



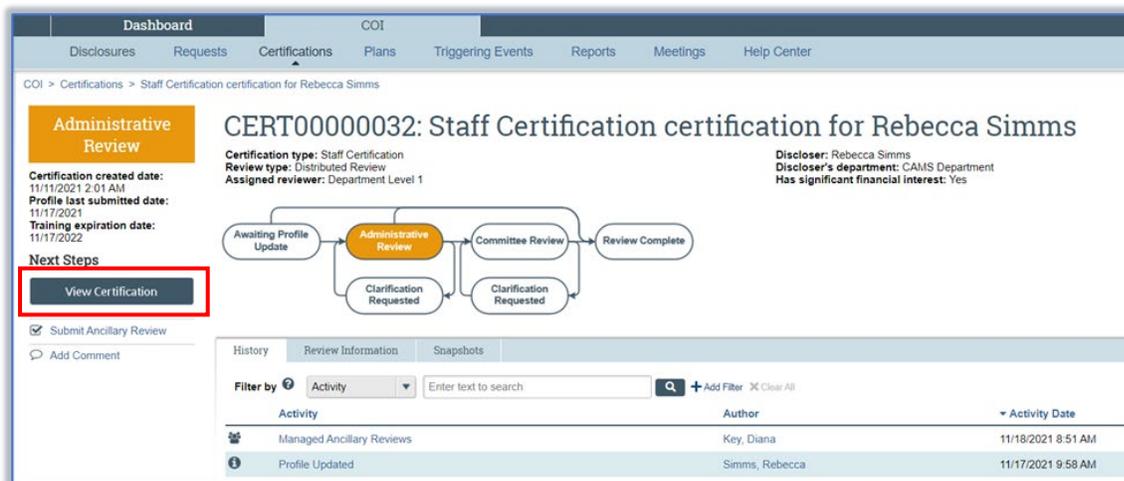
Respond to an Ancillary Review Request

This guide is designed to aid in the process of responding to an **Ancillary Review Request** in the CAMS module. For further assistance, please contact the CAMS Help Desk at CAMS@fsu.edu.

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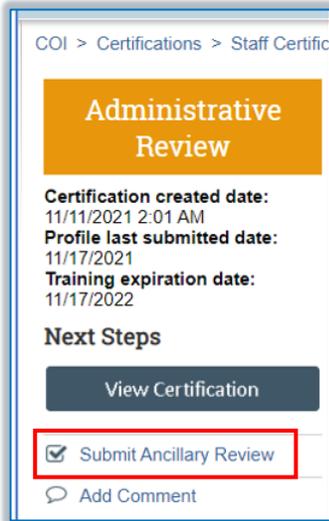
If you are assigned to perform an ancillary review, you will receive an Outlook email notification¹. The request will also appear in your Dashboard *My Inbox*. Follow these steps to submit your response:

1. Open the record to be reviewed by clicking on the hyperlink in the Outlook email notification.
2. Review the information contained in the Request by clicking on **View Certification** on the left navigation pane. Refer to CAMS Reviewer’s Guide in the Help Center as needed. Once you have completed your review, exit the certification to return to the workspace.



¹ CAMS uses the Business Email data from OMNI HR for sending notifications, regardless of which address is checked as Preferred.

- From the workspace, click on the **Submit Ancillary Review** on the left navigation pane.



- On the Submit Ancillary Review form:

Q1: Check the box beside your name.

Q2: Select Yes to approve this transaction or No to deny it.

Q3: If you chose No in Q2, add a comment on why it was rejected.
If you chose Yes in Q2, comments are optional.

Q4: Add supporting documents as needed.

The screenshot shows the 'Submit Ancillary Review' form. It has a title bar 'Submit Ancillary Review'. The first section is '1. * Select the review you are submitting:' followed by a table with columns: Organization, Person, Review Type, Required, Instructions, and Instruction Documents. The table contains one row with a checkbox in the Organization column, 'Judy Jones (approver1)' in the Person column, 'Department or College' in the Review Type column, and 'yes' in the Required column. The second section is '2. * Have you completed your review of this certification and/or provided input, if needed?' with radio buttons for 'Yes' and 'No', and a 'Clear' link. The third section is '3. Comments:' with a large text area. The fourth section is '4. Supporting documents:' with an '+ Add' button and a table with a 'Name' column. Below the table, it says 'There are no items to display'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Click OK at the bottom of the page.

- Log out.