

Fluxx Reviewer Portal

- 1 [Before You Begin...](#)
- 2 [Navigating the Reviewer Portal](#)
 - 2.1 [The Navigation Bar](#)
- 3 [Signing Out and Changing Your Password From the Reviewer Portal](#)
- 4 [Linked Page](#)

Before You Begin...

Much of the information found on this page and on the linked pages comes from the WPP's **Fluxx Reviewer Reference Guide**. Please see the link to this Guide below.

[Link to Reviewer Reference Guide](#)

Additionally, Fluxx has a great article that provides an overview of the Reviewer Portal (which provides both an overview of the functionality that **Reviewers** can perform within the portal **as well as** the configuration options that admins can change for the Portal). See the article here: <https://fluxxdev.atlassian.net/servicedesk/customer/portal/1/article/1795884968>

Navigating the Reviewer Portal

The Reviewer Portal contains the Review records assigned to a given reviewer within WPP's database. Within the portal, reviewers will find the reviews that they have to complete, and when opening those review records up will be presented with a side-by-side view that shows (1) the **grant application** that they are reviewing on the **left-hand side of the screen** in view-only format and (2) the review form itself that they must fill out which can and should be edited on the **right-hand side of the screen**.

The Navigation Bar

The Navigation Bar (see screenshot, below) allows you to quickly navigate to the various sections within the Reviewer Portal. The Navigation Bar is further divided into 2 collapsible submenus (each denoted by the  arrow across from them on the right-hand side of the Navigation Bar).

INFORMATION



Reviewer Portal

REVIEWS (2)



New Reviews

Pending Review (1)

Submitted Reviews (1)





The submenus and the links underneath them can be as follows:

1. **Information:** This is the main landing page when logging into the Reviewer Portal. This page provides an overview of what the menu options are and provides and link to the [Reviewer Reference Guide](#).
2. **Reviews:** As the name implies, this is the main section of the Reviewer Portal. Underneath "Reviews," you can find all of your WPP application reviews in one of the three "status-breakout" links. Below is breakdown of what reviews will live underneath each "status-breakout":
 - a. **New Reviews:** This link will bring you to all reviews that have NOT yet been started, i.e. those for which you have not yet indicated whether or not there is a Conflict of Interest.
 - b. **Pending Review:** This will bring you to all other reviews that have NOT yet been submitted. If you've indicated that there is NO Conflict of Interest but have not yet submitted the review, it will likely live here.
 - c. **Submitted Reviews:** This will show you ALL reviews that you have previously submitted. Useful if you'd like to see what you entered /wrote for a previous Grant Application.

Signing Out and Changing Your Password From the Reviewer Portal

At the bottom of the Left-Hand Side Bar Navigation Menu, you'll find a small "Gear" symbol. If you click on that symbol, a small, blue menu will appear giving you the options to **change your password** or **logout of the portal**. (Please also see the screenshot, below).

INFORMATION

Reviewer Portal

REVIEWS (2)

New Reviews

Pending Review (1)

Submitted Reviews (1)

Use the "Gear" button
to access this menu

Change Password

Logout

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Linked Page

[How to Check and Submit Reviews Assigned to You](#)