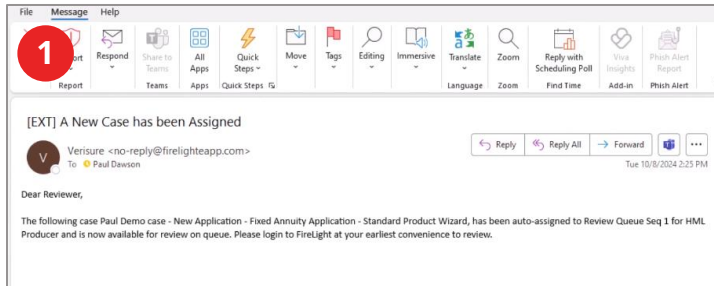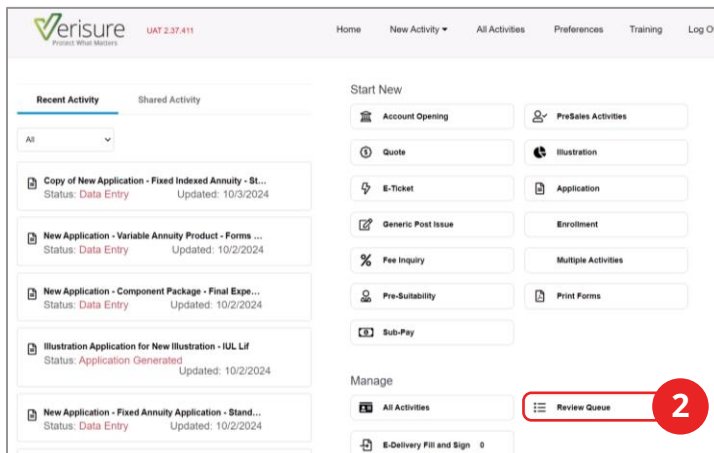# Review Queue Process without Passcode

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Depending on your organizations instance of FireLight, the review queue process can occur in two different ways, with a required passcode or without a passcode, depending on how FireLight is configured. In this guide we will learn about the review queue process without a passcode.
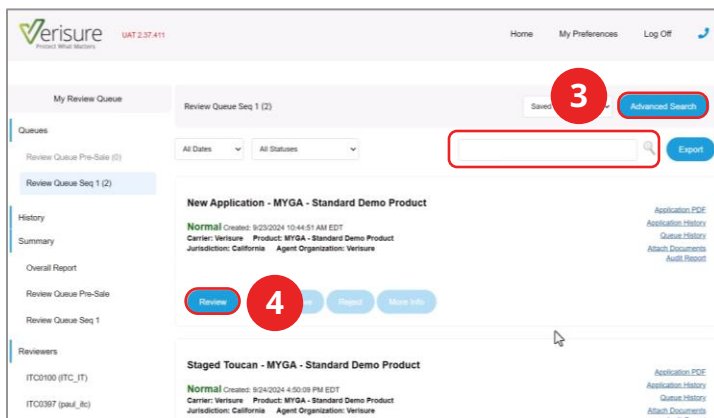

1. Email
Once an application is complete and submitted for review, the reviewer receives an email notifying them they have an application to review.

2. Review Queue
Log into FireLight and from the FireLight dashboard, select **Review Queue.**

The Review Queue will display all your applications for review.
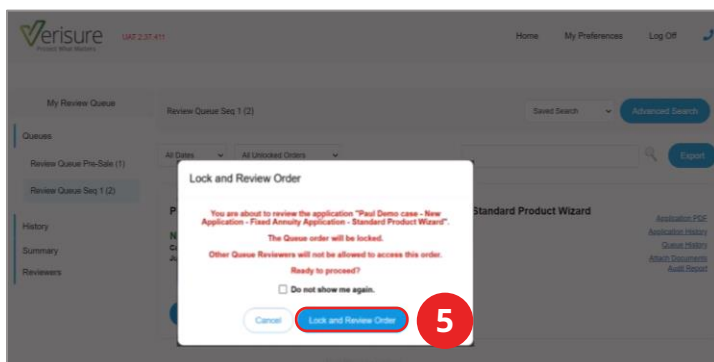

3. Advanced Search or Search Field
You can search for the application by using the **Advanced Search or Search** field.

4. Review
Once you find the application, click **Review.**

5. Lock and Review Order
Click the **Lock and Review Order** button to lock the application so others will not be able to access this application.

Review Queue Process without Passcode

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6. Review the Application

The application will display in a separate browser tab. Review the application and make sure everything is in good order.

Once you review the application, return to the FireLight Review Queue.

7. Move to Queue

You have the option to move the application to another review queue by clicking **Move to Queue.**

8. Unlock

You can unlock the application for others to review or make notes by clicking **Unlock.**

9. Approve

If ready, you can approve the application by clicking **Approve.**

10. Reject

You have the option to reject the application by clicking **Reject.**

11. More Info

To contact the agent for more information, click **More Info.**

12. Assign Reviewer

You can transfer the application to another reviewer by clicking **Assign Reviewer.**