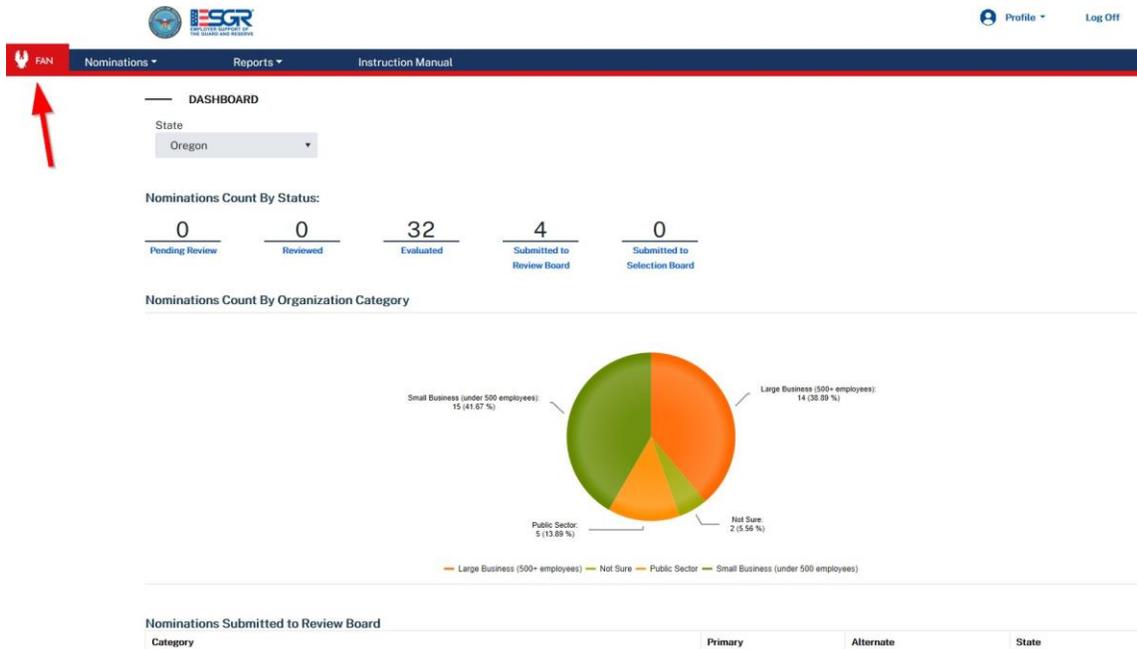# FAN Instruction Manual

This is your **Dashboard**. It gives you a quick view of your state's progress in submitting nominations. You can always return to the Dashboard by clicking the "FAN" icon on the top left navigation menu:

To go to your nominations, click the "**Nominations View**" link (Rectangle) under Nominations on the navigation menu, or click one of the statuses on the dashboard to quickly access nominations of a specific status (arrow):

