

## How to Review Statuses and Access Comments

1. There is a separate approval process for each document submitted for approval within the Edvera platform. Each document (application) submitted through Edvera has an associated status. Possible statuses are “Unsubmitted”, “Pending SA Approval”, “Reverted to Institution”, “Reverted to SA” (only for Initial and Renewal of Authorization Applications), “Pending DD Approval” (only for Initial and Renewal of Authorization Applications), and “Approved”. “Pending SA Approval” means that you have submitted that application to your Standards Administrator (SA) for review. “Reverted to Institution” means that the SA returned the application to you to make revisions. You will have to review the comment under the “Comment” tab, which is available on each document, made by the SA regarding the revision, make the necessary changes, and resubmit it. The image below provides a standard example of how each application displays the Comments tab and Status of the application. Please note that you can only make changes to your application when it is in the “Unsubmitted” or “Reverted to Institution” status.

EDvera - Georgia Dashboard Institutions Documents Reports Admin

Institutions / Renewal of Authorization Application

### Renewal of Authorization Application

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Submission Review **Comments 5** Status: Pending Sa Approval History Actions Child Submissions

2. If any action is taken on your document, you will receive a notification in your Edvera Inbox. Each message provides a direct link to the applicable document.

EDvera - Georgia Dashboard Documents

### Inbox

Inbox Archived

Search by: Subject or Created At Reset Refine Search No available actions Archive

Subject	Created At
Application for Name Reservation for test 8-2 Updated [Complete]	2016-08-02 14:00:14 -0400
Your Agent Permit Change Application has been updated [Approved]	2016-04-19 11:45:48 -0400
A comment was added to Agent Permit Change Application for CYANNA TEST SCHOOL	2016-04-14 21:26:46 -0400
Your New Agent Permit Application has been updated [Approved]	2016-04-12 15:23:57 -0400
Your Program Change Application has been updated [Approved]	2016-03-17 08:18:48 -0400
Your Initial Religious Exemption has been updated [Approved]	2016-02-26 09:20:44 -0500
Your Bond Only Exemption has been updated [Approved]	2016-02-26 09:19:57 -0500
Your Audit Only Exemption has been updated [Approved]	2016-02-26 09:19:28 -0500
Your New Program Application has been updated [Approved]	2016-02-22 16:49:51 -0500
A comment was added to New Program Application for CYANNA TEST SCHOOL	2016-02-04 15:06:34 -0500
A comment was added to Renewal of Authorization Application for CYANNA TEST SCHOOL	2016-02-04 14:58:23 -0500

Displaying all 11 Message copy

Archive