

# Troubleshooting Performance Reports Using Question Sets



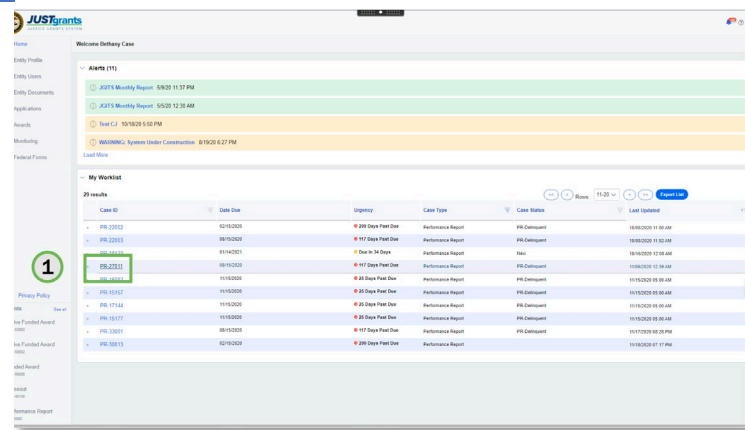
If you have trouble navigating your JustGrants Performance Report that contains a question set, please follow the steps in this quick reference guide to resolve.

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.

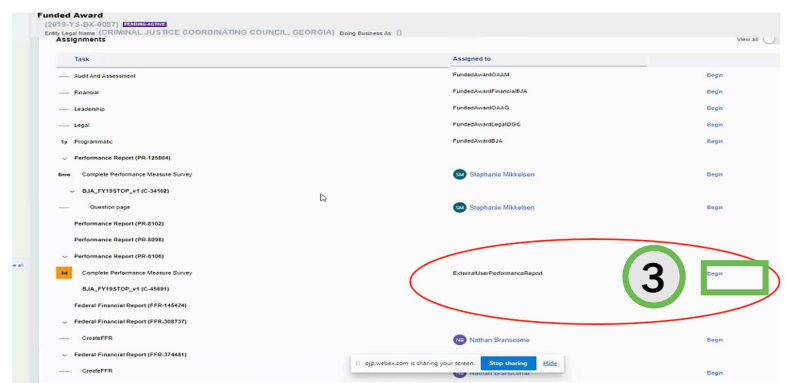
**Note:** Use the sort and filter options in the worklist to locate the report if necessary.



## 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).



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## 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.

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- 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.

The screenshot shows the 'Performance Report' page for 'SABY MISDARY (FAW-62003)'. The 'Complete Performance Measure Question Set' table is visible with the following data:

Question Set	Status	Last Updated	Last updated by
BJA_FY18STOPTech_Final	Resolved-Completed	12/10/20 7:28 PM	Bethany Case

The 'Re-Open' button for the selected question set is highlighted with a green box, and a circled '6' is placed next to it. The 'Comments' field is empty.

The screenshot shows the 'Performance Report' page for 'SABY MISDARY (FAW-62003)'. The 'Comments' field is highlighted with a green box, and a circled '7' is placed next to it. The 'Attachments' section is visible with an 'Upload' button highlighted with a green box, and a circled '8' is placed next to it. The 'Submit' button is highlighted with a green box, and a circled '9' is placed next to it.