Guidance: Generating Pre-Approval Requests (PAR) Reports (Department Reviewers)
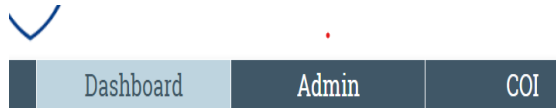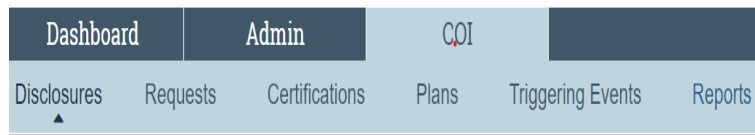
1. Log into eDisclose

2. Select the COI tab

|	Dashboard	Admin	COI

3. Select the Reports Tab

Dashboard	Admin	COI	
Disclosures	Requests	Certifications	Plans	Triggering Events	Reports

4. Under the section Admin Reports, select the Open Pre Approval Request report

5. The report will open in a separate window:

- In the filter by section toggle, select Reviewer
- In the search section, add %, then type in your last name- then select the section button

Search Results

Open Pre-Approval Requests

Filter by ❓   Reviewer ▼   %████████   🔍
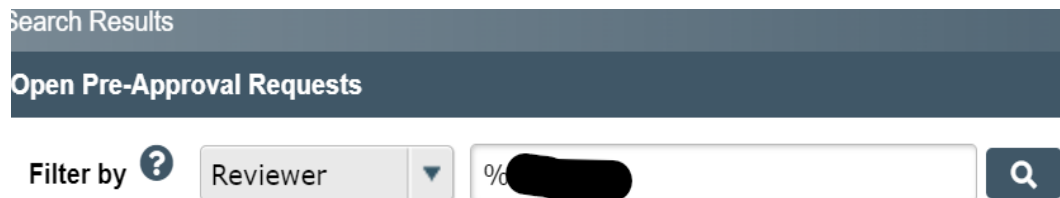
6. The screen should display all items assigned to you that are in the state of:

- Under review- the submission is ready for your review
- Clarification Required- reviewed submission in which you have requested changes from the submitter

Search Results

Open Pre-Approval Requests

Filter by ❓   Reviewer ▼   %████   🔍   ➕ Add Filter ✖

An error has occurred and some data may not be displayed. Contact your system administrator for assistance.

ID	Name	Discloser First Name	Discloser Last Name	Reviewer	Request Type	Determination	Determination Date	Entity
PAR00002622	████████				Expert Witness			████████

Select the hyperlink to direct you to the submission

Version: 7.26.24

7. Select the Actions icon and toggle to Export to CSV

8. The report can be downloaded for your review

<mark>**Please note:**</mark>

- In the Open Pre-Approval Requests custom search, the 'Reviewer' column may be blank because of the following sit situations:
  - there may be multiple COI Department Reviewers assigned to the division/department/college
  - there may be no COI Department Reviewers assigned to the division/department/college
- If you change the report, you must convert the CSV file to XLS.