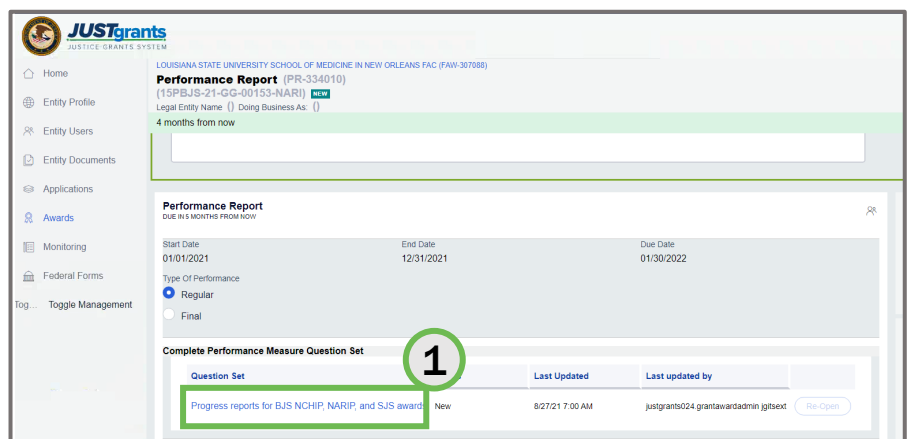# Completing a Question Set and Submitting the Performance Report
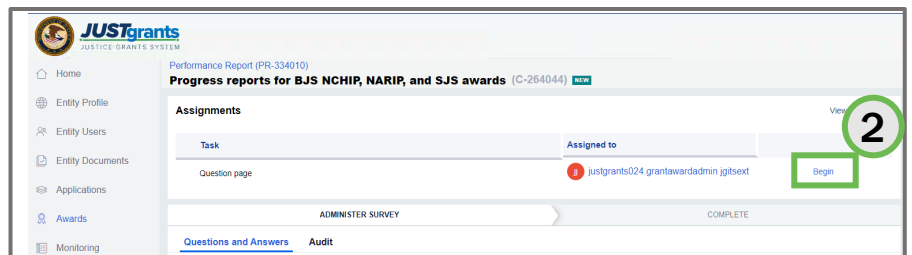
Upon opening the Performance Report, the Question Set can be completed, and the Performance Report can be submitted. Follow the navigation steps for completing the Question Set and Performance Report in this quick reference guide.

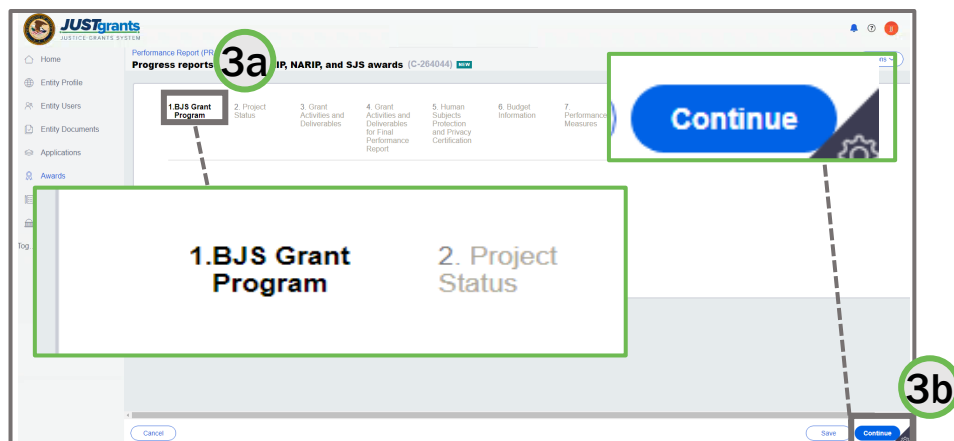## Open, Complete, and Submit a Question Set

