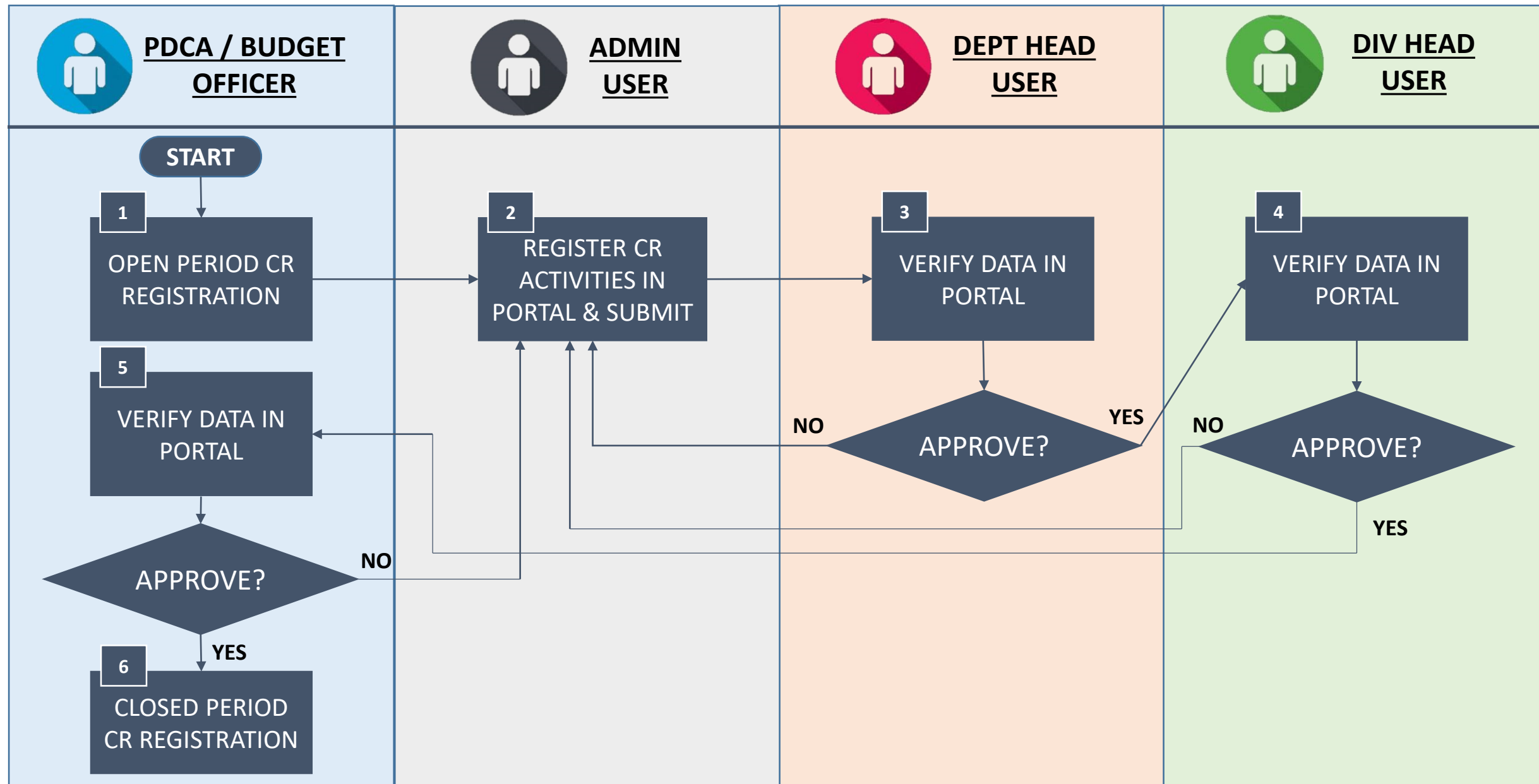


DIGITAL COST REDUCTION REPORT

Budget & Corporate Control Dept.





