

# Navigating to a Performance Report



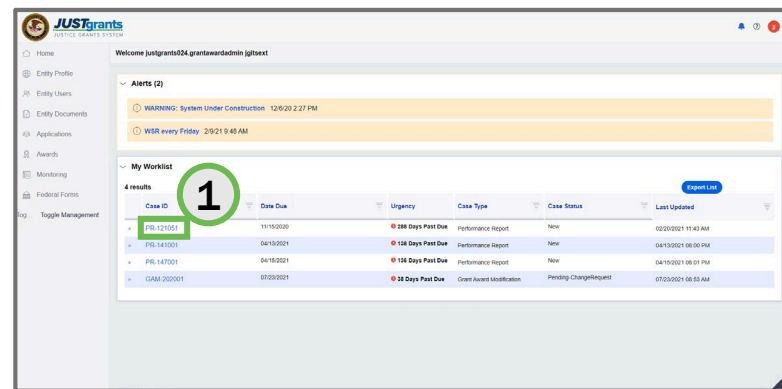
If you have trouble locating a JustGrants Performance Report, please follow the navigation steps in this quick reference guide.

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.

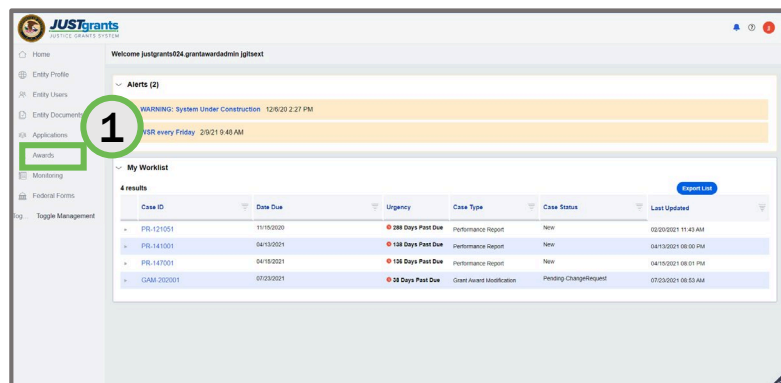
Note: Use the sort and filter options in the worklist to locate the report if necessary. If a Performance Report is not on My Worklist, follow the alternate navigation options below.



## 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.







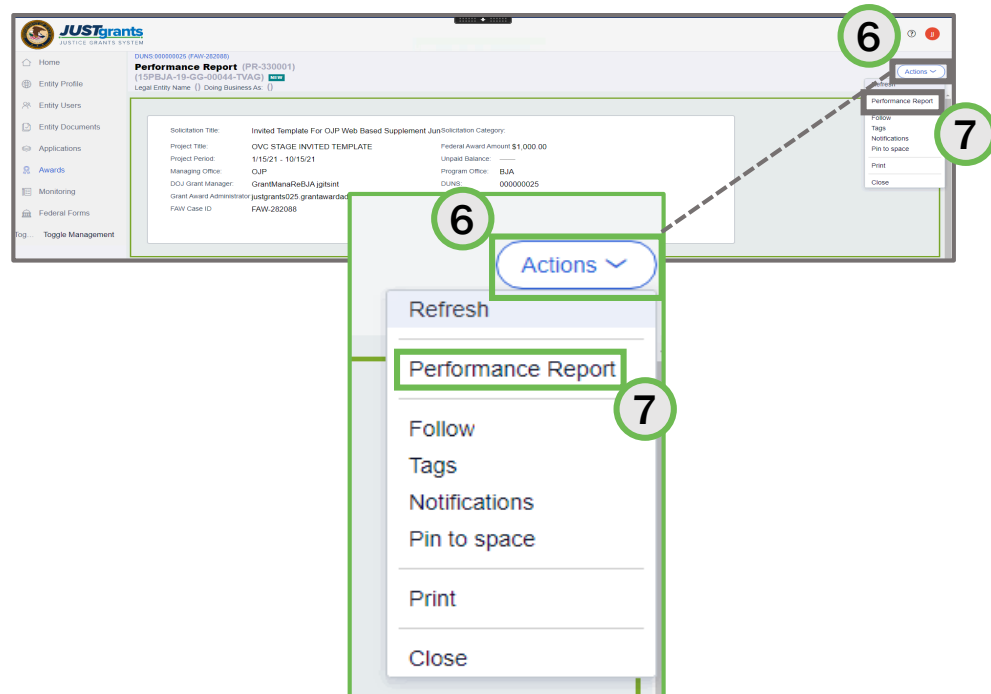
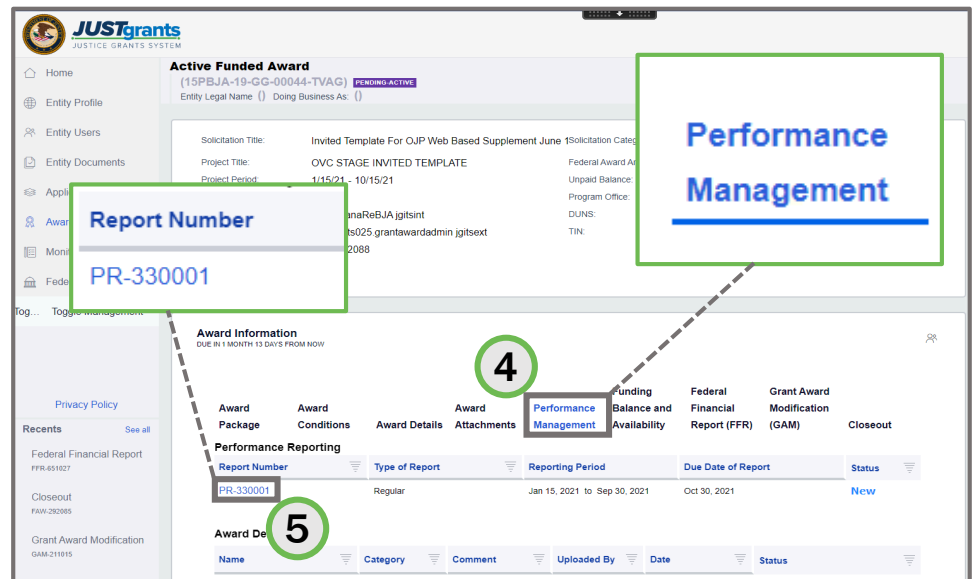
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## Open the Performance Report from the Funded Award – Action/Edit Mode (continued)

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.