



How to Review a Report

1. Open the report detail

In the Ready For Review tab on the Dashboard, click the View Report Details icon.

Case File No.	Incapacitated Person	Flags	Accepted By	Accepted Date
OC-1001-2018	Flaxman, Sandy	0	aopc_admin32	09/01/2020 02:07 PM

Report Details

Report Details | Status History | Payment

Case File Number	Incapacitated Person	Report	Guardian(s)	Counsel	Reporting Period	Due Date
1-2020	Flaxman, Sandy	Inventory	Guardian, Robert Trusty Trust Bank	Johnson, Theodore Joseph	8/25/2020 - 11/22/2020	11/23/2020

Document(s)

Document	File
Inventory Report	

Flag Details

Number of Flags
0

Mark as Reviewed:

Comment:

Submit Cancel

3. Select Mark as Reviewed

2. (Optional) Open the full report

If you haven't done so previously, such as when it was submitted or when resolving any flags, review the full report by clicking the Document icon.

4. (Optional) Record Comments

5. Click SUBMIT

Tip If you receive a message that says "Flags still exist with a New status", refer to the *Add or Update Flags on a Report* reference guide to resolve the outstanding flags.