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 notated with an asterisk (*) are required.
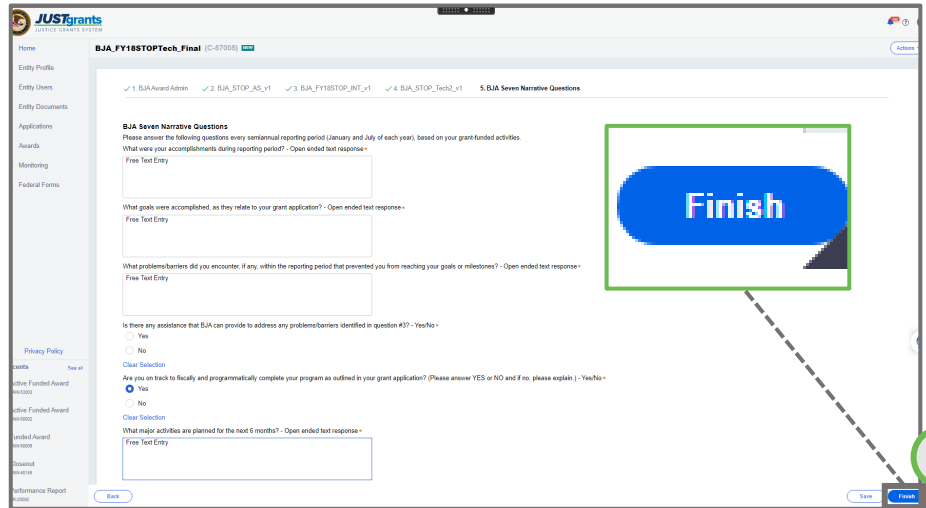
Completing a Question Set and Submitting the Performance Report
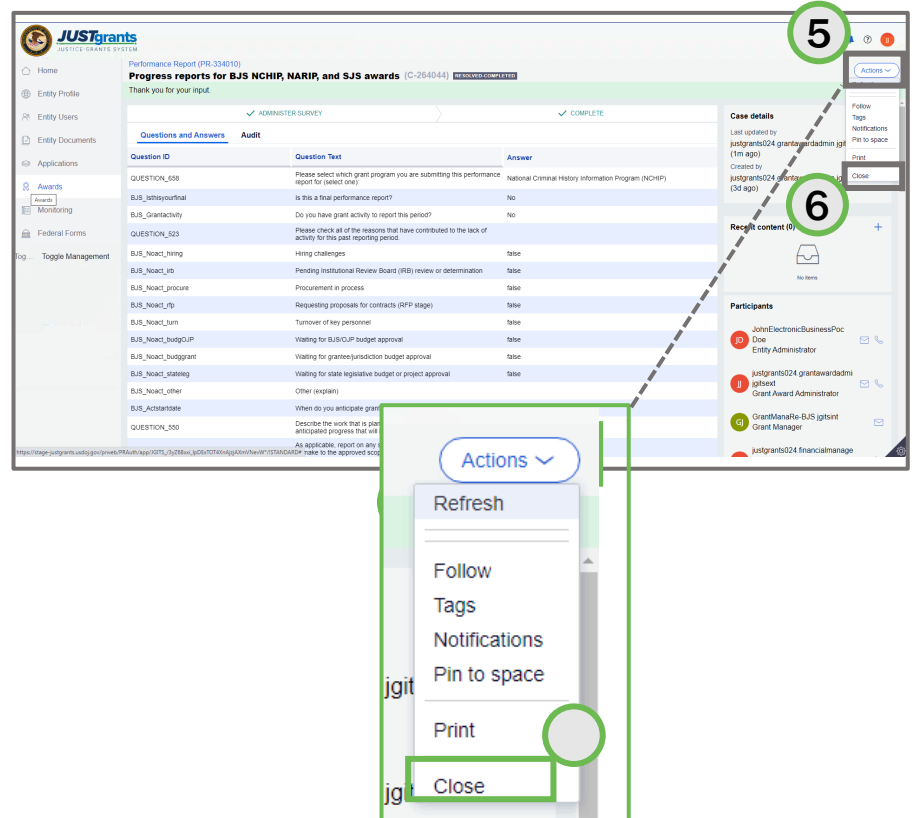
JUSTgrants
JUSTICE GRANTS SYSTEM

Open, Complete, and Submit a Question Set

4) Select the **Finish** button when the report is complete. The Question Set status changes to **Resolved-Completed**. The user will be returned to the Question Set page.

