1. Highlight the deficiency type to display your list.

2. Check the deficiency you would like to process. Then click the process button below.
   If prompted, enter your PIN. Your PIN has not changed and is only required once per session.

3. PIN REQUIRED

   You must enter your Personal Identification Number in order to process deficiencies.
   Enter PIN: ******

   OK
   Cancel

4. Note: The total number of deficiencies will no longer display here. The numbers are now displayed under My Tasks displayed on the left.
SIGNATURE DEFICIENCIES are completed by reviewing the entire document and making any necessary edits. Click anywhere within the body of the note to add or edit the documentation.

If satisfied with the documentation and/or any edits you have made, click complete to finish and move to the next deficiency in this category.

If this has been incorrectly assigned you have the option to decline.

*** You now have the option to “save” the edits and continue at a later time. You can also navigate to the previous or next deficiency, but the note is not done until you click complete. ***
MISSING TEXT deficiencies are completed by reviewing the "reason" and entering your response into the yellow text box.

*** The complete button will not be available until text is entered ***

Once you have finished your response, click complete to move on to the next deficiency in this category.

If this has been incorrectly assigned you have the option to decline.

You can also navigate to the previous or next deficiency, but the note is not done until you click complete. ***