



\*Gray denotes Review Subtask Workflow See Page 2

## Review Subtasks Summary and Workflow

ITPALS has enhanced the Preparing and Legal Review tasks and added subtasks for Awaiting Department, Awaiting Vendor, and Awaiting Vendor NDA into each of these main tasks. This allows the workflow to more accurately reflect and communicate to the requester the stage of their request. It also provides better data regarding time in tasks for auditing purposes and business efficiencies. The review subtasks will be utilized whenever the reviewer requires additional information and flags the appropriate boxes.