1

**LOGIN TO
PORTAL IGP**

2

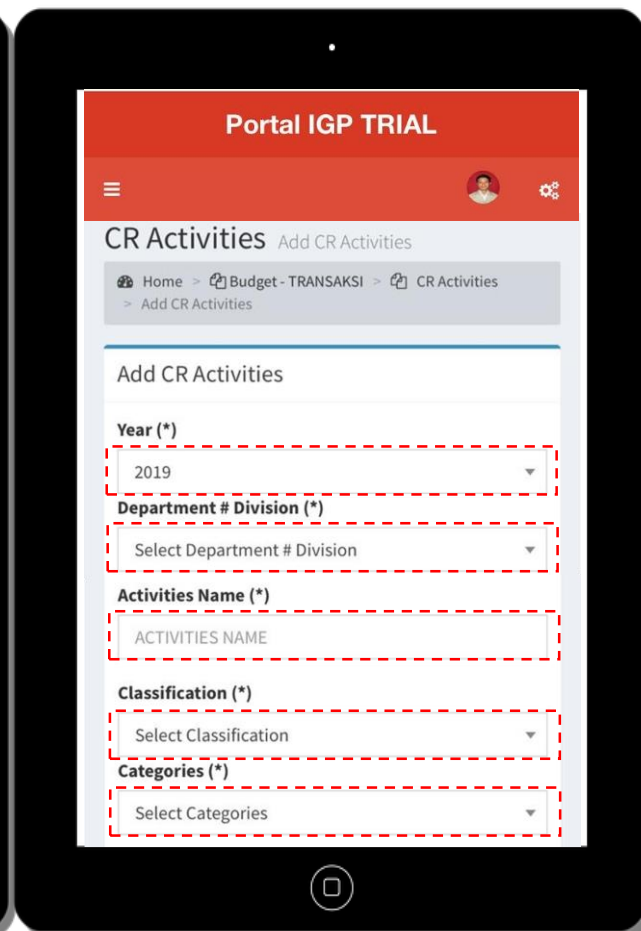
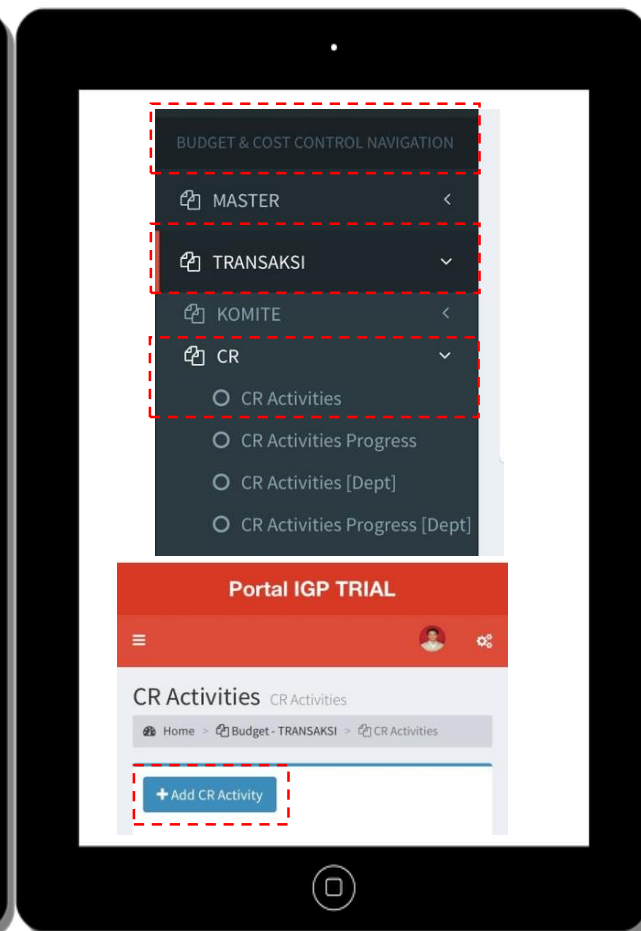
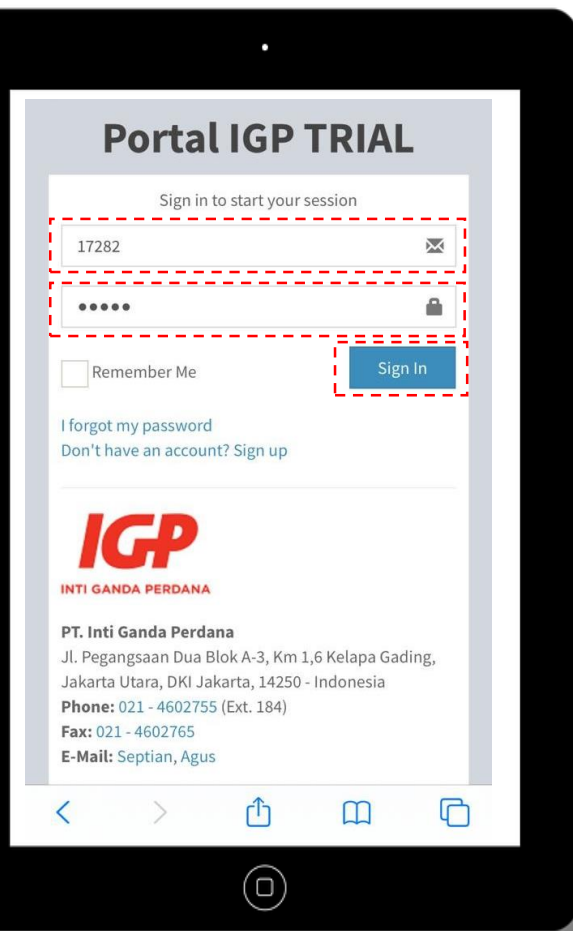
**SEARCH MENU CR
ACTIVITIES
ON BUDGET NAVIGATION**