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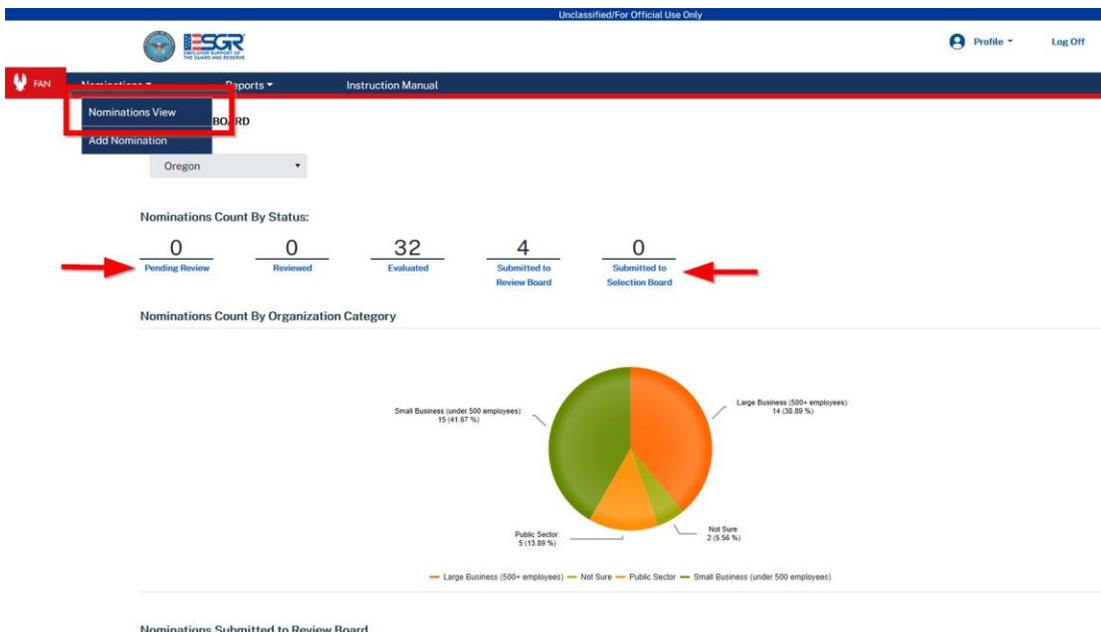
Once in the Nominations view, you can see all your nominations and what status (Pending Review, Reviewed, Evaluated and Submitted to Review Board) they are in. To **Evaluate** a nomination, click on the Evaluate nomination (Square). To **Print** a nomination, click on the print icon:

In the Evaluate nominations page, you can go through the tabs (Nominator, Employer, Nomination Evaluation and Additional Information) to ensure the information is correct.

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When you have gathered the necessary information to evaluate the nomination, click on the "**Nomination Evaluation**" tab and score the questions based on the service member's input, or on the conversations you have held to gather more information to give the best possible score:
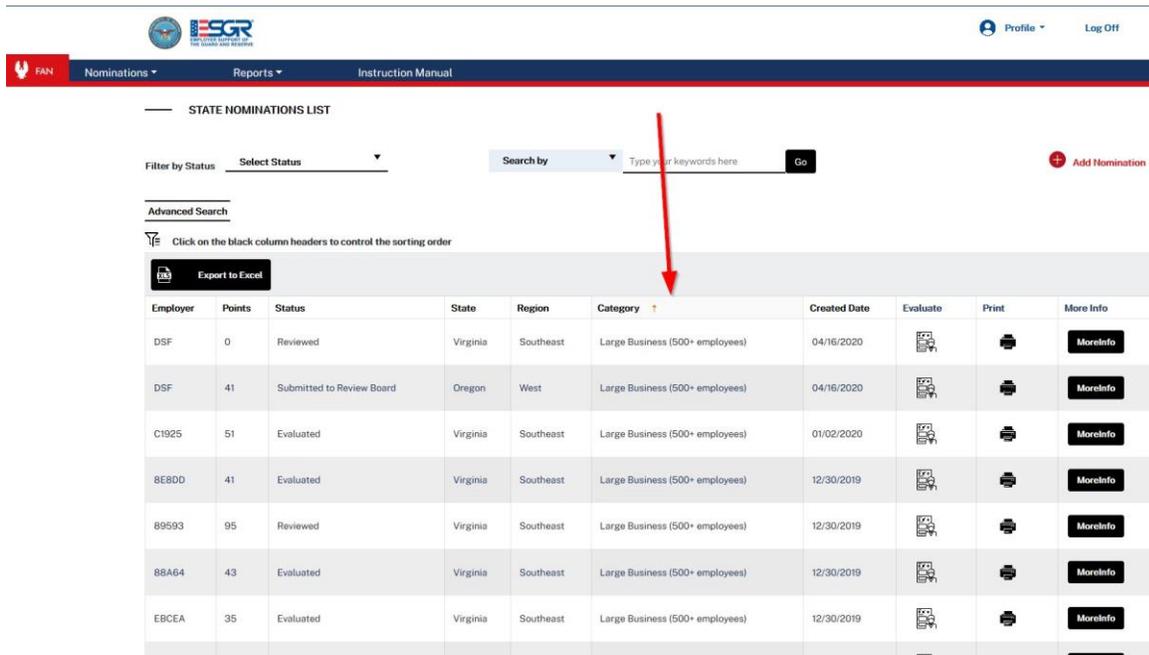

