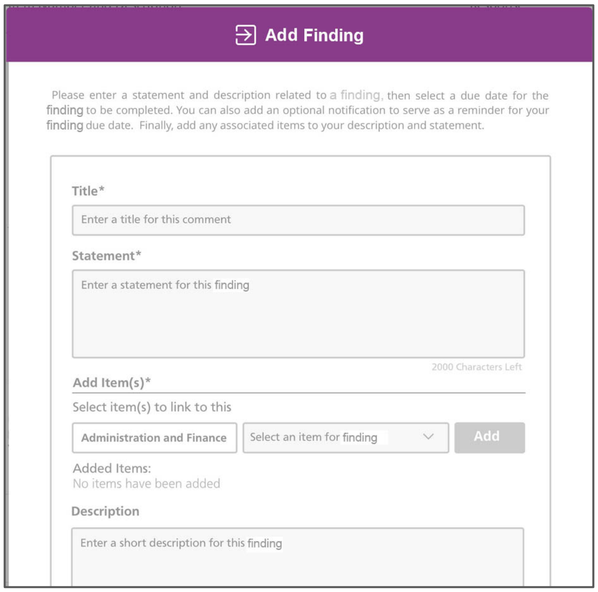
When an institution sends a diagnostic to the review team's workspace, eProve diagnostics notifies the administration owner and admin-level users by email. The team lead is notified when the diagnostic appears in the workspace.

1. Select the vertical ellipsis (three dots) next to the diagnostic you want to view from the activity list.
2. (*Optional*) If you want additional team members who are already part of the review to receive notifications about this diagnostic, select Assign from the pop-up menu. Select the team members from the drop-down menu, and then select **Update**. Review team members can also assign themselves to receive notifications about a diagnostic. A team member must already belong to the assigned review in order to receive notifications.
3. Select **Open** from the pop-up menu. The diagnostic settings area shows the name, status, and last modified date for the diagnostic. Scroll down to view the diagnostic responses.



4. If an institution has sent a diagnostic, it appears on the diagnostics page. Each diagnostic item displays with the institution's response, as well as any comments or attachments that the institution added for the item. If the institution has not added comments or attachments, those areas will be blank. You will still be able to add your team's responses, as well as comments or findings.
5. Select a Team Response (Yes, No or N/A) for an item.

6. You can add a finding from the response page or add it by going to the Findings section of the left-hand navigation. To create a finding for an item, select **Add Finding**.



7. Add a title and statement for the finding.
8. Select items in the diagnostic that you want to link to the finding. You may link to an unlimited number of items.
9. Select a due date by which the finding needs to be completed.
10. When you have finished, select **Save**.

Note: After each diagnostic is completed, it generates individual finding plans for the institution.

Add comments and download report

11. You can add a comment from the response page or by going to the Comments section of the left navigation. To create comments for an item, select **Add Comments**.
12. Add a title and comment in **Add Comments** dialog box. You can also link a comment to multiple items in the diagnostic if the comment applies to multiple items.
13. When you have finished, select **Save**.

Note: While findings are shared with the institution in finding plans, comments are never shared with the institution and are used for the team to discuss and collaborate.

14. To download a report in PDF or CSV format, select **Download Report**.
15. When all the findings have been completed, navigate to the bottom of the diagnostic and select **Mark as Completed**. This generates an email from eProve workspace to the contributors (such as the Head Of Institution and Primary Contacts), informing them that the findings for this diagnostic are available and that they may log in and respond to those findings in the shared workspace folder. If no findings are created for a diagnostic, no email will be sent.