# Adding a Comment to the Underlying IQR

At this time, coaches do not have the ability to add a comment to an *error correction record* to document instances of leave that would affect an employee's submission of a timely reconsideration request. Instead, coaches will be expected to add a comment to the associated *review record*.

1. Access the Local Error Correction Dashboard. Select the appropriate RO from the pull-down options.

Northeast/Southeast Districts	Continental/Pacific Districts
All ▼	All ▼

2. The third row of the Dashboard allows coaches to see the number and the timeliness of corrections that are pending for staff members assigned to each coach. Next to each the name of each coach is a blue bar. To see all corrections pending for their employees, the coach should click directly on the blue bar.
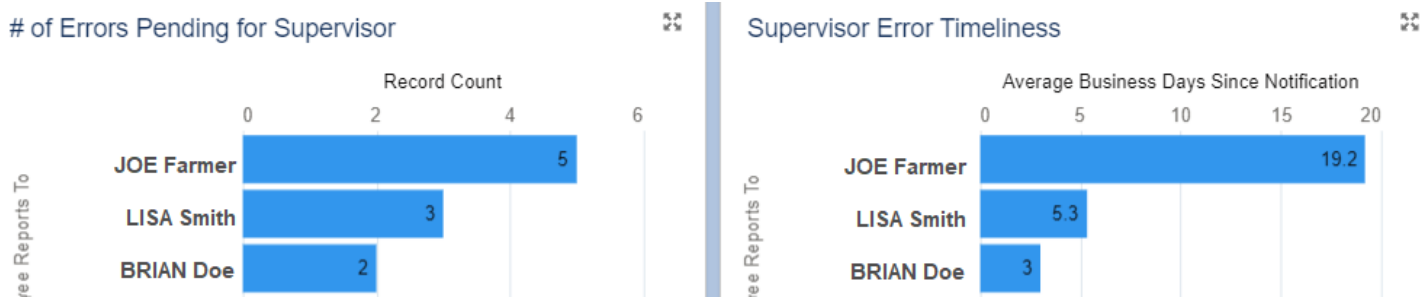
3. Once clicking on the blue bar, the coach will be taken to a report that contains the errors for their employees. One of the columns on the report is titled "Related Review: Review Name." The coach should click the available hyperlink for the BCID that the employee needs an extended recon period for. This takes the coach to the review record.

4. Navigate to the "Review Comments" section at the bottom of the second column and select "New":

5. Upon selecting "New", a new dialog window will appear. Select "Coach" as the Comment Type and provide the dates of the employee's leave in the Comment Description. No other fields should be altered. Selecting "Save" will save your comment and close the window.