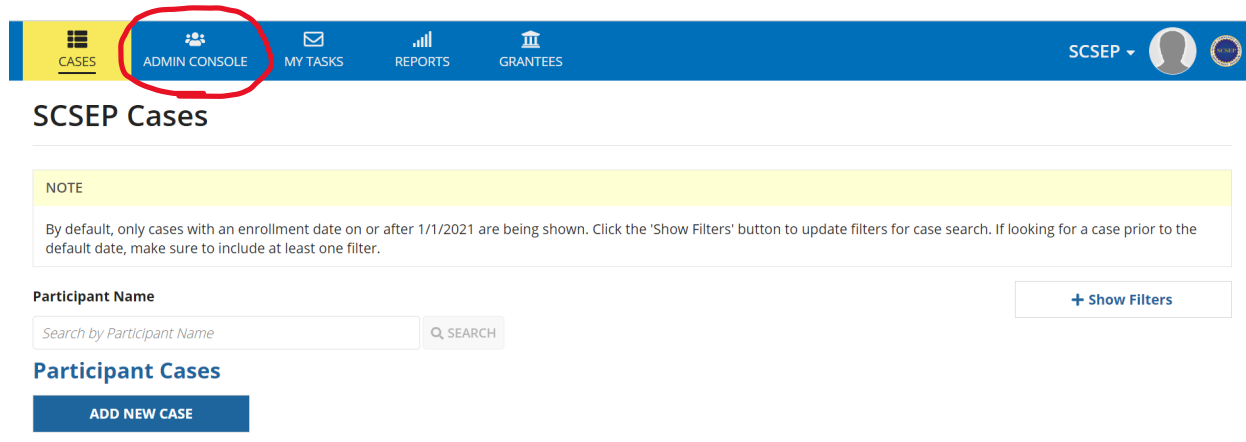


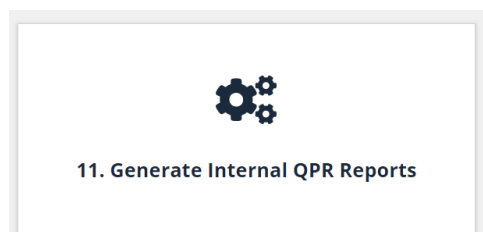
Generating Internal QPRs in GPMS

1. After logging into GPMS, click on the **Admin Console** tab at the top left side of the screen.

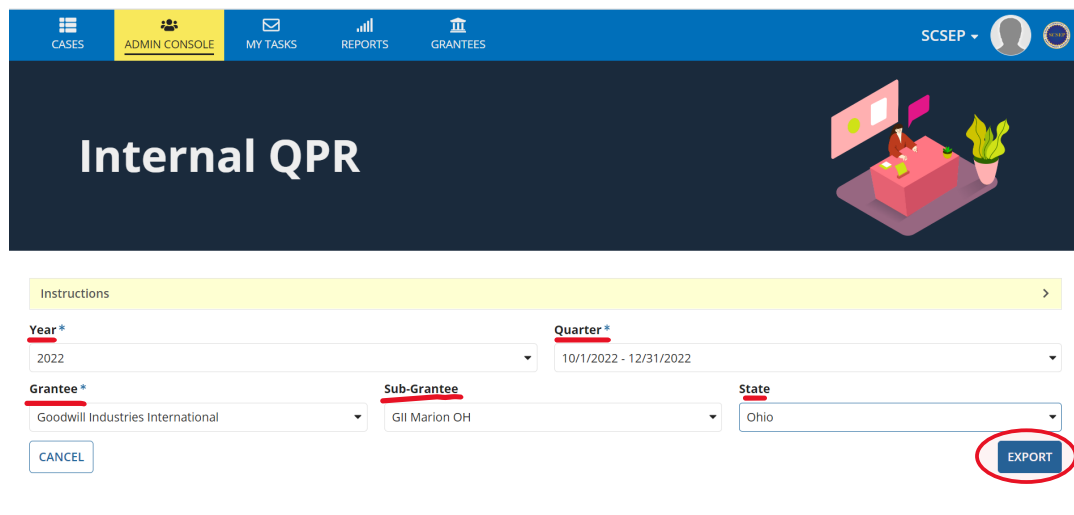


The screenshot shows the top navigation bar of the GPMS system. The 'ADMIN CONSOLE' tab is circled in red. Below the navigation bar, the 'SCSEP Cases' section is displayed. It includes a 'NOTE' box with text about enrollment dates, a search field for 'Participant Name' with a 'SEARCH' button, and an 'ADD NEW CASE' button.

