Manage Review Disallow Reasons
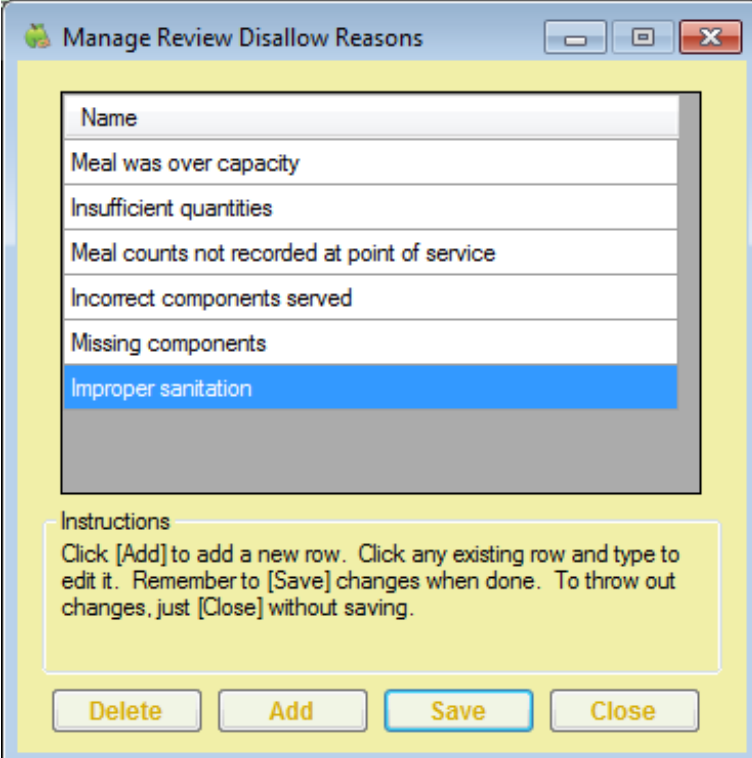
Monitors can select disallowances on reviews, if needed. To do so, you must first set up disallowance reasons. Examples of why you may disallow during a review:

- Meal was over capacity.

- Not enough food served/insufficient quantities.

- Meal counts not recorded at point of service.

- Incorrect components served.

- Missing components.

- Improper sanitation.

Add as many disallowance reasons, as needed.

1. Click the **Tools** menu and select **Manage Review Disallow Reasons**. The Manage Review Disallow Reasons dialog box opens.

2. Click **Add**. A blank row is added to the list.

3. Click the new row and enter the disallowance reason.

4. Click **Save**.

5. Continue to add as many reasons, as needed.

These reasons populate the **Disallow Reason** drop-down menu in the Add New Review Disallow tab.