



Submit Monthly Status Report (MSR) Feedback



This QG illustrates how to locate, Check Out and Check In an MSR Feedback spreadsheet in order to submit your monthly accomplishments, deliverables, planned activities and issues/resolutions.

Step #1: From the EMI SIG Operations page, click on the **Monthly Reports** folder



Quick Tip...

You'll need to use IE and have Microsoft Office installed.

EMERGENCY MANAGEMENT ISSUES - SPECIAL INTEREST GROUP

EMISIG Operations

NA-41 EMT Ops Readiness Assurance Plans & Policy Continuity Assessment and Reporting

EMISIG Website (Public) **EMISIG** DOE Sites/Facilities Change Password NA-43 Tech Support

NA-42

Libraries
Site Pages
EMISIG OPS
EMISIG Image Library

Lists
EMISIG OPS Calendar
EMISIG OPS Tasks
Leadership Directory
Annual Meeting Checklist

Discussions
Team Discussion

Recycle Bin
All Site Content

Sites for internal management of EMISIG operations

EMISIG OPS Calendar

November, 2016

EMISIG OPS

Type	Name
Folder	2016 Annual Meeting
Folder	Annual Meeting Planning
Folder	Course Materials
Folder	Listserve Members
Folder	Meeting Instructions
Folder	MeetingSupplies
Folder	Membership Lists
Folder	Monthly Reports
Folder	Subcommittee Management
Folder	Subcommittee Recordings
Folder	Subcommittee Templates
Folder	Travel

Step #2: Click on the appropriate **MSR Feedback** folder to open and edit the MSF Feedback spreadsheet

Sites for internal management of EMISIG operations

EMISIG OPS Calendar

December, 2016

EMISIG OPS

Type	Name
Folder	2016 MSR Feedback spreadsheets
Folder	2017 MSR Feedback spreadsheets
Folder	2018 MSR Feedback spreadsheets

Add document

Step #3: Click on the drop-down arrow next to the appropriate title and select **Check Out**



Take Note...

If you've successfully checked out the Excel Spreadsheet, the icon will change.

Step #4: Select **Edit in Microsoft Excel** to open the spreadsheet

11_Nov 2016_MSR Feedback spreadsheet

12_Dec2016_MSR Feedback spreadsheet

Add document

View Properties

Edit Properties

View in Browser

Edit in Microsoft Excel

Compliance Details

Alert Me

Send To

Manage Permissions

Delete

Site Users

Bernard Pleau

David Waldron

James Sheridan

Jennifer "Jenn" Hutchins

Paul Stoudenmire (ITP)

Scott Stoudenmire

Vickie Pleau

Willie Singleton

2016_MSR Feedback spreadsheet

Add document

View Properties

Edit Properties

View in Browser

Edit in Microsoft Excel

Compliance Details

Alert Me

Send To

Manage Permissions

Delete

Site Users

Bernard Pleau

David Waldron

James Sheridan

Jennifer "Jenn" Hutchins

Paul Stoudenmire (ITP)

Scott Stoudenmire

Vickie Pleau

Willie Singleton

Add new user



Submit Monthly Status Report (MSR) Feedback

Step #5: Enter your information in all applicable cells

Step #6: Once you've finished, click **File**

Step #7: Click **Check In**, to check in the edited spreadsheet

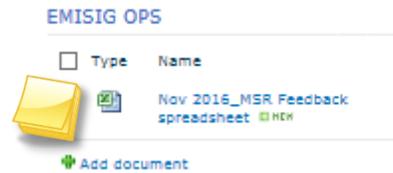
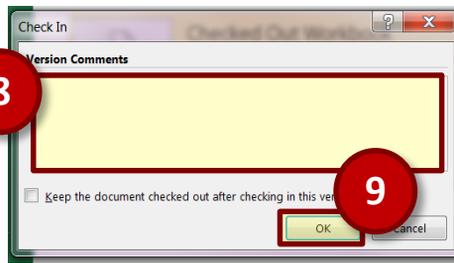
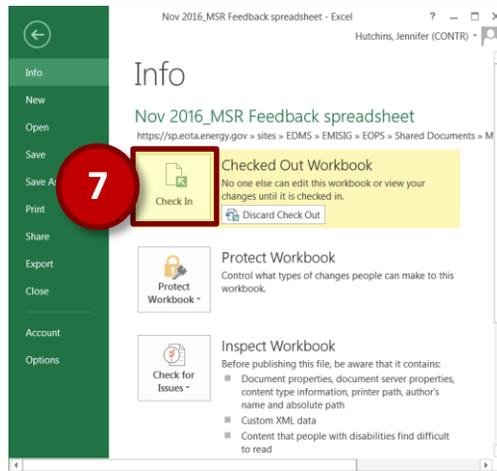
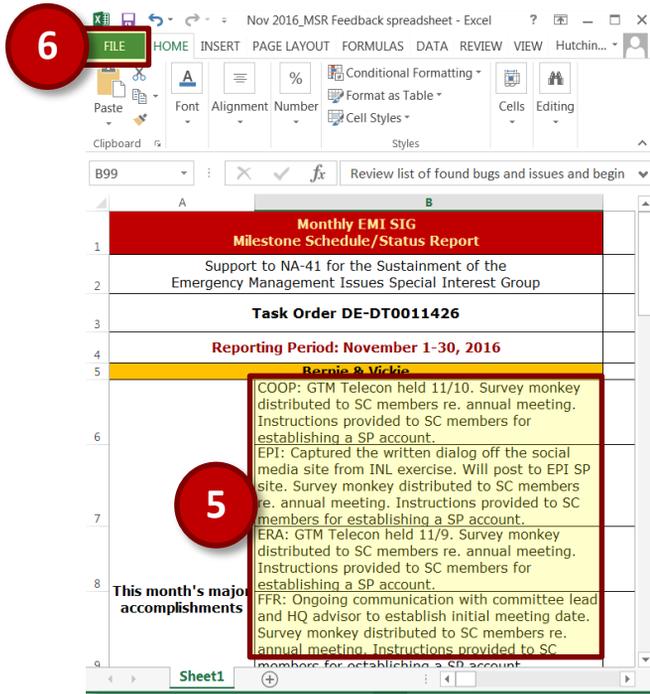


Take Note...

The spreadsheet will automatically save when you click check in, and the icon status will refresh when you click on the title.

Step #8: If prompted, enter version comments in text field

Step #9: Click **OK**



Need Help?

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