The nomination will be evaluated when you click "**Evaluate**" at the bottom of the screen. If you are not ready to submit as "Evaluate" because you need to do further research, then just click "Save" to save your progress. If you do not "Save" or "Evaluate" you work will be lost.

Once you have evaluated all the nominations in your state, please select the top three best choices, one from each organization category and click "Submit to Review Board." Only submit once you are sure of your selection, as you can't take it back (*though your PA can send it back to you).

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Helpful Tips

While reviewing, there are some things you can do to make it easier and more organized. You can sort, filter and search to find the nominations you're looking for.
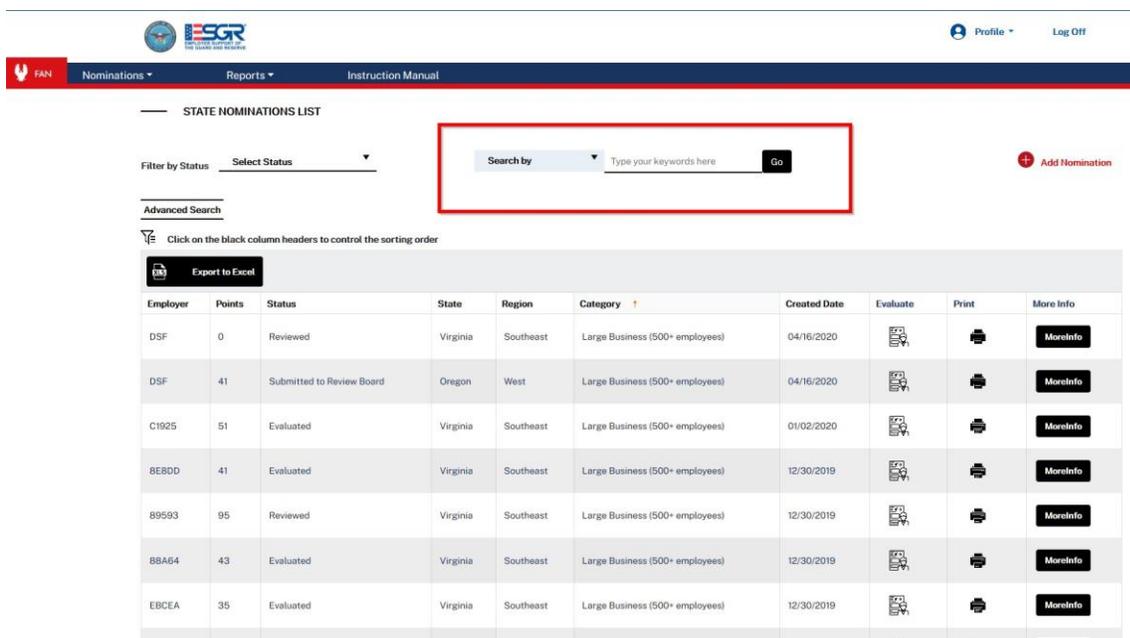
You can **sort** by employer, points, status, state, region, category, or created date by clicking the title bar in Nominations view (here is an example of sorting by category):

The **Search** feature helps to search for a specific company by typing in part of the company name. It can also be used to see about how many nominations for a specific company you have:

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You can also **filter the nominations by status**. This is helpful if you want to see all Pending Review nominations, or check on how many you have already evaluated or submitted:

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