

Managing ARC Requests

If you have been given the Role of ARC Chair or ARC Committee member, you will see the ARC Folder under the Board Section in the [Owner's Portal](#). Also, you will be assigned tasks in the Board Action Items area where you can review and work on each request that is entered.

The **Board ARC folder** is a record of all outstanding ARC requests for your community, regardless of where they are in the process (what step of the action item they are on). This folder is used for research, review, but it is not intended for taking actionable steps in the ARC process.

Note: There is no hamburger menu (three horizontal lines) here. Instead, the hamburger menu to interact with the action item will exist in the "Board Action Items" Menu.

The **Board Action Items Menu** in the portal is what will give the ARC committee members the ability to interact with the action item (i.e. message, approve, decline). **Please note:** Only the ARC Chair will have Approve and Decline options while committee members will be able to make notes for others to see or create a message. An ARC action item will populate in the Board Action Item Menu and be able to be interacted with only when it is at a step assigned to ARC Committee - (e.g. ARC Review).

To summarize, ARC committee members can **view** all ARC Action Items at any step of the process in the Board ARC folder. ARC committee members can **message** and **approve/decline** from the Board Action Items Menu - when the Action Item is assigned to the ARC Committee.

The example below shows how the ARC Chair can interact with this ARC Request Action Item in the step "ARC Review".

The screenshot displays the "Board Member Action Items" interface. On the left is a navigation menu with sections: "My Contact Info", "My Login", "ARC Request", "Submit a Request", "Association" (with sub-items "Calendar & Events" and "Documents"), and "Board" (with sub-items "Board Action Items" and "ARC"). The "Board Action Items" menu item is highlighted with a blue box. The main content area is titled "Board Member Action Items" and shows a dropdown for "Presidential Valley". Below this is a table with columns "XN", "Item Details", and "Attach". A row is highlighted in orange, with "ARC Request / ARC Review" in a blue box. The item details include: "Follow Up null Due Date null", "120302", "Presidential Valley", "Jimmy Carter", "1977 Pennsylvania Ave Unit: 582", and "LANDSCAPE REQUEST". To the right of the item is a blue box containing a hamburger menu icon and three options: "Approve", "Decline", and "Msg". Below the table is a "Messages" section with a table header: "Entered", "Author", "Attach", "Message". A message is partially visible: "I will be out of the office on Wednesday, February 6th, 2019, and will not have..."