4

**FILL DETAIL CR ACTIVITIES
YEAR, DEPT/DIV, ACTIVITIES
NAME, CLASSIFICATION, &
CATEGORIES**

5

**FILL MAN POWER OR
AMOUNT CR ACTIVITIES
& CLICK SAVE TO DRAFT**



3

CLICK ADD CR ACTIVITY

5

CLICK SUBMIT DATA

1

**LOGIN TO
PORTAL IGP**

2

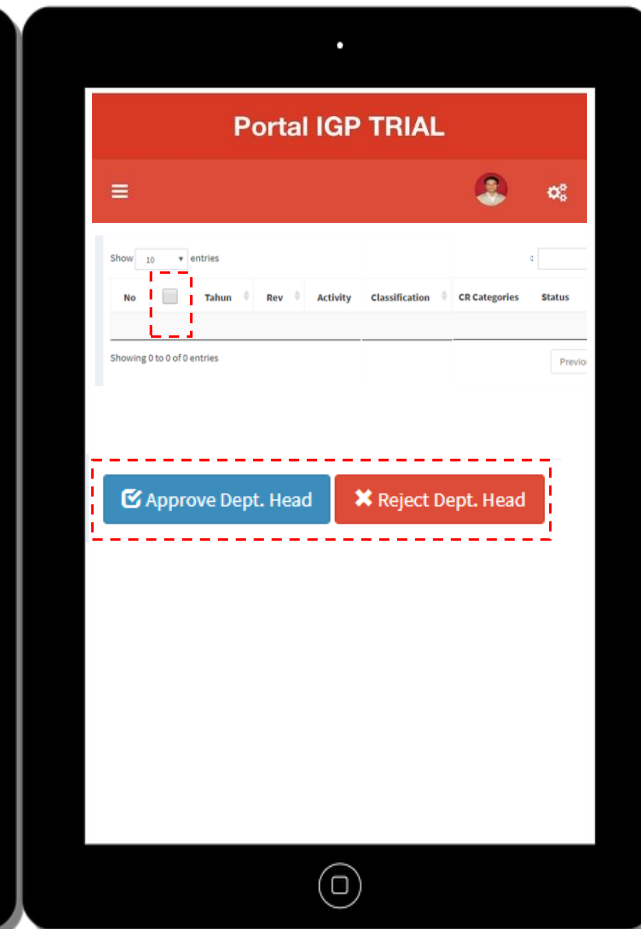
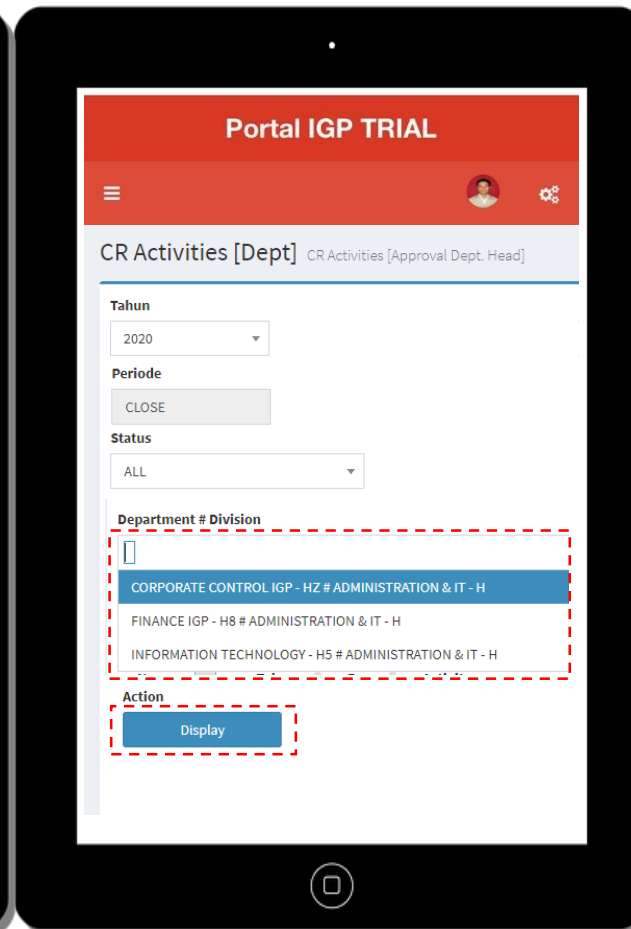
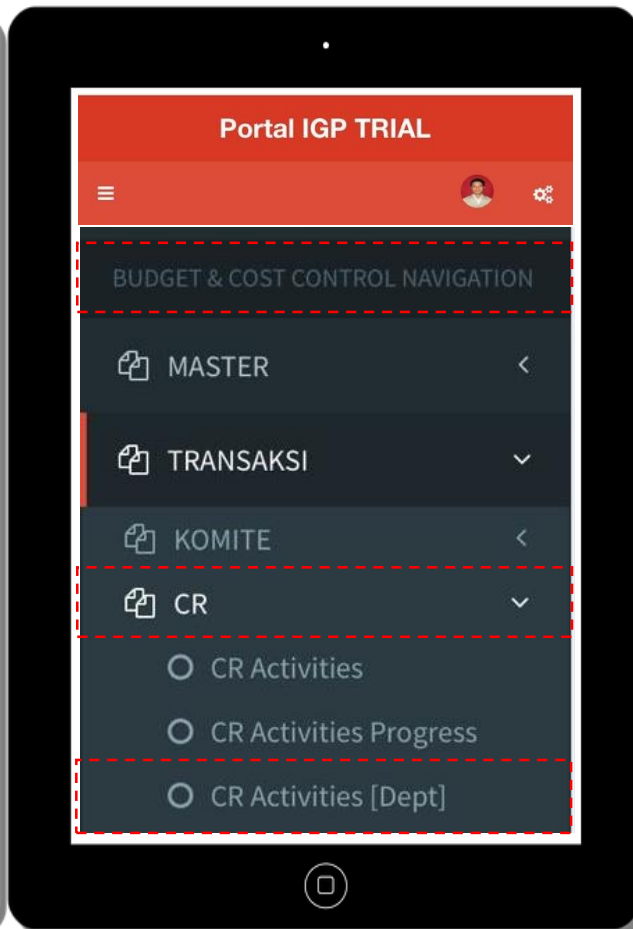
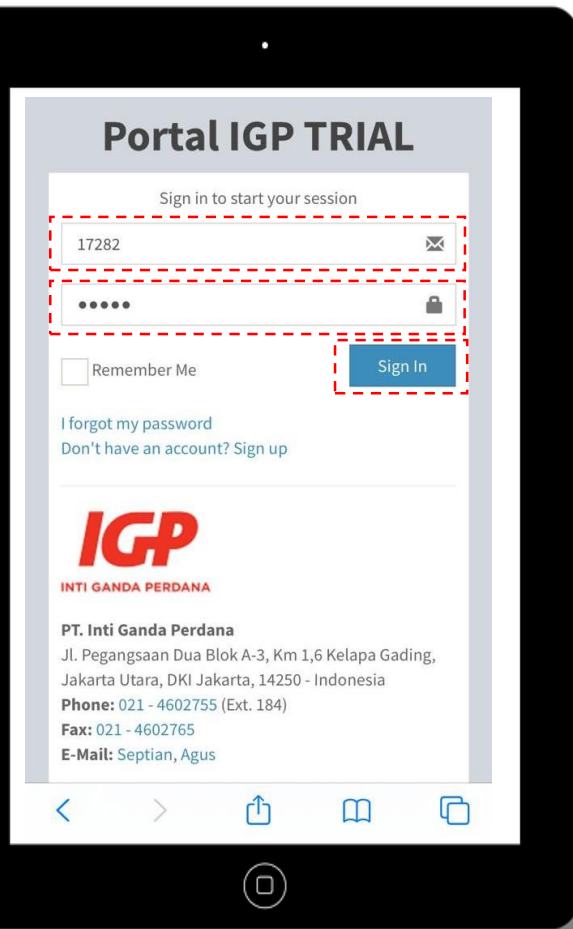
**SEARCH MENU CR
ACTIVITIES (DEPT)
ON BUDGET NAVIGATION**

