

Validate Online Reviews

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CDT

Monitors can record reviews online with any Internet-connected device while present at the childcare center. Once these reviews are completed and finalized, they appear in your database at Pending status. The next step is to validate the review. Reviews must be validated before they are classified as the center's completed review.

You can view validated reviews in the List Reviews window. Validated reviews are also included in the Review Reports.

1. From the menu to the left, click **Tools**.
2. Select **List Reviews**.
3. In the **Select** column, check the box next to each review to validate.
4. Click **Validate**. The Validate Online Reviews pop-up opens.
5. Click **Yes**.

Rejecting Reviews

If there are reviews that were entered in error, entered for training purposes, or are otherwise not valid, you can reject them.

1. Check the box next to each review to reject.
2. Click **Reject**.