

# Validate Online Reviews

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Monitors can record reviews online with any Internet-connected device while present at the childcare center. Once these reviews are completed and finalized, they appear in your Minute Menu CX database at Pending status. The next step is to validate the review. Reviews must be validated before they are classified as the center's completed review.

You can view validated reviews in the List Reviews window. Validated reviews are also included in the Review Reports.

1. Click the **Tools** menu and select **Validate Online Reviews**. The Validate Online Reviews window opens.

Center #	Center Name	Monitor	Review Date	Review Type	Meal Abbrev	Review Status	View	Select
241	241 ca center	Admin	4/14/2022	3rd Review	N	Pending	View	<input type="checkbox"/>
73432	regression test	center, monitoring	4/14/2022	3rd Review	P	Pending	View	<input type="checkbox"/>
73432	regression test	aa, ccv	4/14/2022	3rd Review	P	Pending	View	<input type="checkbox"/>
777	Little Rainstorms	Sargent, Keith	4/14/2022	1st Review	B	Pending	View	<input type="checkbox"/>
123	Jess Center	Admin	4/14/2022	Follow-up Review	B	Pending	View	<input type="checkbox"/>
777	Active Lifestyle	center, monitoring	4/14/2022	4 Week review	N	Pending	View	<input type="checkbox"/>
511	Thanhdpachai v2	Admin	4/11/2022	4 Week review	N	Pending	View	<input type="checkbox"/>
511	Thanhdpachai v2	Admin	4/11/2022	Follow-up Review	N	Pending	View	<input type="checkbox"/>

2. Filter the reviews that display.
  - a. In the **Filter By** section, select the **All Centers** option or the **Selected Center** option.
  - b. In the **Review Status** section, select the status to view: **Pending**, **Rejected**, **Validated**, or **All Online Reviews**.
  - c. Click the **Monitor** drop-down menu and select a specific monitor to view.
  - d. In the **Date Range** section, select one of the following options: **Last 12 Months**, **Current Fiscal Year**, or **All Years**.
  - e. When finished, click **Refresh List**.
3. Click **View** next to a review to review it. The Center Reviews window opens. You can click **Print** to print this information. You can also click **Online Review** to open a report for this review. When finished, close this window.
4. Check the box next to each review to validate.
5. Click **Validate**.

# Rejecting Reviews

If there are reviews that were entered in error, entered for training purposes, or are otherwise not valid, you can reject them.

1. Check the box next to each review to reject.
2. Click **Reject**.