

**Workflow Settings** allow you to customize your workflow to match job review requirements. Access Workflow settings from the Templates tab in OMS. Click the Actions button of a Template and select Edit. From the Checklist Template Section page (default), click the Add/Update Workflow button to edit Workflow settings.

Setting	Description
<b>Level</b>	<p><b>None</b> = default. Reviewer is not responsible for completing this section</p> <p><b>Level 1</b> = first line review.</p> <p><b>Level 2</b> = second line review. Will not start until ALL level 1 reviews Pass</p> <p><b>Level 3,4,5</b> = same as Level 2, next level starts when all prior level reviews Pass</p> <p>Select multiple review levels of the same number (e.g. two Level 1's) if required (e.g. two SME reviewers needed to review different parts of a COP).</p>
<b>Reviewer</b>	Select a designated reviewer, or multiple reviewers to receive notification of COPs submitted for review. To add a person to the list of available reviewers, locate them in People and update their user profile by checking the "Reviewer" box. Their name will now appear on the review list.
<b>Correction Notify</b>	<p>Select who receives email notification if a COP is returned for Correction Needed.</p> <p><b>PM</b> = <u>only</u> the project manager (selected in Project set up) receives notification. For this option, if a review results in Correction Needed, the PM must take action to either Agree, which sends the COP back to the contractor, or Pass, which will override the review.</p> <p><b>Contractor</b> = <u>only</u> the contractor responsible for the COP receives notification.</p> <p><b>Both</b> = PM and Contractor receive notification of a returned COP.</p>
<b># of Days</b>	Calendar days that will pass before a reminder notification is sent to Reviewers to complete a review of outstanding COPs submitted for approval