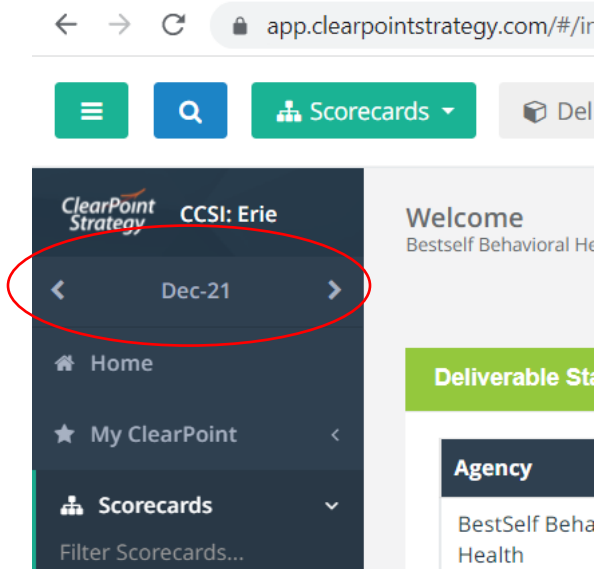


## Instructions for Completing the Personnel Report

To get to your Personnel Report, click on your agency's main page and scroll to the bottom of the page. You will see a box labeled "Reports" and there is a clickable link in that box that says "Personnel Measures." Click this link.

### In order to enter data into the Personnel Report you must advance the Month/Year to Dec-21

You can get to the date by clicking the arrows to either side of the date (this should appear on the top left corner of your screen.) You want the date to read "Dec-21"



When you are in the Dec-21 time period you will be able to enter data. To enter data into a field, double click in the field and type in your data.

When you finish entering all of the data and you are ready to submit, double click at the top of the Data Status box and you will be able to view a drop down box with options. Select Submit if you are ready to submit. Select Pending – In Progress if you are not yet ready to submit.

**Be sure to click the green check mark on the top right corner of your screen to save your data. If you do not click the green check mark to save your data, it will not be saved.**