3

**CHOOSE DEPARTMENT AND
CLICK DISPLAY**

4

**CLICK ACTIVITY AND
CLICK APPROVE OR
REJECT DEPT HEAD**



1

**LOGIN TO
PORTAL IGP**

2

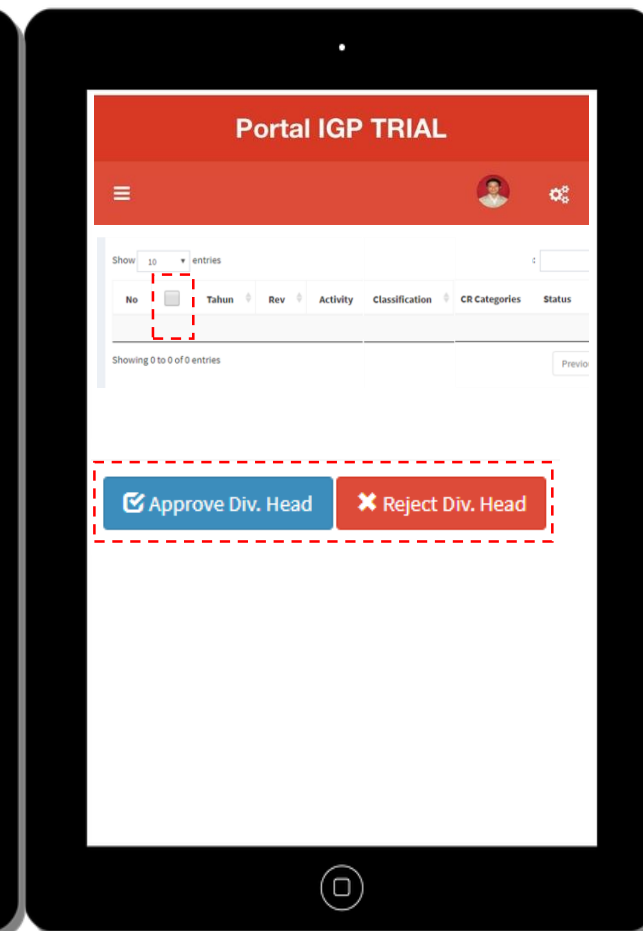
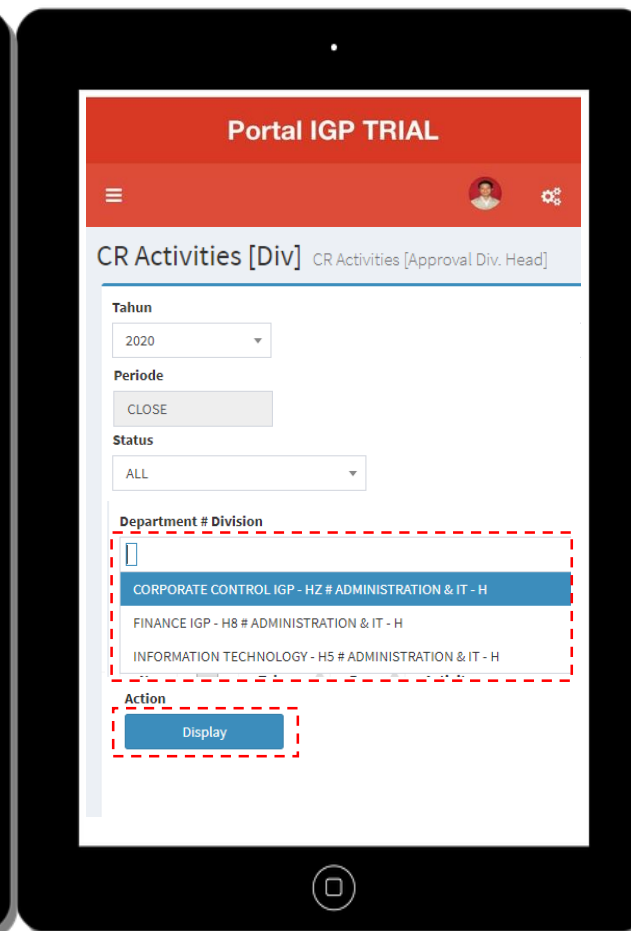
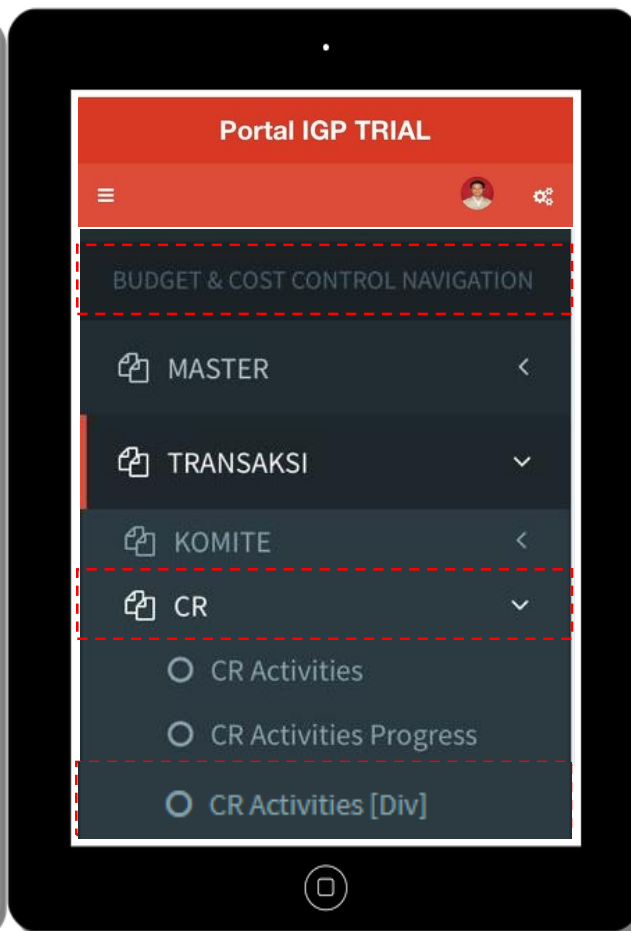
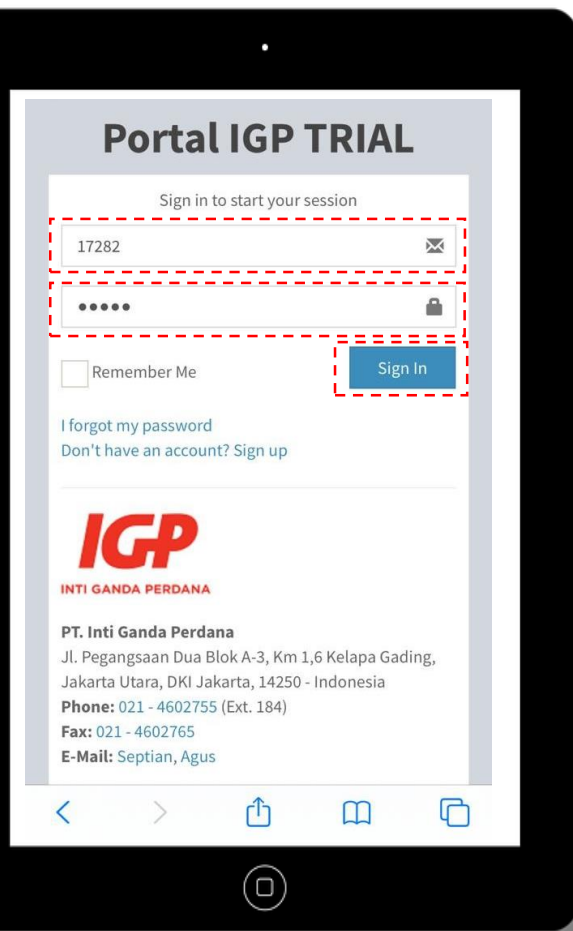
**SEARCH MENU CR
ACTIVITIES (DIV)
ON BUDGET NAVIGATION**

