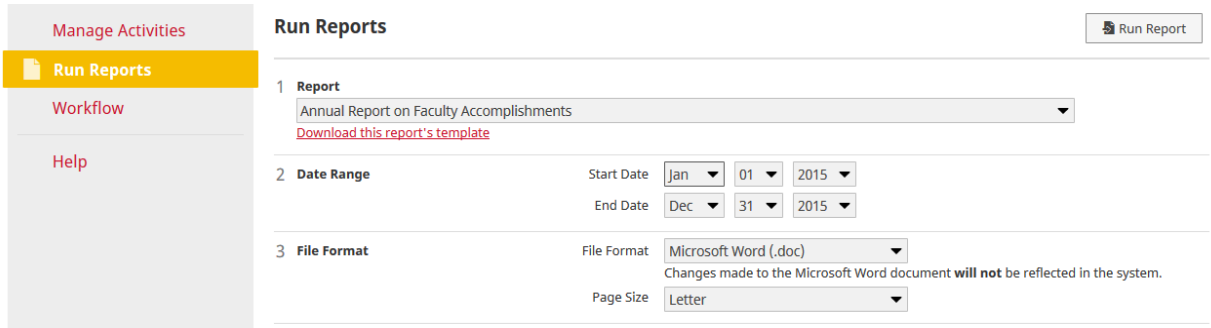


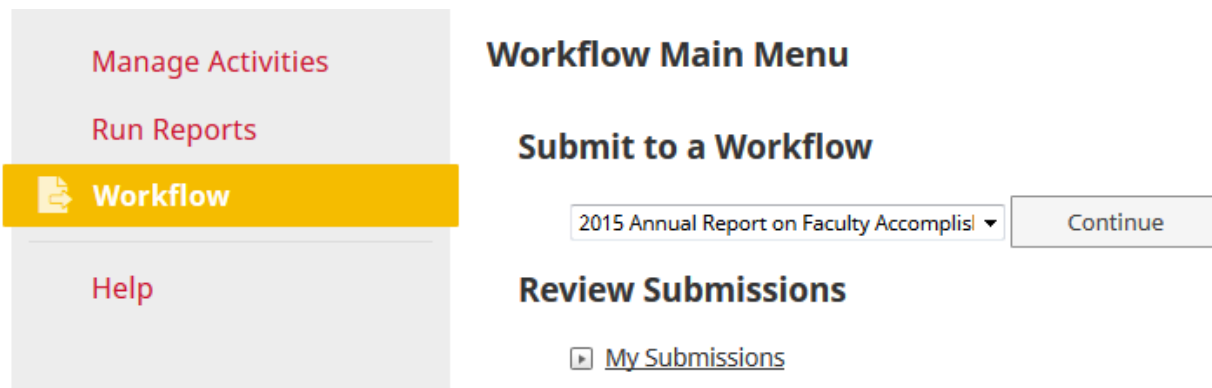
Instructions for Submission of Annual Report on Faculty Accomplishments

1. Use the **Run Reports** button on the side menu bar to generate your report.



The screenshot shows a web interface with a side menu on the left and a main content area. The side menu has four items: 'Manage Activities', 'Run Reports' (highlighted in yellow), 'Workflow', and 'Help'. The main content area is titled 'Run Reports' and has a 'Run Report' button in the top right corner. Below the title, there are three sections: 1. Report: A dropdown menu showing 'Annual Report on Faculty Accomplishments' with a link to 'Download this report's template'. 2. Date Range: Fields for Start Date (Jan 01 2015) and End Date (Dec 31 2015). 3. File Format: Fields for File Format (Microsoft Word (.doc)) and Page Size (Letter). A note below the File Format field states: 'Changes made to the Microsoft Word document will not be reflected in the system.'

2. Save your report as a Word document and edit as needed to create the final version of your report.
3. Click the **Workflow** button on the side menu bar.
4. Select Annual Report on Faculty Accomplishments from the drop down menu and click Continue.



The screenshot shows a web interface with a side menu on the left and a main content area. The side menu has four items: 'Manage Activities', 'Run Reports', 'Workflow' (highlighted in yellow), and 'Help'. The main content area is titled 'Workflow Main Menu' and has two sections: 'Submit to a Workflow' and 'Review Submissions'. The 'Submit to a Workflow' section has a dropdown menu showing '2015 Annual Report on Faculty Accomplis...' and a 'Continue' button. The 'Review Submissions' section has a 'My Submissions' link.

5. Attach your Annual Report by clicking in the box or dragging the file to upload.

Manage Activities

Run Reports

Workflow

Help

Workflow

Submitting: 2015 Annual Report on Faculty Accomplis

Attach files.

Click here or drag files here to upload.

Provide comments.

SUBMIT CANCEL

6. Provide any relevant comments to your chair by typing in the text box. (Optional).
7. Click the **SUBMIT** button. You will be prompted to make sure you want to submit the report. If you are sure you are ready to submit the report select OK. **Once the report has been submitted, this action cannot be undone.**
8. You will receive a "Submission Successful" message after submission. (You can view the report by clicking on **My Submissions**).