2. Navigate to the **Generate Internal QPR Reports** tool.

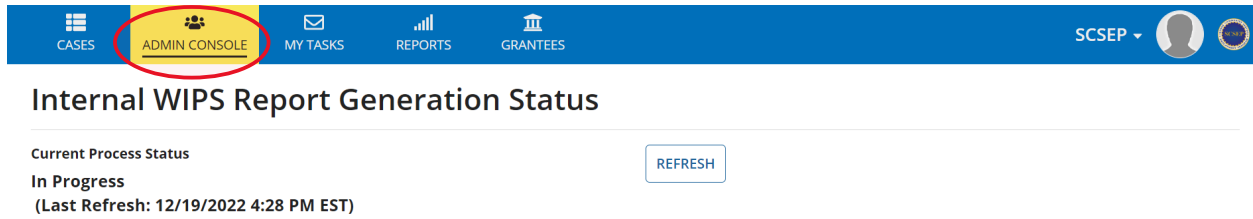


3. Verify that all required information is provided to the search tool by selecting Year, Quarter, and Grantee. Optionally, you can include the sub-grantee and applicable state (though we recommend avoiding inputting state information until some technical issues are resolved, as this is causing issues with retrieving data). Click **EXPORT**.



The screenshot shows the 'Internal QPR' search tool interface. The 'ADMIN CONSOLE' tab is highlighted. The search tool includes dropdown menus for Year (2022), Quarter (10/1/2022 - 12/31/2022), Grantee (Goodwill Industries International), Sub-Grantee (Gill Marion OH), and State (Ohio). The 'EXPORT' button is circled in red.

The following screen will be displayed, which shows that the report is being generated. This process can take some time. Click **REFRESH** intermittently to see when the report is complete.



Internal WIPS Report Generation Status

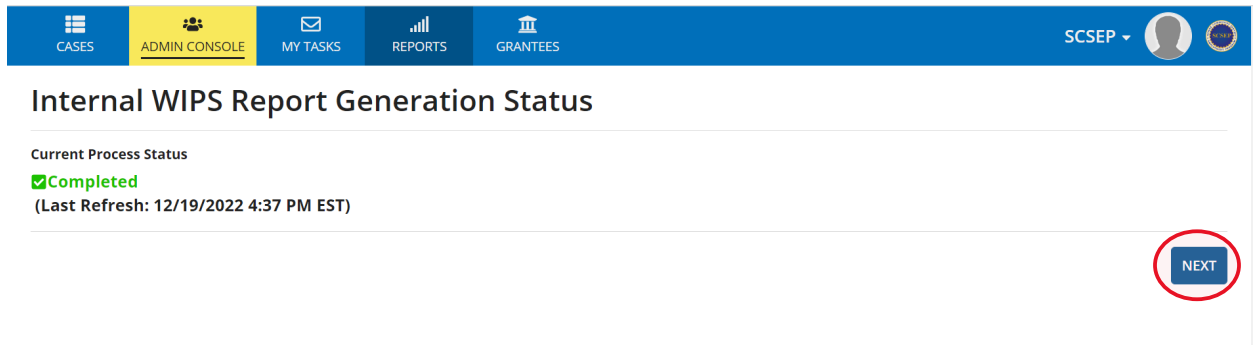
Current Process Status
In Progress
(Last Refresh: 12/19/2022 4:28 PM EST)

REFRESH

Users can continue working by opening another session in GPMS within the same browser. This can be done by holding the **CTRL** key + clicking another function in the header. For example, **CTRL+** a click on the **ADMIN CONSOLE** tab will open another ADMIN CONSOLE session. This will allow you to generate multiple QPRs at one time.

Your screen will show this message when your QPR has populated.

4. Click **NEXT**

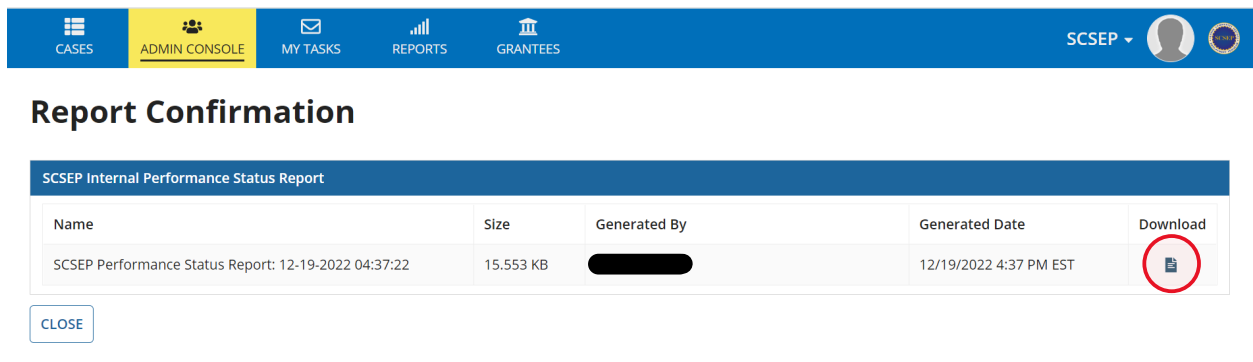


Internal WIPS Report Generation Status

Current Process Status
✔ **Completed**
(Last Refresh: 12/19/2022 4:37 PM EST)


NEXT

5. Then click the icon underneath **Download** to access the file.



Report Confirmation

SCSEP Internal Performance Status Report

Name	Size	Generated By	Generated Date	Download
SCSEP Performance Status Report: 12-19-2022 04:37:22	15.553 KB	[REDACTED]	12/19/2022 4:37 PM EST	

CLOSE

The file will download directly to your computer in an Excel (.xlsx) format.