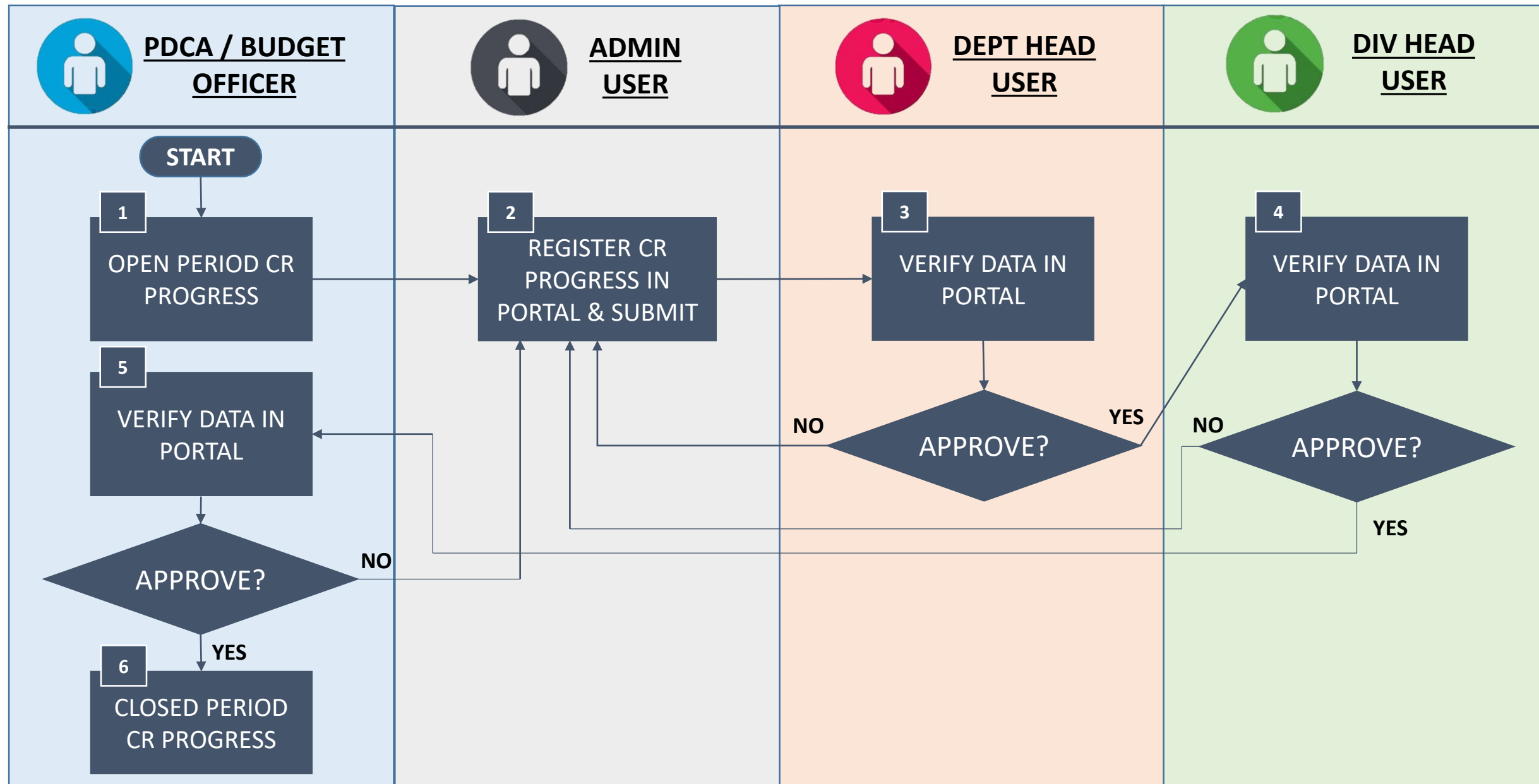
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**CHOOSE DEPARTMENT AND
CLICK DISPLAY**

