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## ***REVIEWER user role in the Raindance portal***

The Raindance portal can be reached using the link  
<https://uu.raindancesaas.se/rp/faces/portal/login/login.xhtml>

Log in by entering your user id for the University's shared web login and password A in the login window.

The portal is only available within Uppsala University's domain. To access the portal outside the domain, a VPN service is required. More information on the VPN service can be found in the Employee Portal on the page <https://mp.uu.se/sv/web/info/stod/it-telefoni/it-servicedesk/network-on-campus/vpn-service>.

### ***Reviewer role***

The Reviewer role means that you are able to verify that the ordered and provided service/goods corresponds to that which has been invoiced. You are also able to review and verify accounting journals.

Reviewing means ascertaining certain information through the invoice image in the portal or the accounting journal in the system:

- the price and quality corresponds to the signed contract/agreement or other arrangement
- the debited goods/service has been received or carried out in accordance with the order
- the department has not previously been charged for the expense
- the estimates are correct

More extensive guidelines for reviewers can be found at  
<https://mp.uu.se/web/info/stod/ekonomi/raindance/inloggning-raindance/information-granskareattestant>.

For more information and support for processing invoices, please contact the financial administrator at your department/equivalent.

There is also a short movie available for the reviewer role and quick reference guides and other information about the financial administration system that can be found in the Employee Portal on the page <https://mp.uu.se/web/info/stod/ekonomi/raindance>.