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

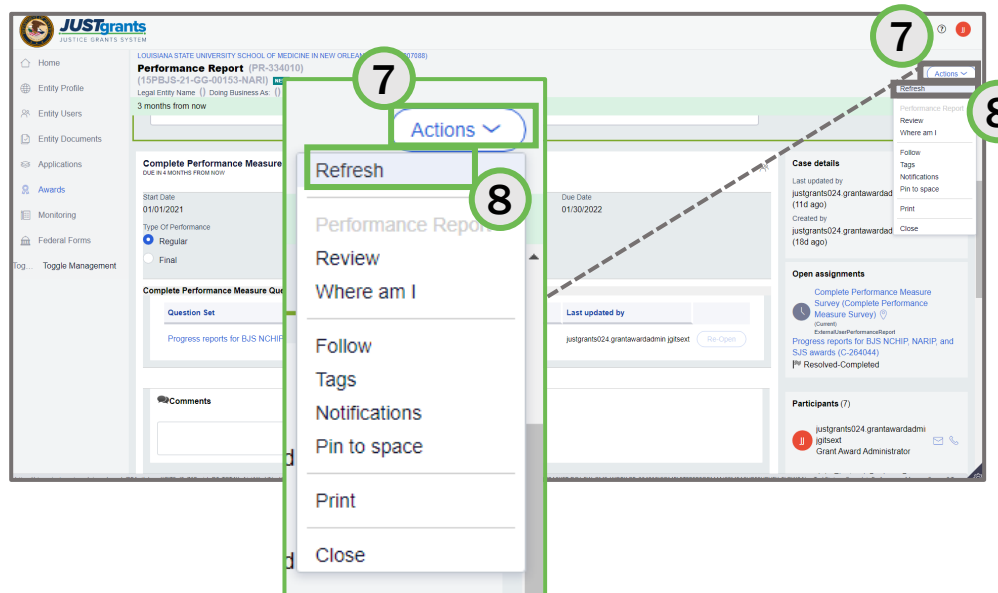6) Select **Close** to return to the Performance Report page.

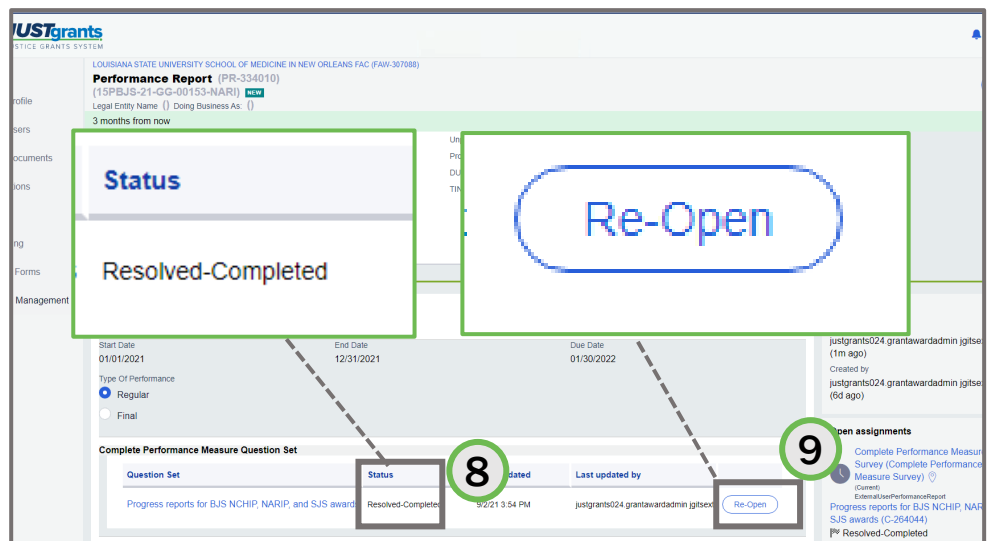# Completing a Question Set and Submitting the Performance Report

JUSTgrants
JUSTICE GRANTS SYSTEM

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 as Resolved-Completed.

Note: For Steps 7-8, select the **Home** icon, then select the **Case ID** for the Performance Report being submitted to continue Question Set submittal process.