4

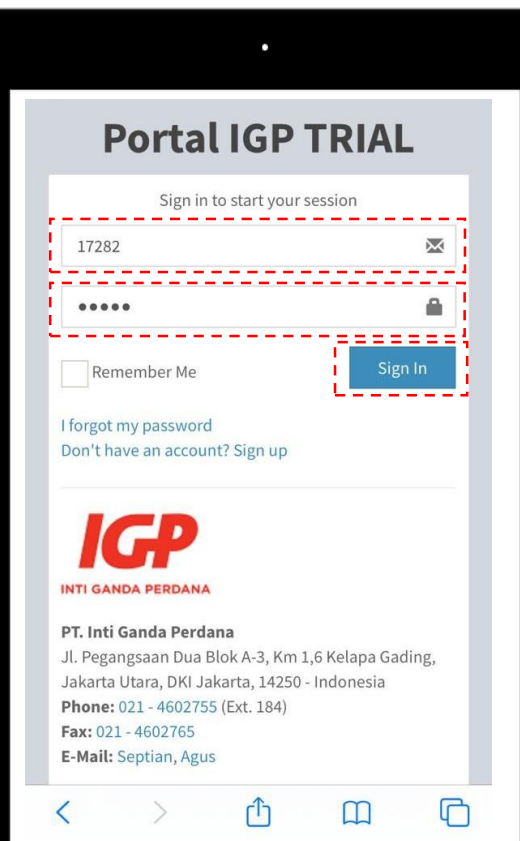
**CLICK ACTIVITY AND
CLICK APPROVE OR
REJECT DIV HEAD**





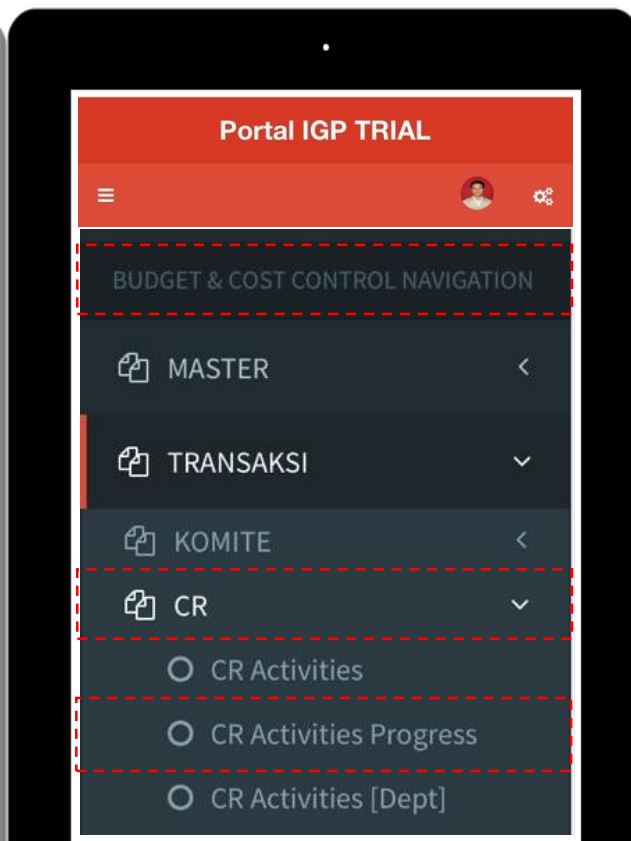
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**LOGIN TO
PORTAL IGP**



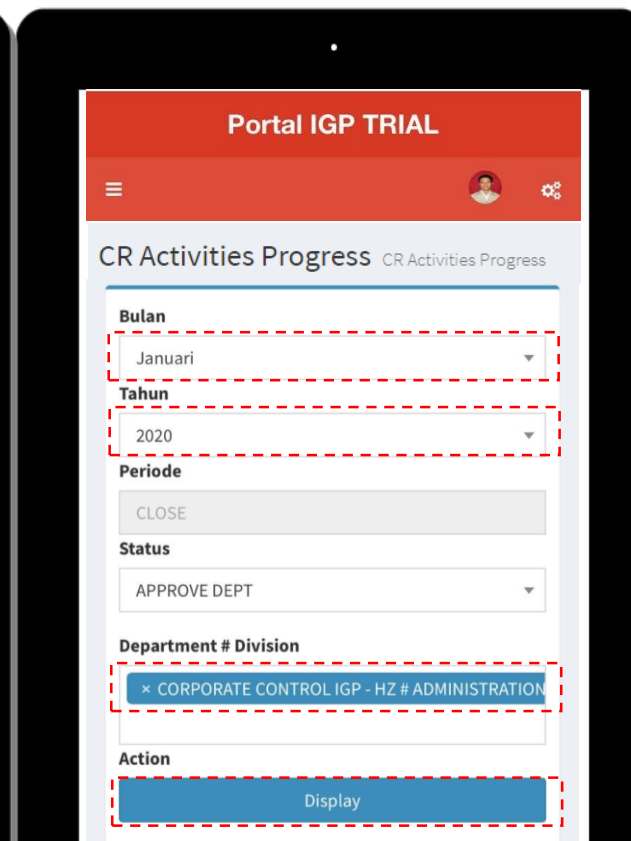
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**SEARCH MENU CR
ACTIVITIES PROGRESS
ON BUDGET NAVIGATION**



