Quick Sheet: Creation of 'To Do' task for Editing Non-Title V Fee Emission Reports

1. Click on your Home Tab. You have the ability to create a 'To Do' task on your home page.

2. Click on 'Create ToDo Task' in the second level menu.

3. You will get a pop up box called 'Init Task'.

4. Enter Facility id#.

5. Enter 'Elisa Thomas' as user from the drop down box.

6. Choose a due date from the calendar of approximately thirty days from today.

7. Enter task name, 'Edit NTV FER' or 'Edit Blue Card'

8. Enter a comment that specifically states what changes need to be made for each report year. If there isn't enough space in comment area for changes, please email or call Elisa Thomas directly.

9. Click 'INIT' button.

   NOTE: Elisa will edit report and approve report per your changes and complete your workflow tasks to remove this item from your to do list.

   You can use these same 'To Do' task creation steps to also notify Elisa that you want a revised report to be sent to the facility.