e|Prove workspace

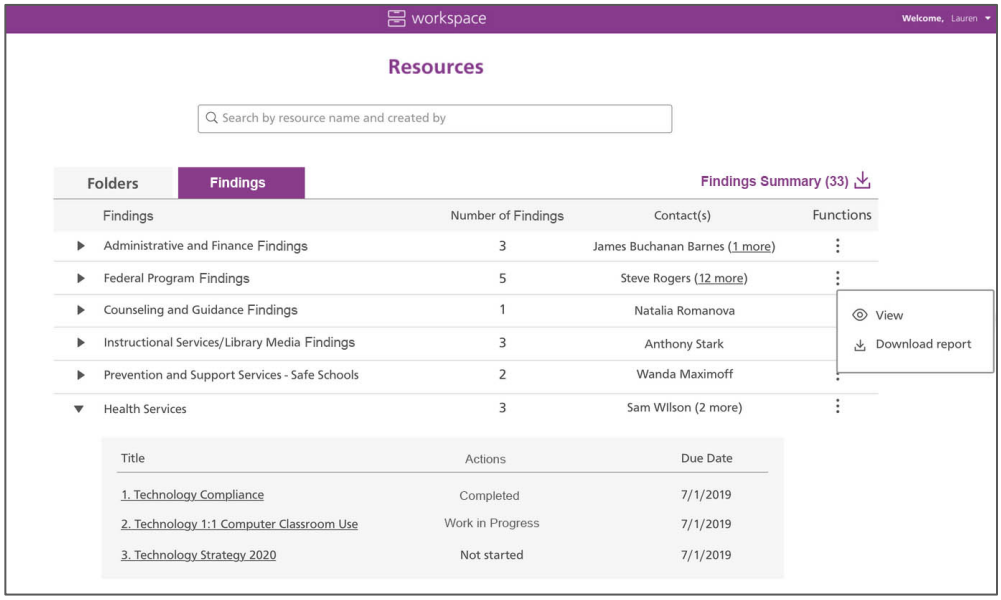
Responding to findings

As the review team completes each diagnostic, a finding is created, generating a notification email to your institution's contributors (Head Of Institution and Primary Contact. The notification email contains the title of the finding and its due date.

Note: Each diagnostic that the team completes can generate a separate Finding. This enables your contributors to respond immediately as the findings become available.

Responding to a Finding

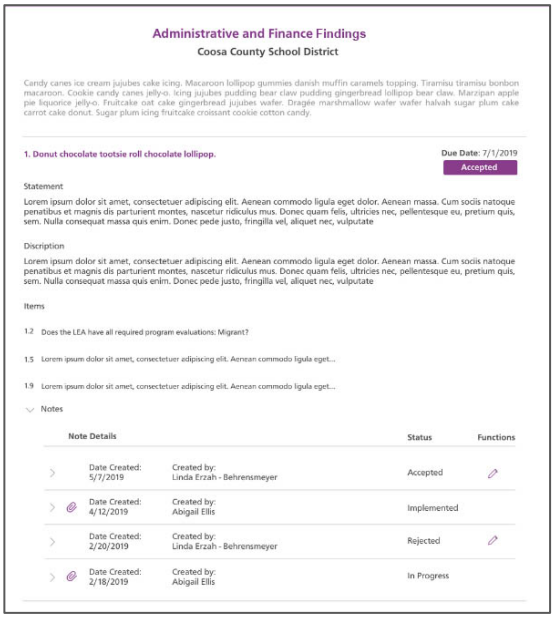
1. Log in to myJourney for your institution and select **Go to workspace**.
2. If you are assigned to one workspace as a contributor, you will be taken directly to that workspace. If you have additional workspaces available to you, you will be taken to the workspace dashboard and can search for the review.
3. Select the **Findings** tab.
4. If findings have been assigned to you, they will be listed by section, with the number of findings within each section and the name(s) of the team member contact(s) assigned to them.
5. Select the arrow beside a section name to view the titles of each of the findings, their current status, and each finding's due date. A finding may have the status of Not Started, Work In Progress, or Completed.
6. To generate an individual CSV report of all findings from within each section, select the vertical ellipsis (three dots) and choose Download report.
7. To access a comprehensive CSV report of all actions from the entire review at the time of the download, select the Finding Summary link from the top right of the Findings dashboard.

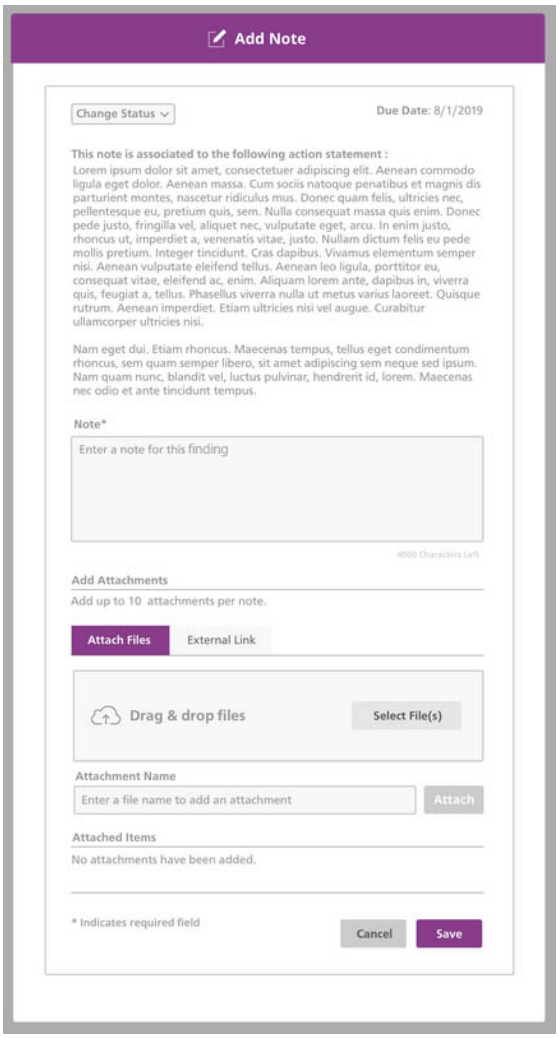


cognia

© 2019 Cognia, Inc. All rights reserved.

View items associated with a Finding





8. To view the items associated with a Finding, select the arrow to the left of the Finding. To navigate directly to that finding, select its title.
9. To respond to the Finding, select **Add Note** below the linked items.

Within the note, you can update the institution status of the finding, add a descriptive note and attach files or links. Institution status options are:

- Not Started
- Work in Progress
- Completed

10. When you have finished adding a note, select **Save.** The note appears in the Finding. Selecting **Save** generates an email that notifies the team member contact that the finding has an update available.

Completing a Finding

11. The review team can review notes and attachments from the institution. The team can either accept the institution's response to the finding or respond and update the due date. Selecting **Save** generates an email that notifies the team member contact that the finding has an update available.
12. The notes for each section can contain responses from both your institution's contributors and the review team members.
13. When a Finding is completed and no additional responses need to be made, the review team marks it as Completed.