9) Select the **Re-Open** button to edit the question set, 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, if necessary. Select the **Save** button.

11) Select **Upload** to attach any narrative or required documents, if necessary.

12) Select **Submit**. The Performance Report is routed to the DOJ Grant Manager for review and approval.
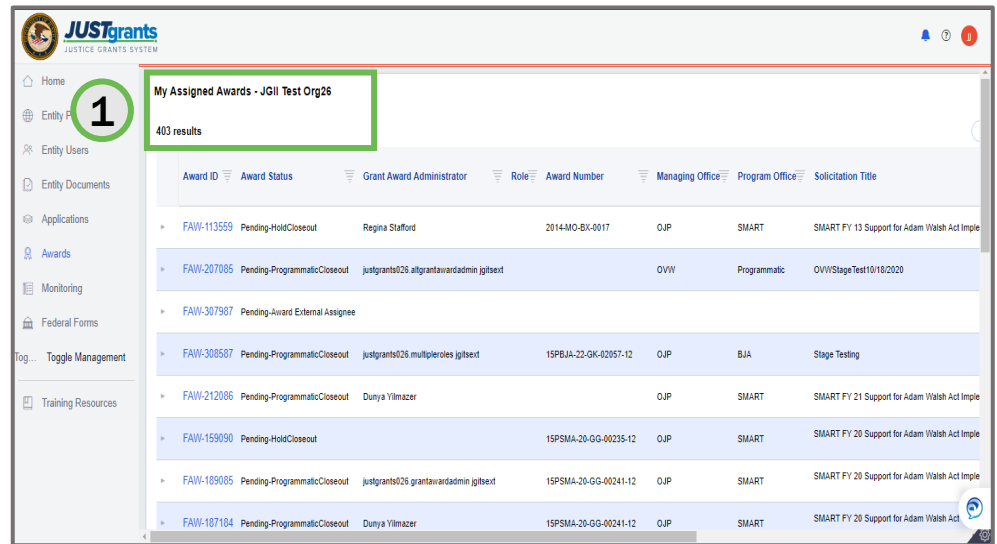
Completing a Question Set and Submitting the Performance Report

JUSTgrants
JUSTICE GRANTS SYSTEM

Reviewing a Question Set in a Completed Performance Report

1) From the Awards menu, locate the funded award.

