Troubleshooting Performance Reports Using Question Sets

If you have trouble navigating your JustGrants Performance Report that contains a question set, please follow the steps in this quick reference guide to resolve.

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

Open the Performance Report from My Worklist

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.

Open the Performance Report from the Funded Award

1) Select the **Awards** menu option.

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

3) Select the **Begin** link on the `ExternalUserPerformanceReport` line for the report you are submitting.

   **Note:** Both methods of opening a Performance Report will open directly to the Performance Measure Survey (Question Set).
1) Complete all questions in the Question Set.

**Note:** Navigate from page to page using the Continue button at the bottom or the page link at the top of the page.

**Note:** Questions with a red asterisk (*) are required.

2) Select the Finish button when the report is complete.
4) You are returned to the Home page, My Worklist section. Locate the Performance Report again.

5) Select the Case ID for the Performance Report you are submitting. The Case will open.

6) The Question Set is in Resolved-Completed status. Select the Re-Open button to edit the report.

7) Add applicable comments in the Comments field.

8) Upload any narrative or other required documents.

9) Select Submit.