

View Reviews

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1. Click the **Select Center** drop-down menu and select a center, if needed.
2. Click the **Tools Menu** and select **List Reviews**. The List Reviews window opens.
3. In the **Center** section, select **Selected Center** or **All Centers**.
4. In the **Range** section, select **Last 12 Months**, **Since Last October**, or **All**.
5. Click **Refresh List**. Reviews display according to the limits you set.

The screenshot shows a window titled "List Reviews" with a light blue background. At the top, there are two filter sections: "[Center]" and "[Range]". The "[Center]" section has two radio buttons: "Selected Center" (unselected) and "All Centers" (selected). The "[Range]" section has three radio buttons: "Last 12 Months" (selected), "Since Last October" (unselected), and "All" (unselected). A "Refresh List" button is located between these two sections. Below the filters is a table with the following data:

Center #	Center Name	Review Date	Review Type	Meal Abbrev	Unannounced Flag	View	Add
123	Jess Center	2/18/2019	1st Review	B	N	View	Add
1337	Kairi's Little Bunch	12/18/2018	Preapproval Review	N	N	View	Add
7016	TX Center	12/11/2018	Onboard Training	N	N	View	Add
7016	TX Center	12/10/2018	Onboard Training	N	N	View	Add
1337	Kairi's Little Bunch	12/10/2018	Preapproval Review	N	N	View	Add
7016	TX Center	11/19/2018	1st Review	N	N	View	Add
123	Mikey's test center - TX	4/27/2018	2nd Review	N	N	View	Add

At the bottom of the window, there are three buttons: "Help", "Add", and "Close".

6. Click **View** next to a listed review to view and edit review details.