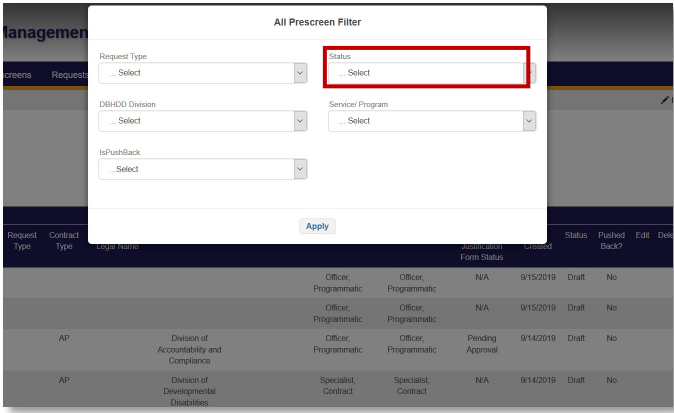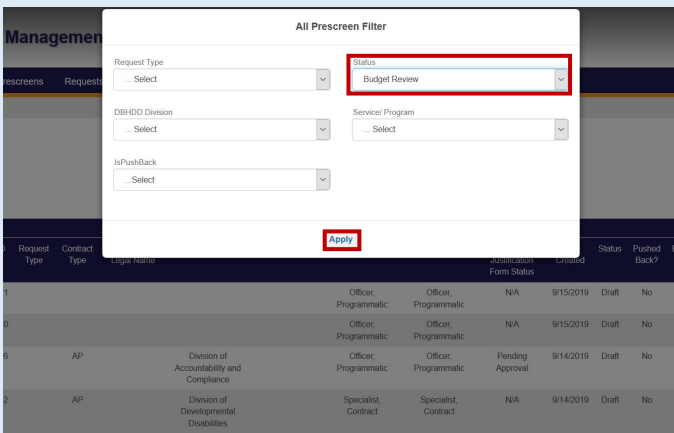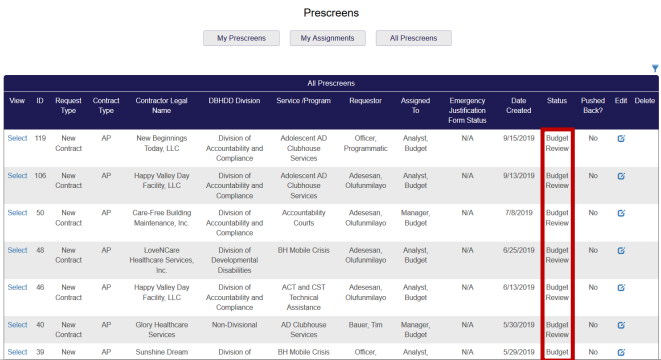# Reviewing a Prescreening Request with and Without an Emergency Justification
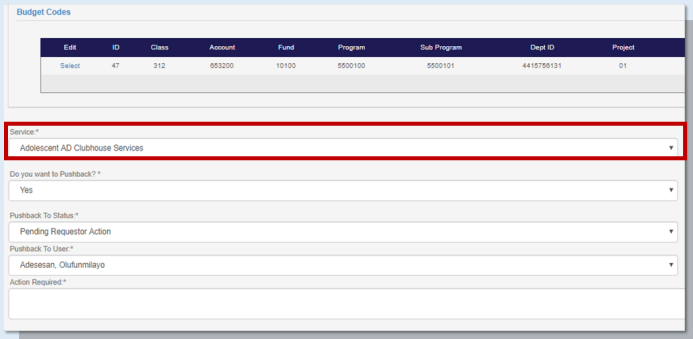
SUMMARY
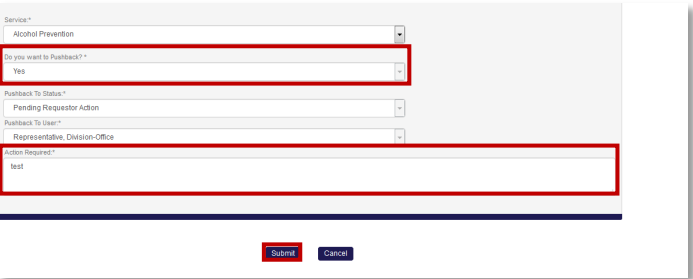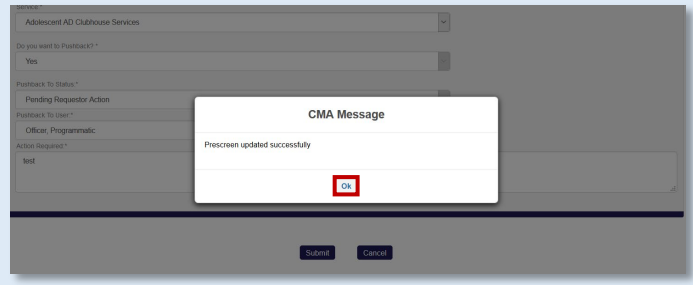
This job aid shows how to review a Prescreen request.

Step	Action	Visual
1	To log in to **Contract Management Application,** enter your **User ID** and **Password.** Select the **Log In** button**.** If the **User ID** and **Password** are entered correctly, the **Overview** page will open.	
2	To access the Prescreens, select the **Prescreens** link at the top of the page, or select the **Prescreens** button in the middle of the page. The **Prescreens** page will open.	
3	Select the **Filter** icon at the top right of the **Prescreens** page. The **All Prescreens** window displays.	

Step	Action	Visual
4	Within the **Status** field, select the dropdown arrow and choose **Budget Review** or **Pending Budget Action** to search for Prescreens pending a budget review.	
5	Within the **Status** field, select **Budget Review.** Select the **Apply** button.	
6	The Prescreens with a **Budget Review** status appear. 📋 **NOTE:** When filtering Prescreens, if you select **Pending Budget Action** within the **Status** field instead of **Budget Review**, the Prescreens with a **Pending Budget Action** status will appear.	

Step	Action	Visual
7	Select the **Select** link in the **View** column to access the Prescreen document you plan to review. The Prescreen displays with all the information the requestor entered.	
8	Select the **Edit** button to view the Prescreen information that can be edited.	
9	**NOTE:** Another way you can edit the Prescreen on the **Prescreens** page is to select the **Edit** icon located in the **Edit** column field.	
10	If you make any changes to the **Grants** subsection, the **Reason for Grant Name Change** field appears. Select the dropdown arrow to choose an option. Changes made to the **Grants** subsection will be pushed back to the requestor to review the changes entered and resubmit to Budgeting.	

Step	Action	Visual
11	Below the **Budget Codes** subsection is the **Service** field. Select the dropdown arrow to choose the appropriate option.	
12	If you need to pushback a Prescreen, select the dropdown arrow within the **Do you want to Pushback?** field and choose **Yes**. If you do not wish to pushback the Prescreen, choose **No.** Whenever you pushback a Prescreen resulting from a change, enter a comment for the pushback in the **Action Required** field. Select **Submit.** NOTE: The **Comments** field will change to the **Action Required** field if **Yes** is selected in the **Do you want to Pushback?** field.	
13	A **CMA Message** appears indicating that the **"Prescreen updated successfully."** Select the **Ok** button. The **View Prescreen** page displays.	
14	The **Prescreen Status** field indicates **Pending Requestor Action.** If the Prescreen was a pushback, the **Prescreen Push Back Action Required** section displays the following: **Pushback From, Pushback To, Pushback Status, Pushback Date, Action Required,** and **Due Date** populated with the budget due date.	