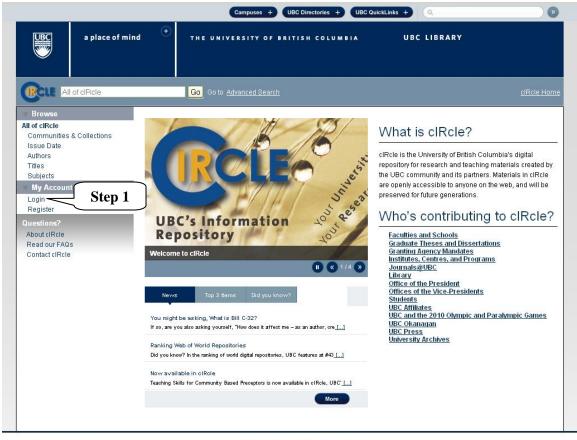[APPROVE, REJECT, OR EDIT A SUBMISSION]
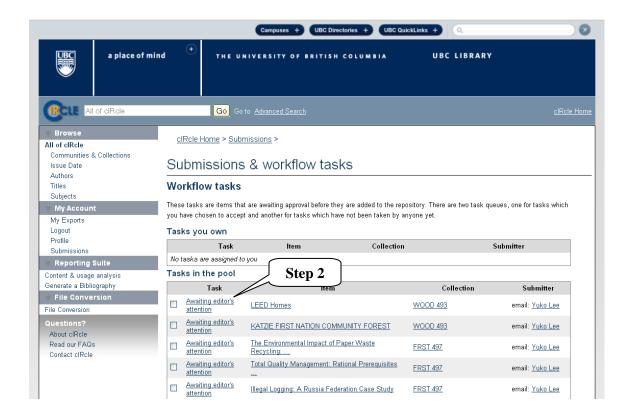1. On the cIRcle homepage at circle.ubc.ca, click on **"My Account" (Step 1)** in the left sidebar.
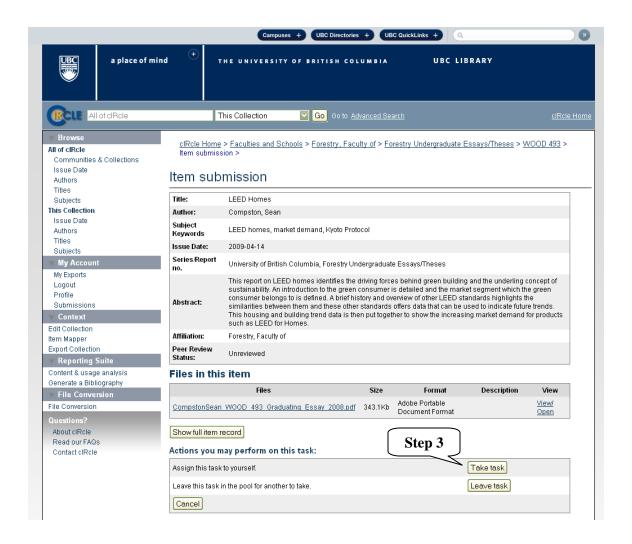
2. On your "Submission & workflow tasks" page, click on **"Tasks in the pool" (Step 2)** to claim a task (a.k.a. submission) that you need to review and approve before it is archived in cIRcle.

3. Under "Actions you may perform on this task", click on **"Take task" (Step 3)** button.

4. A new screen will appear and display more details about the different **"Actions you may perform" (Step 4)** with the task:

@ **Approve Item** [If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".]

@ **Reject Item** [If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.]

@ **Edit Metadata** [Select this option to change the item's metadata.]

@ **Return task to pool** [Return the task to the pool so that another user may perform the task.]

5. To reject a submission, click on **"Reject Item" (Step 5)**. A new screen will appear with a textbox where you can type the reason you rejected the submission. Then, click on "Reject Item".

Once you have rejected the item, it will no longer appear on your "Submissions & workflow tasks" page. The rejected item will be returned to the submitter's "Submissions & workflow tasks" page to edit and re-submit.

6. If you do not select any action and click on **"Cancel" (Step 6)**, you will automatically return to your "Submissions & workflow tasks" page.

This submission (a.k.a. task) can be left in the task pool for another reviewer (if applicable to review and archive it to cIRcle. Or, you may keep it and continue reviewing it before archiving it in cIRcle.

[Note: To exit/logout of cIRcle, click on "Logout" in the left sidebar.]