

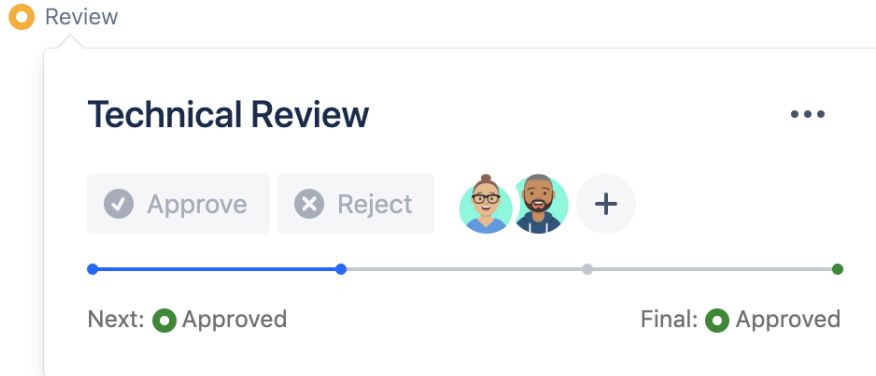
# Assigning reviewers

## Overview

In a [content review](#), you will sometimes be able to assign, reassign and unassign reviewers.

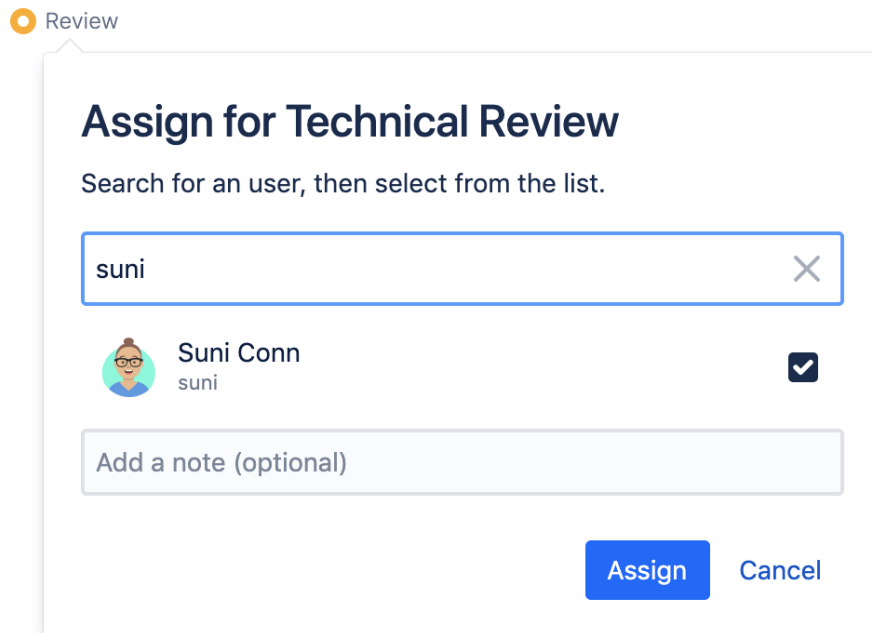
## How do I know if I can assign reviewers?

Look for the **+ Add reviewer** button next to the **Approve** and **Reject** buttons.



## Assigning reviewers

Click the **+ Add Reviewer** button on the [workflow popup](#) – you will be presented with a search screen like the one shown below.



### Searching

You can search by **full name**, **username**, or **email address**.

Note: You'll usually need to type two or more characters before the results will appear.

### Assigning


When you've found who you're looking for, click the **grey button** on the right to assign them to the review.


## Review

### Assign for Technical Review

Search for an user, then select from the list.

 **Suni Conn**  
suni

 **Milo Towne**  
milo



If you need to leave a note for reviewers, click the **Add a note** link and enter your note. They'll see it in notifications and emails.

### Saving changes

To save the assignments, click the blue **Assign** button – you'll see the assignees on the [workflow popup](#)

## Review

### Technical Review

Next:  Approved Final:  Approved

### Note

Comala Document Management will suggest assignees that are specified in the `user`, `group`, `selectedapprover` or `selectedapprovers` parameter on the `{approval}` macro. If these parameters are not specified, recent contributors to the page will be suggested.

- the number of possible assignees listed will be a maximum of 15
- if the possible assignees specified using the `user`, `group`, `selectedapprover` or `selectedapprovers` exceeds the default number of 15 then you will have to perform a search


You can edit the default number for the list of possible assignees in the [Global Advanced Configuration](#).

### Unassigning and reassigning reviewers

To reassign or unassign reviewers, return to the assignment search screen by clicking the **small "plus" button** next to the list of the assignees (see the previous screenshot).

## Unassign



Hover over the listed assignee "**check**" button. Click it to remove the assignee.

 Review

### Assign for Technical Review

Search for an user, then select from the list.

	<b>Suni Conn</b> suni	<input type="checkbox"/>
	<b>Milo Towne</b> milo	<input checked="" type="checkbox"/>

Choose **Unassign** to confirm.

On the same screen, you can add new reviewers too – see **Assigning Reviewers** section above for details.

## See also

### User Guide

- [Status Indicator Circles](#)

### Reporting Guide

- [Activity Report - Content](#)
- [My Document Actions - Profile](#)
- [Workflow Report Macro - Approvals](#)

### Workflow Authoring Guide

- [Reviews](#)
- [Roles and Permissions](#)

### Administration Guides

- [Notifications - Global](#)
- [Advanced Configuration - Global](#)

[◀ Back to Content Reviews](#)