

Navigating to a Performance Report



JUSTgrants
JUSTICE GRANTS SYSTEM

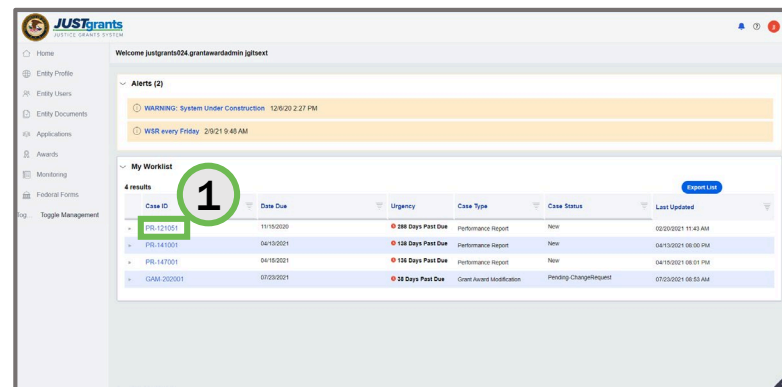
If you have trouble locating a JustGrants Performance Report, please follow the navigation steps in this quick reference guide.

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.

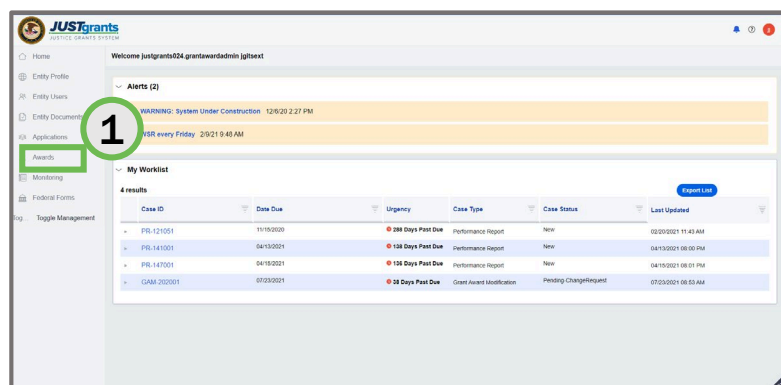
Note: Use the sort and filter options in the worklist to locate the report if necessary. If a Performance Report is not on My Worklist, follow the alternate navigation options below.



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.



Navigating to a Performance Report

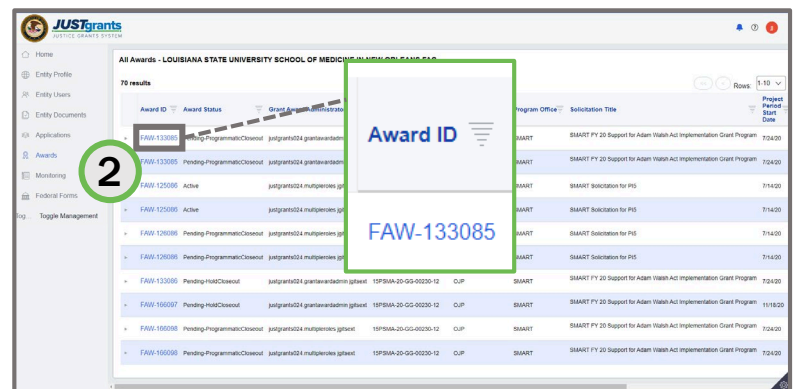


JUSTgrants
JUSTICE GRANTS SYSTEM

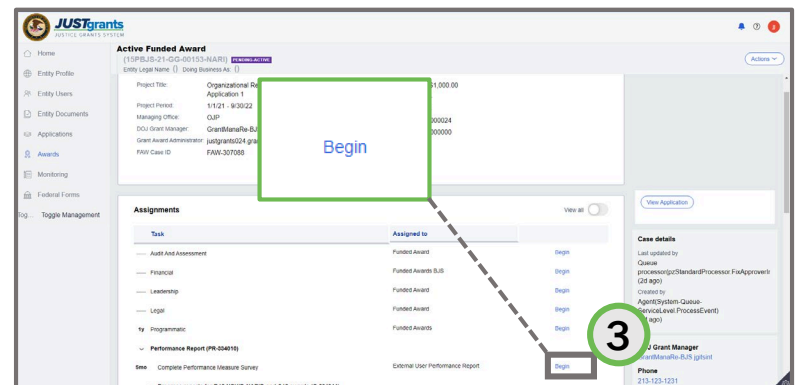
Open the Performance Report from the Funded Award – Assignments Section (continued)

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.

