Upon opening the Performance Report, the Question Set can be completed, and the Performance Report can be submitted. Please follow the navigation steps for completing the Question Set and Performance Report in this quick reference guide.

Open, Complete, and Submit a Question Set

1) To enter the Question Set, select the link corresponding to the Question Set survey name. The Assignments screen will open.

2) Select Begin.

3) Complete all questions in the Question Set. Navigate from page to page by selecting the link for each page (3a) or Continue (3b). Questions with a red asterisk (*) are required.
Completing a Question Set and Submitting the Performance Report

Open, Complete, and Submit a Question Set

4) Select the Finish button when the report is complete. The Question Set is in Resolved-Completed status. You will be returned to the Question Set landing page.

5) Select the Actions dropdown from the Question Set landing page.

6) Select Close to return to the Performance Report landing page.
Open, Complete, and Submit a Question Set

7) Select the **Actions** dropdown menu from the Performance Report landing page.

8) Select **Refresh**. The question set status now shows Resolved-Completed.

Note: For Steps 7-8, you can alternatively select the **Home** icon, then select the Case ID for the Performance Report you are submitting to continue the process of submitting a Question Set.

9) Select the **Re-Open** button to edit the report, if necessary.
Completing a Question Set and Submitting the Performance Report

Open, Complete, and Submit a Question Set

10) Add applicable comments in the Comments field.

11) Select Upload to attach any narrative or other required documents.

12) Select Submit. The Performance Report has now been routed to the DOJ Grant Manager for review and approval.