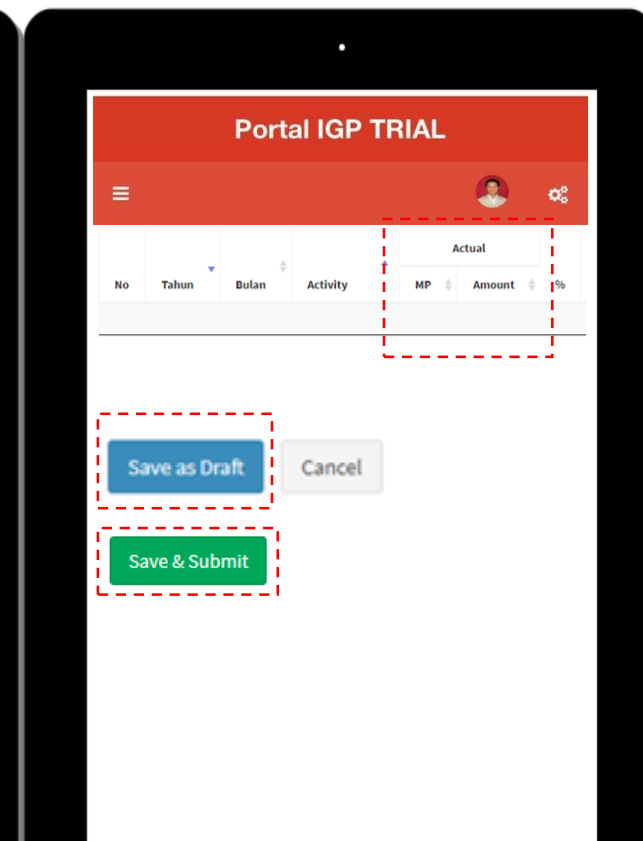
3

**FILL DETAIL CR ACTIVITIES
MONTH, YEAR, DEPT/DIV, &
CLICK DISPLAY**



4

**FILL ACTUAL MAN POWER
OR AMOUNT CR ACTIVITIES
& CLICK SAVE TO DRAFT**



5

CLICK SUBMIT DATA

1

**LOGIN TO
PORTAL IGP**

2

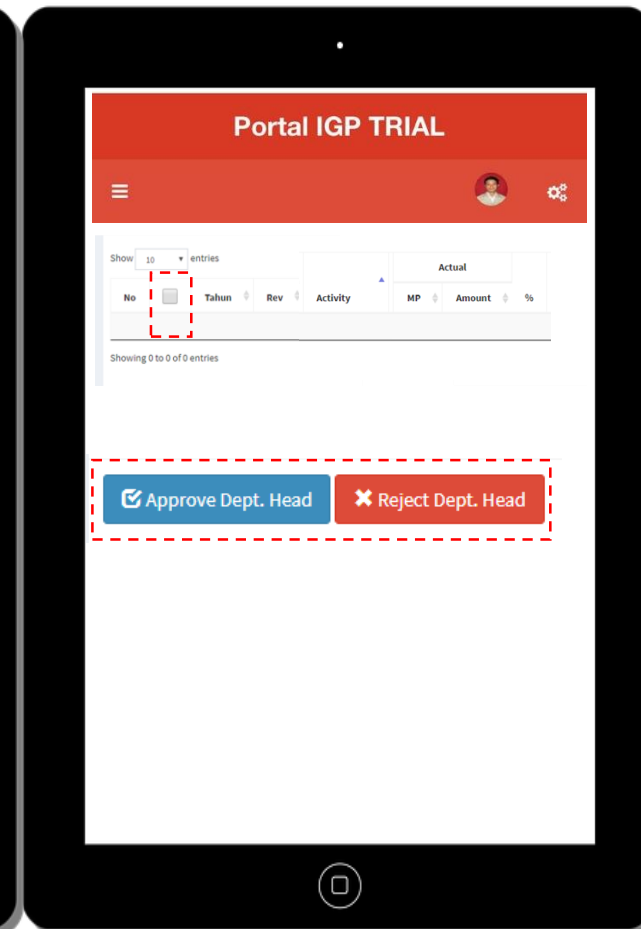
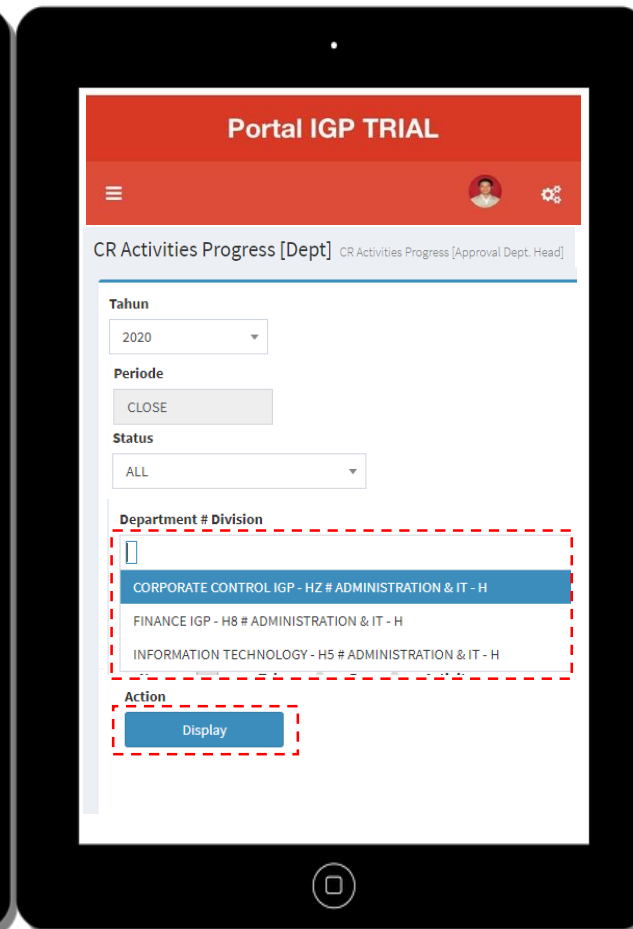
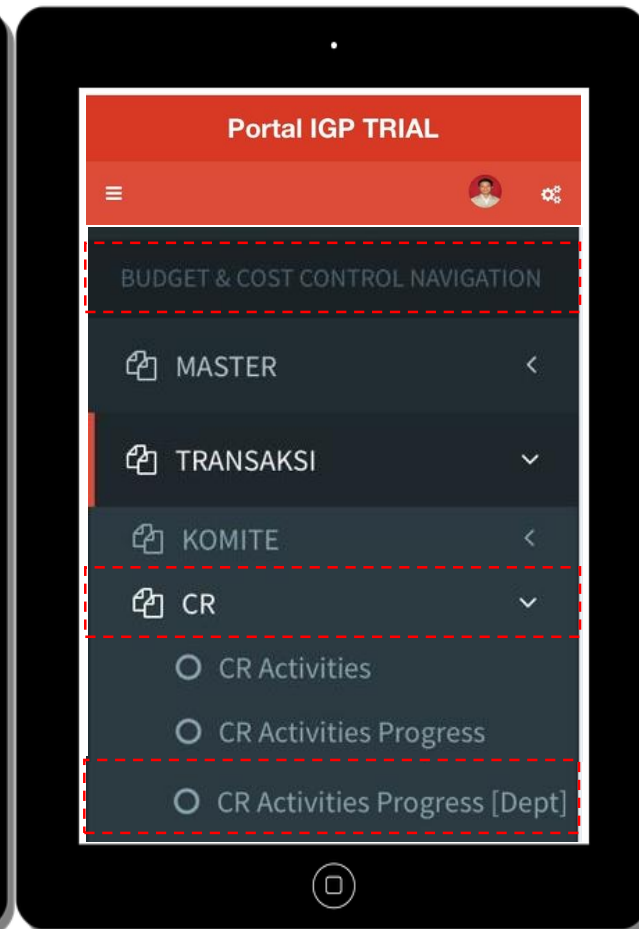
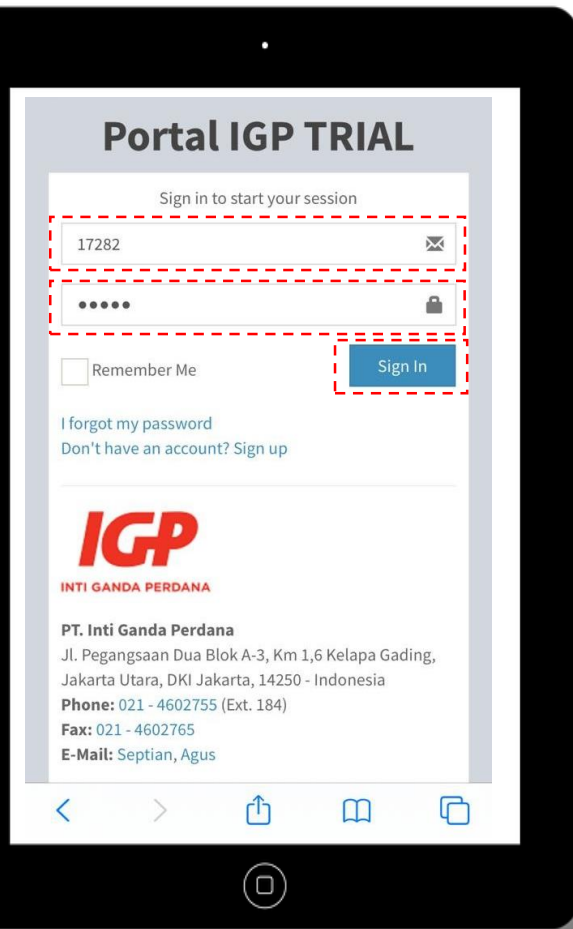
**SEARCH MENU CR ACTIVITIES
PROGRESS (DEPT)
ON BUDGET NAVIGATION**

