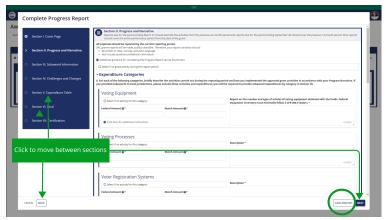
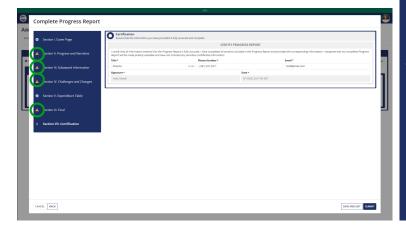


Submitting a Progress Report

Working on, certifying, and submitting Progress Reports in the system.







Tips and Comments

The easiest way to begin working on a Progress Report is by taking the "Work" action when viewing the Progress Reports located within the To-Do section.

After initiating the "Work" action on an Progress Report, the electronic Progress Report form opens and contains a full "Table of Contents" allowing the user to view and navigate to all sections of the Progress Report. In each section, the user must enter specific, relevant information.

The "Save and Exit" button will save all work the user adds to the Progress Report, but will not deliver the Progress Report back to EAC.

If any required fields are left blank when the user advances to a new section, the system will flag that the section must be revisited.

If the user is a Program Approver, they must complete the certification section at the end of the Progress Report. Once certified, the Program Approver may choose "Submit" at which point the Progress Report will be delivered to EAC.