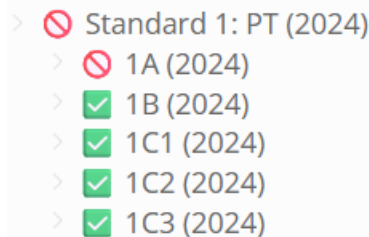


Portal Tips and Tricks: Program Review Report

- Unable to enter anything into the Program Review Report
 - Contact staff, most likely they need to update something on their end
- Save Button
 - You can hit the save button after you enter information into the textboxes of 1 element OR you can hit the save all button after you have reviewed a number of elements
 - Be aware that the save button after each element will only save that particular element and not others which you have entered information into. Only the save all button will save everything.
 - If the save button does not appear after an element, click the tab button until you can see it or click CTRL + F and search for the element you are working on
- Submit Button
 - The submit button will not appear unless all elements have been reviewed and have a green check next to their name in the index
 - The submit button will not appear unless there is a response in each of the textboxes of the overview page
 - Sometimes you need to exit the program review report and come back in to see the submit button
- Element will not change from red circle to green check



- If you continue to see a red circle with a slash next to an element that means there is a blank textbox in that element. All textboxes must have something entered into them. If there are no comments, then write, "None".
- Additional Documents
 - Contact staff if you need a document removed from the additional documents