Navigating to a Performance Report

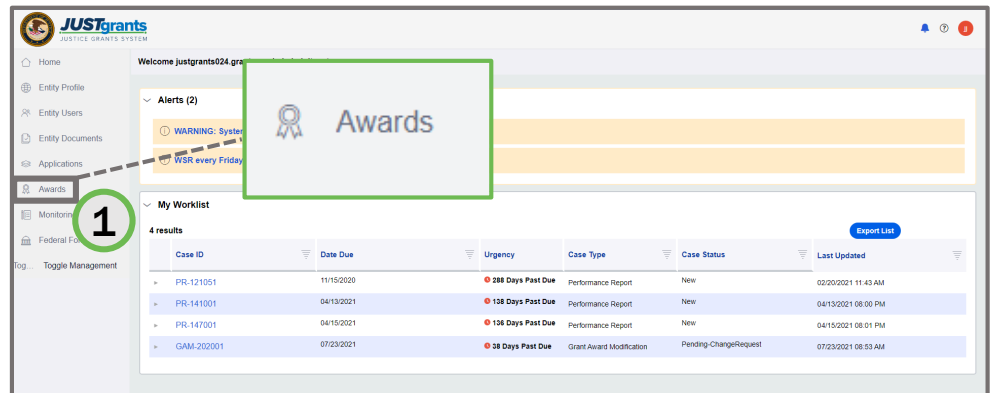


JUSTgrants
JUSTICE GRANTS SYSTEM

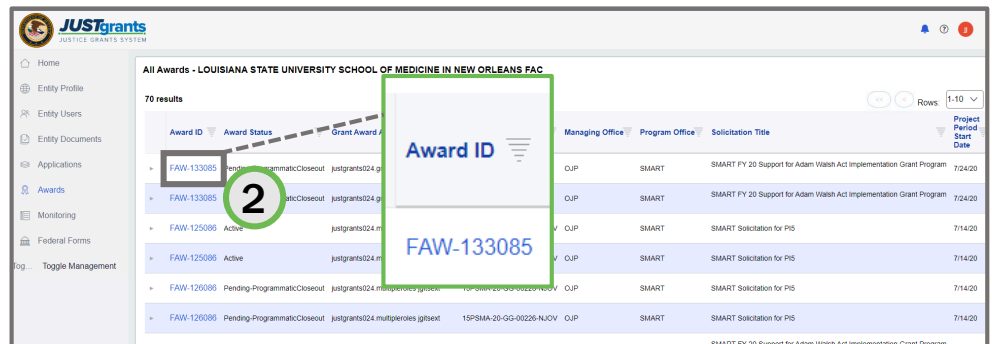
Open the Performance Report from the Funded Award – Action/Edit Mode (*Alternate Navigation Option #2*)

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.

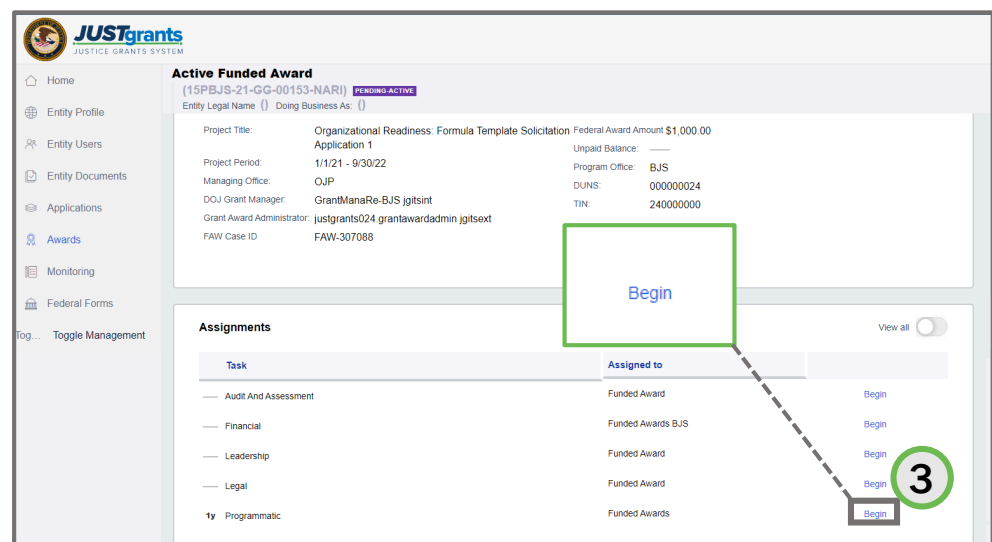
1) Select **Awards** from the navigation menu.



