3.3.2.2 Processing Review an Asset

The **Processing Review** is the second step of reviewing an asset, similar to the Compliance Review. The same **Review Summary** page is displayed with the number of assets in queue for Processing Review that have been forwarded from the Compliance Review.

Select the **Prepare Assets Processing** menu. The **Review Assets: Processing** page is displayed listing the number of assets to be reviewed in the Pending Review column.

Develop Questions	Prepare Assets	Create Exam Form	Manage	Observe	Manage Item Bank	View Item Bank	
Search	Upload	Compliance Review	Processing	Quality Review			

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Review Assets: Processing   **Project: Vikys Project**   Help

Assets Returned from the quality review need to be processed for compliance.

Uploaded By	Pending Review	Reviewed
smith, Item	0	0
smith, Sarah	0	0
smith, Viky	2	0

Begin Review ☐ Include Reviewed Items

The only difference between the Compliance review and the Process review is that the assets *accepted* from Processing Review move to the Quality or Completed status according to the project's configuration. Assets *returned* from Processing Review are given a Returned status and are returned to the uploader of the asset for correction.

> ✓ For more information on reviewing an Asset see the **Compliance Review an Asset** topic.

1. Click the **Begin Review** button to review the assets in queue for the Processing review.
2. The **Review Asset** page is displayed with the asset details similar to the **Modify Asset** page, but the buttons for review are different.

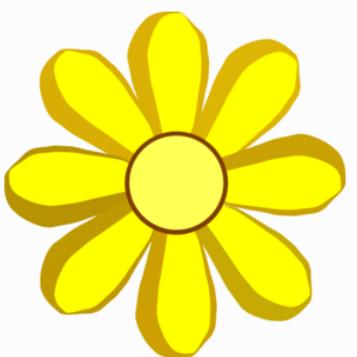| Develop Questions	Prepare Assets	Create Exam Form	Manage	Observe	Manage Item Bank	View Item Bank	
Search	Upload	Compliance Review	Processing	Quality Review			

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Review Asset   **Project: Vikys Project**   Help

Please review the assets and accept or Returned. You can also modify the assets to make changes. A modification will log your approval for that asset.

Accept   Modify   Return   History   < Previous   Next >   1 of 2   Jump to 1 ▼

Full Size
Size :27.53 KB (H:297, W:292)

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Asset:	Yellow flower.png	Id:	132939 (Rev Code: Current)
State:	Processing		
Display Mode:	Inline		
Blueprint:			
Enemy:	Blue Flower.png		

Uploaded By:	smith, Viky (September 10, 2018)	Modified By:	smith, Viky (September 10, 2018)
Draft:	Accepted By: smith, Viky (Sep 10, 2018)		
Compliance:	Accepted By: smith, Viky (Sep 10, 2018)		
On Questions:	None	Version History:	133135, 133146

Comments: Add Comment

Please add metadata.
🖉 ❌   Latest
(smith, Viky, 09/11/2018 09:38 AM)

3. Click the **Accept** button to accept the asset and send the asset to the next state in the review process. The **Processing: Accepted By** is updated for the asset and the next asset in the queue is displayed.
4. Click the **Previous** button to view the accepted asset. A message in red text states the item has changed and is no longer available for review.

5. Once all of the Processing Review is complete, the **Review Summary** page for **Processing** is displayed the same way as it is for Compliance Review. All the accepted assets are available in the Quality Review process.

ℹ️ All actions are the same as that of the Compliance Review user.

Assets accepted with enough votes at this stage move to the Quality or to the Completed state, according to the project's configuration.

Assets rejected with enough votes at this stage are assigned a Rejected status and sent back to the author for correction.

- If set to **0**, Assets skip this state entirely.
- If set to more than **1**, say **2**, the **Review Summary** page displays a value for **Reviewed** as the number of assets reviewed, and **Still waiting for the next votes to move forward** is displayed. The **Include Reviewed Items** check box is enabled.

⚠️ The "Return" button text, "Return" text for button description in the review process explanation paragraph near the top of the page, text of title of the Reject Question Comment box, "Returned", when viewing an already returned asset: State text, Return Comment title text, and "Returned By" text in User details on the **Review Asset** page may appear with different wording, depending on the text provided in the **Return Button** and **Return State Text settings** of the Item Bank's configuration.

In ExamDeveloper versions prior to 1809, these buttons were labeled as **Reject** and **Rejected**. For existing projects after 1809, these buttons will retain whatever you named the Custom Label. If you had Reject and Rejected, that will remain as Reject and Rejected.