# **Responding to Review Tasks**

What are Review Tasks?	1
How is the Agency Notified of a Review Task?	1
Responding to a Review Task with Changes	2
Responding to a Review Task with No Changes	4
Navigating Review Tasks from the LESA Dashboard	5

#### What are Review Tasks?

- Review Tasks request one or more users or groups to review one or more documents.
- This will replace sending the ProAct transmittal or LaGov shopping cart back and forth with documents attached.

#### How is the Agency Notified of a Review Task?

- When the State Procurement Analyst (SPA) has completed their review of a document, they will initiate a review task in LESA. LESA will send an email to notify the agency person listed in the workflow that a document needs their review.
- The agency should open the attachment and address any comments from OSP.

i 6/18/2021 8:47 AM	
Email Review <s< th=""><th>4approval-prod3+louisiana@ansmtp.ariba.com&gt;</th></s<>	4approval-prod3+louisiana@ansmtp.ariba.com>
eview required - RFP f	or Computer System: Review for Scope of Work
Scope of Work.docx 30 KB	•
	EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.
Review required - RFP	for Computer System: Review for Scope of Work   WS228244915
Review required - RFP Task title: Review for	for Computer System: Review for Scope of Work   WS228244915 Scope of Work
Review required - RFP Task title: Review for Task description: SP	for Computer System: Review for Scope of Work   WS228244915 Scope of Work A works with Agency to complete Scope of Work.
Review required - RFP Task title: Review for Task description: SP Action: Complete Revi	for Computer System: Review for Scope of Work   WS228244915 Scope of Work A works with Agency to complete Scope of Work. iew.
Review required - RFP Task title: Review for Task description: SP Action: Complete Revi If your review contains	for Computer System: Review for Scope of Work   WS228244915 Scope of Work A works with Agency to complete Scope of Work. iew. : revisions to any document(s), <u>Click Here</u> to complete this task in LESA.
Review required - RFP Task title: Review for Task description: SP, Action: Complete Revi If your review contains If your have no revision	for Computer System: Review for Scope of Work   WS228244915 Scope of Work A works with Agency to complete Scope of Work. iew. : revisions to any document(s), <u>Click Here</u> to complete this task in LESA. is, you may complete the review in LESA or <u>Click Here</u> to complete this review via email.
Review required - RFP Task title: Review for Task description: SP Action: Complete Revi If your review contains If you have no revision This email is being sen	for Computer System: Review for Scope of Work   WS228244915 Scope of Work A works with Agency to complete Scope of Work. iew. ; revisions to any document(s), <u>Click Here</u> to complete this task in LESA. is, you may complete the review in LESA or <u>Click Here</u> to complete this review via email. t to you because you are a reviewer of a document that has been submitted for review.

- Once OSP's comments have been addressed, if necessary, save the document to your computer.
- Return to the email to complete the review task.

#### **Responding to a Review Task with Changes**

If your review contains revisions to any document(s), select 'Click Here' on the first option. Please note that
replying to the email and attaching your revisions will not upload to LESA. You must select 'Click Here' to
complete the task.



 You will be prompted to log into LESA. After you log in, LESA will bring you directly to the task. Select 'Complete Review'.



• Enter a message, attach the file, and select OK to complete your review.

0		<del>.</del>	🖻 🔊 🔒
Reviewed		ок	Cancel
Enter a comment message and, if nec	essary, set the Access Control for this com	nment. You can also add docum	ent attachments More
Message: BII	I = i = - size - font -	X A & O	
Access Control:	View De	etails (j)	
Document Scope of Work Additional Attachments	Attach Revised Document Choose File No file chosen	]	
Additional Attachments	No iteme		
Delete Add atta	hment Add from Project		
		ОК	Cancel

## Responding to a Review Task with No Changes

 If there are no revisions to the attachment select 'Click Here' on the second option and you may complete the review via email.

Fri 6/18/2021 8:47 AM		
Email Review <s4a< th=""><th>approval-prod3+louisiana@ansmtp.ariba.com&gt;</th><th></th></s4a<>	approval-prod3+louisiana@ansmtp.ariba.com>	
Review required - RFP for	Computer System: Review for Scope of Work	
Scope of Work.docx 30 KB	•	
	EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.	
Review required - RFP for	Computer System: Review for Scope of Work   WS228244915	
Review required - RFP for Task title: Review for Sc	Computer System: Review for Scope of Work   WS228244915 ope of Work	
Review required - RFP for Task title: Review for Sc Task description: SPA w	Computer System: Review for Scope of Work   WS228244915 ope of Work orks with Agency to complete Scope of Work.	
Review required - RFP for Task title: Review for So Task description: SPA w Action: Complete Review	Computer System: Review for Scope of Work   WS228244915 ope of Work rorks with Agency to complete Scope of Work.	
Review required - RFP for Task title: Review for Sc Task description: SPA w Action: Complete Review If your review contains re	Computer System: Review for Scope of Work   WS228244915 ope of Work orks with Agency to complete Scope of Work. visions to any document(s), <u>Click Here</u> to complete this task in LESA.	
Review required - RFP for Task title: Review for Sc Task description: SPA w Action: Complete Review If your review contains re If you have no revisions,	Computer System: Review for Scope of Work   WS228244915 ope of Work iorks with Agency to complete Scope of Work. visions to any document(s), <u>Click Here</u> to complete this task in LESA. you may complete the review in LESA or <u>Click Here</u> to complete this review via email.	
Review required - RFP for Task title: Review for Sc Task description: SPA w Action: Complete Review If your review contains re If you have no revisions, This email is being sent to	Computer System: Review for Scope of Work   WS228244915 ope of Work iorks with Agency to complete Scope of Work. visions to any document(s), <u>Click Here</u> to complete this task in LESA. you may complete the review in LESA or <u>Click Here</u> to complete this review via email. ) you because you are a reviewer of a document that has been submitted for review.	