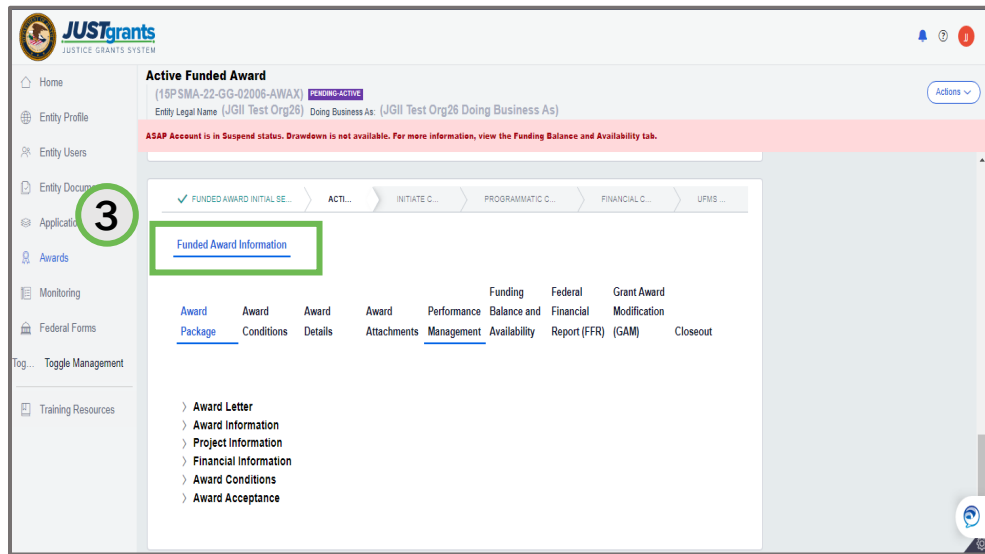2) Select the **Case ID** to open the funded award.
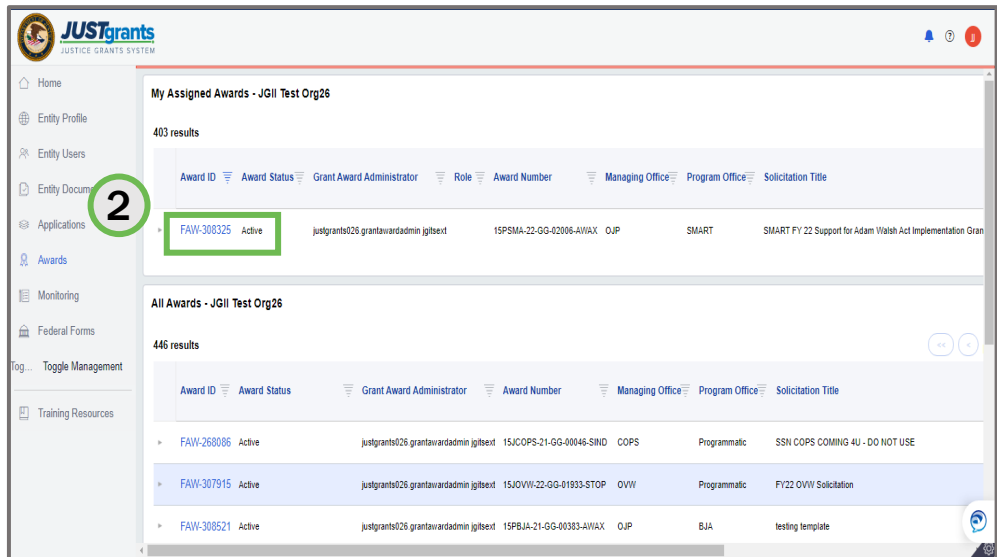
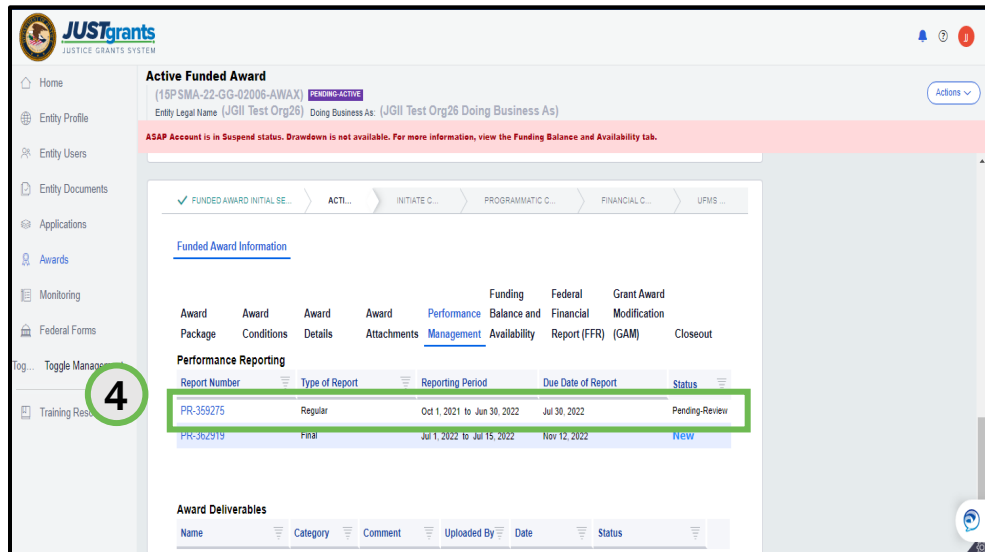# Completing a Question Set and Submitting the Performance Report

Reviewing a Question Set in a Completed Performance Report

3) Scroll to the funded award section and select **Performance Management**.

4) Select the **Report Number** to open and view the report.

Completing a Question Set and Submitting the Performance Report

Reviewing a Question Set in a Completed Performance Report

5) Select the completed Question Set.

6) Review the questions and answers for the selected Question Set.

Completing a Question Set and Submitting the Performance Report

Reviewing a Question Set in a Completed Performance Report

7) Use **Close** option in the **Actions** menu to return to the Performance Report.