

## Jazzee Review System FAQs

**Q: I have access to the Jazzee Review system, but why am I unable to score?**

A: Faculty will be able to review, but cannot score in the “All My Applicants” group. Therefore, make sure you are not in this group when attempting to score. “All My Applicants” is a default group that the Graduate Division has set up. Two review and scoring groups have been set up for both Plant Biology and Microbiology programs; 1) All Plant/Micro Applicants and 2) Plant/Micro Interview Group.

**Q: How do I open an applicant’s PDF file in a separate tab on my browser?**

A: On a PC, right click on the PDF link and select “Open Link in New Tab” from the menu selection.

On a Mac, hold the command key while clicking the link.

**Q: Where can I find more general instructions on how to use the Jazzee Review system?**

A: A User’s Guide for Reviewers can be found on the Graduate Division website at: [http://grad.berkeley.edu/faculty\\_staff/pdf/jazzee-review-reviewers.pdf](http://grad.berkeley.edu/faculty_staff/pdf/jazzee-review-reviewers.pdf)

Any more questions or need access to PMB and/or GGM Jazzee Review groups?

Contact Rocío Sanchez @ 642-5167 or [rocio\\_s@berkeley.edu](mailto:rocio_s@berkeley.edu).