• Once you select 'Click Here' a new email message will appear. Notice the instructions in the body of the email.

										Complete	e Review TSK4980	05278 - Message (HTN	1L)
File	Message	Insert	Options	Format Text	Review	Acrobat	Ωт	ell me wł	nat you v	want to do.			
Paste	K Cut È Copy <b>≶ Format Paint</b> Iipboard	Calibri er B I	- 11 <u>U</u>   ª½ -	<ul> <li>A<sup>*</sup> A<sup>*</sup> I ⋮ ≡</li> <li>A<sup>*</sup> I ≡ ≡</li> <li>Basic Text</li> </ul>	• ≟ •   <b>∻</b> =   <b>= ∍</b> 5	Address Book Na	S Check Names mes	Û Attach File ▼	Attach Item •	Signature •	Attach File via Link • Adobe Acrobat	<ul> <li>Follow Up -</li> <li>High Importance</li> <li>Low Importance</li> <li>Tags</li> </ul>	Office Add-ins Add-ins
ة Send	From - To Cc	Monica.Cl	lark2@la.gov al-prod3+louis	iana@ansmtp.arib	a.com								
	Subject	Complete	Review TSK4	98005278									
[:Begi	n Comments s Comments sec	ection. Ent	ter your cor	nments startin	g on the next	line:]	]						
IMPO	RTANT: Send t	his messag	ge to compl	ete the review	for this reque	≘st.							
Do no [x] Wo	t edit or delet orkflowActionI	e the text l D,NX6mAł	below this l (+cleNQQz,	ine. 1vp2ziw4p20o	k,NX6mAD4C	hebvVi,1	,NX6mA	D4Cheb	vVi,lou	isiana;			

 If you have no revisions to the attachment you may enter your comments in between the sections as seen below. Once complete, hit Send.

	ত ক	↓ =						Complete	e Review TSK4980	)05278 - Message (HTM	L)
File	Message	Insert Options	Format Text	Review	Acrobat	🛛 Tell me	what you w	ant to do.			
Paste	Cut Copy Format Paint	Calibri → 11 B I <u>U</u> <sup>a</sup> 2	$\begin{array}{c c} \bullet & A^* & A^* \\ \bullet & A & \bullet \\ \hline & \bullet & A & \bullet \\ \hline & Basic Text \\ \end{array}$	• ≟ •   <b>∻</b> : =   <b>= </b> •≡ :	Address Book Nam	Check Atta Names File	ch Attach • Item • Include	Signature	Attach File via Link • Adobe Acrobat	<ul> <li>Follow Up *</li> <li>High Importance</li> <li>Low Importance</li> <li>Tags 55</li> </ul>	Office Add-ins Add-ins
ت <b>=</b> Send	From + To Cc	Monica.Clark2@la.gu	ov Jisiana@ansmtp.arib	a.com							
	Subject	Complete Review TS	K498005278								
[:Begin Enter [:End C IMPOR Do not [x] Wor	Comments s comments h omments sed TANT: Send t edit or delet kflowActioni	ection. Enter your c ere ction:] his message to com e the text below thi: ID,NX6mAK+cleNQQ	omments startin plete the review s line. z,1vp2ziw4p20o	g on the next for this reque k,NX6mAD4C	: line:] est. :hebvVi,1,N	NX6mAD4Ch	2bvVi,louis	siana;			

### Navigating Review Tasks from the LESA Dashboard

• You may also access any pending review tasks in the 'Needs Review' section of your LESA Dashboard.

Needs F	Review (1)
5 OS	P Contract Review (New Computer System - Training - Austin 2 )
Submitt	ed for Review
No item	15
Tasks w	ith Alerts
No item	15

- The task name is listed followed by the name of the project in parenthesis.
  - If you click on the task name, it will bring you directly to the task (recommended).
  - If you click on the project name inside the parenthesis, it will bring you to the Sourcing Project.
     From there you will need to then go to the Tasks Tab to select the task that needs review.
- Once the agency review is complete the SPA will be notified by LESA.