Navigating to a Performance Report

If you have trouble locating a JustGrants Performance Report, please follow the navigation steps in this quick reference guide.

Performance Reports must be completed by the Grant Award Administrator assigned to the award.

Open the Performance Report from My Worklist (Preferred Navigation)

1) From the Home page, My Worklist section, select the Case ID for the Performance Report you are submitting.

Note: Use the sort and filter options in the worklist to locate the report if necessary. If a Performance Report is not on My Worklist, follow the alternate navigation options below.

Open the Performance Report from the Funded Award – Assignments Section (Alternate Navigation Option #1)

Note: Use this process only if you know the Performance Report Case ID.

1) Select Awards from the left navigation menu.
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Open the Performance Report from the Funded Award – Assignments Section (continued)

Note: Use this process only if you know the Performance Report Case ID.

2) Select the **Award ID** for the Funded Award that contains the Performance Report you are submitting.

3) Select the **Begin** button corresponding to the Performance Report task line for the report you are submitting.

If your Performance Report has a Question Set, please refer to the *Completing a Question Set and Submitting the Performance Report quick reference guide* for steps to open, complete, and submit the Question Set and Performance Report.
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Open the Performance Report from the Funded Award – Action/Edit Mode (Alternate Navigation Option #2)

Note: This method is best if you do not know the Performance Report Case ID and/or you have many Performance Reports in the Assignments section.

1) Select Awards from the navigation menu.

2) Select the Award ID to navigate to the Funded Award screen.

3) In the Assignments section, locate the Programmatic task line and select the Begin button to navigate into Action/Edit mode.
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Open the Performance Report from the Funded Award – Action/Edit Mode (continued)

Note: This method is best if you do not know the Performance Report Case ID and/or you have many Performance Reports in the Assignments section.

4) Select the Performance Management tab header.

5) Select the Report Number for the Performance Report.

6) Select the Action dropdown menu.

7) Select Performance Report. The Performance Report will open.

If your Performance Report has a Question Set, refer to the Completing a Question Set and Submitting the Performance Report quick reference guide for steps to open, complete, and submit the Question Set and Performance Report.