Quick-Start Guide

Reviewers
Find Your Program(s)
Go to login.taskstream.com and log into Taskstream with your username and password.

If you have multiple roles within a program, you will need to click the Reviewer tab.

On the home page, click the name of the DRF Program in which you wish to give feedback.

Note: Do you want to switch to a list view of your programs? Use the buttons on the top right to toggle between the views.
Accessing Work Shared for Review

In the Reviewer display area, you will be able to select the type of work you wish to view and select whether you want to view people with new requests for feedback or view all people who have ever requested feedback. After making your selections, click the **Continue** button.

Click the name of the work you wish to review.
If you are reviewing a DRF or folio, you can view a specific page or section by clicking the name of the page or section on the left side. The work will then open in the right-hand frame. To add a comment to a specific area, enter the comment and then click the Submit button.

To add an overall comment, click the Overall Comments link and then enter your comment and then click the Submit button.

Note: The Author may have chosen to restrict your access to certain areas of the folio or DRF.

To return to the list of work awaiting review, click the Back to Search Results button. Please note the link that appears will depend on your selections from the Reviewer display area.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656, press 1 for support.