

Purpose:

These two reports, Outstanding Reviewers & Outstanding Stage Reviews, are meant to let you see which users, and on which contracts, currently have either Reviews or Stage Approvals waiting to be finalized. There is no date range on these, however the number of days that they have been sitting will be included in the report. There are NOT Views that you create yourself, rather, they are System reports that are ONLY able to be accessed by a System Administrator.

Accessing the Reports:

- Both Reports are located in the same area, which you get to by:
 - o **Company Admin** → **Security and History Reports**
- There are six (6) total system reports back here, but the two we are focusing on are the last two:
 - o *Outstanding Reviewers*
 - Will give you a list of all Users who are set as a Reviewer on a Contract, along with the Contract Name and the Days the Contract has been pending Review.
 - o *Outstanding Stage Reviews*
 - Will give you a list of all Users who are set as Stage Approvers as a part of any of your Systems Workflows, along with the Contract Name, Workflow and Stage Name, and the Days the Contract has been pending approval in it's Stage.
- You get the report by simply selecting the Report icon , and an Excel file will automatically download for you to manipulate however you'd like.