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.



Navigating to a Performance Report

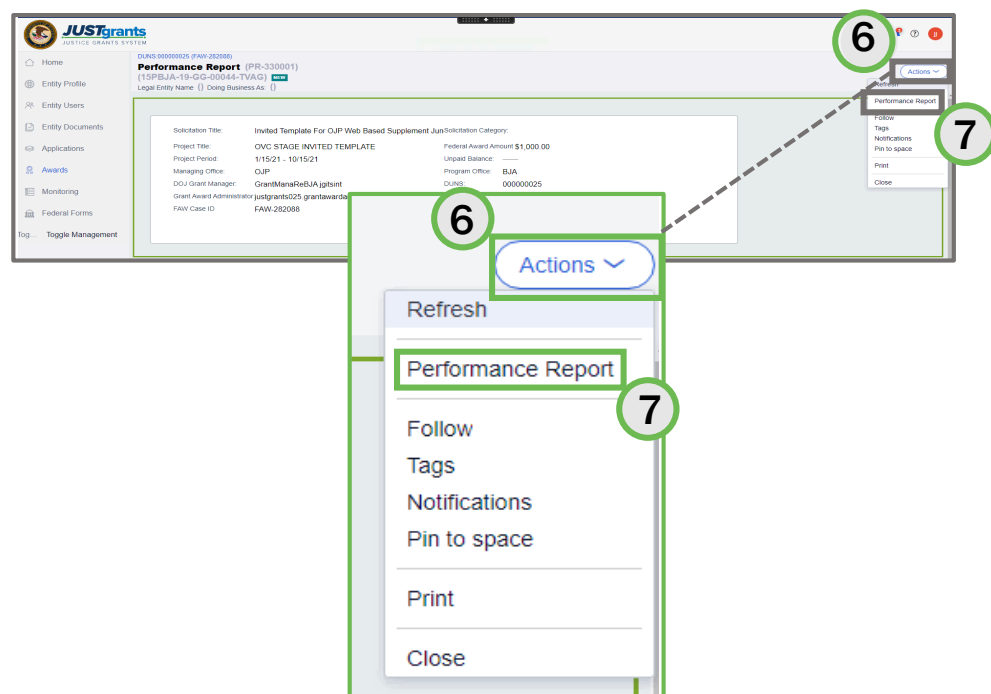
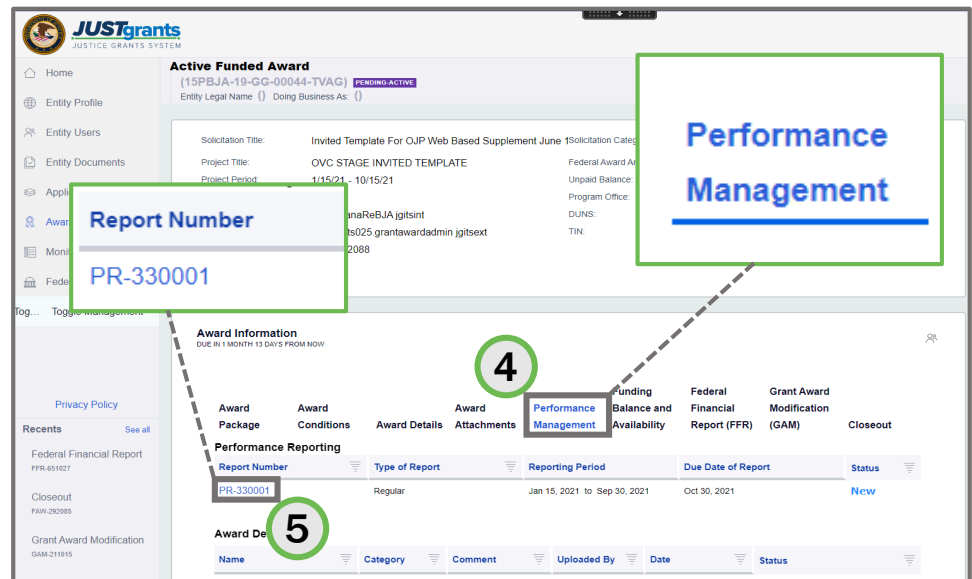


JUSTgrants
JUSTICE GRANTS SYSTEM

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.