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**CopyTo:** CN=Valerie Trzaska-Sails/O=ARRB @ ARRB;CN=David Marwell/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Noelle Gray/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 11/17/1995  
**DisplayDate\_Time:** 12:48:51 PM  
**ComposedDate:** 11/17/1995  
**ComposedDate\_Time:** 12:41:58 PM  
**Subject:** Ideas for Training on Monday  
I told Val I would make a list of the different items the Tech Reps need to know how to do and here it is. These are events I have listed on the Document Review Cycle of Life that the Tech Reps need to do and the Team Leaders need to know how to do to back-up their Tech Reps. Print Request for Evidence Forms Assign Documents to a Meeting Print Board Review Forms Print Final Determination FormsAdditionally, I would appreciate it if in the Document Review Training you would stress that each form must be filled out in its entirety for each document. It makes things go much smoother when it gets to the Board Meeting Mode.I thought this might help you in organizing your training. I hope so. If I missed something please let me know.  
**Body:** Thanks again.  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**