3

**CHOOSE DEPARTMENT AND
CLICK DISPLAY**

4

**CLICK ACTIVITY AND
CLICK APPROVE OR
REJECT DEPT HEAD**



1

**LOGIN TO
PORTAL IGP**

2

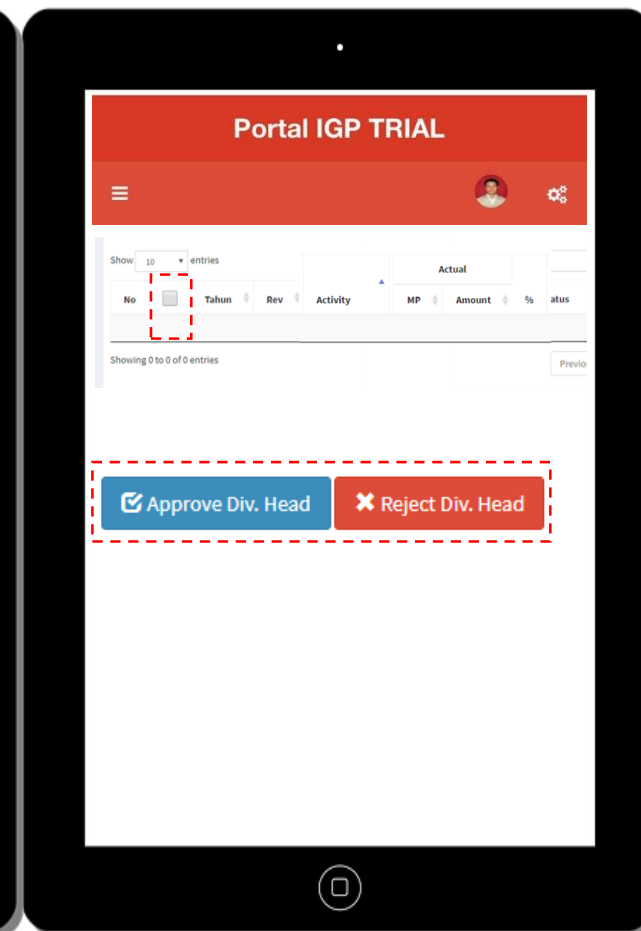
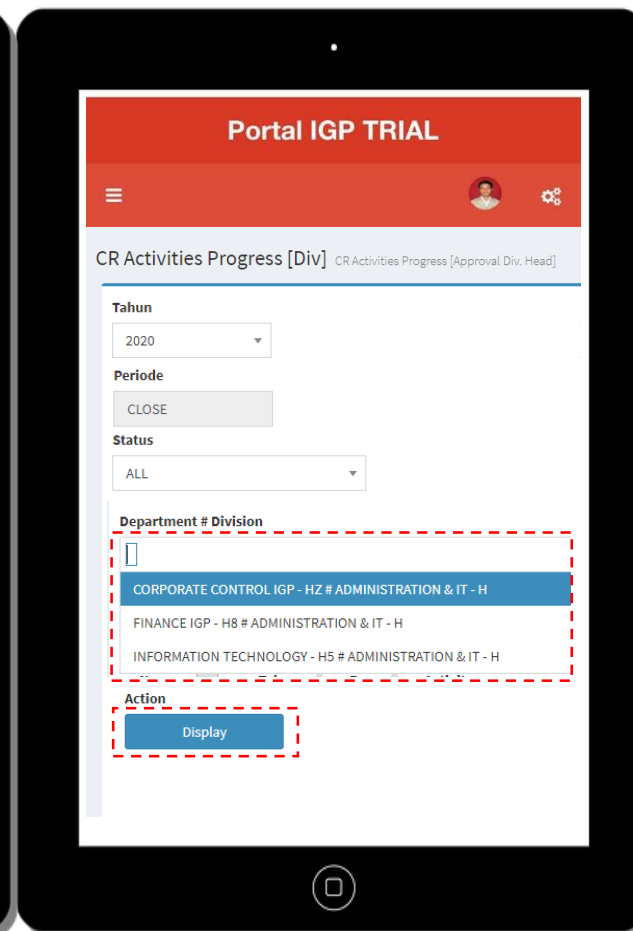
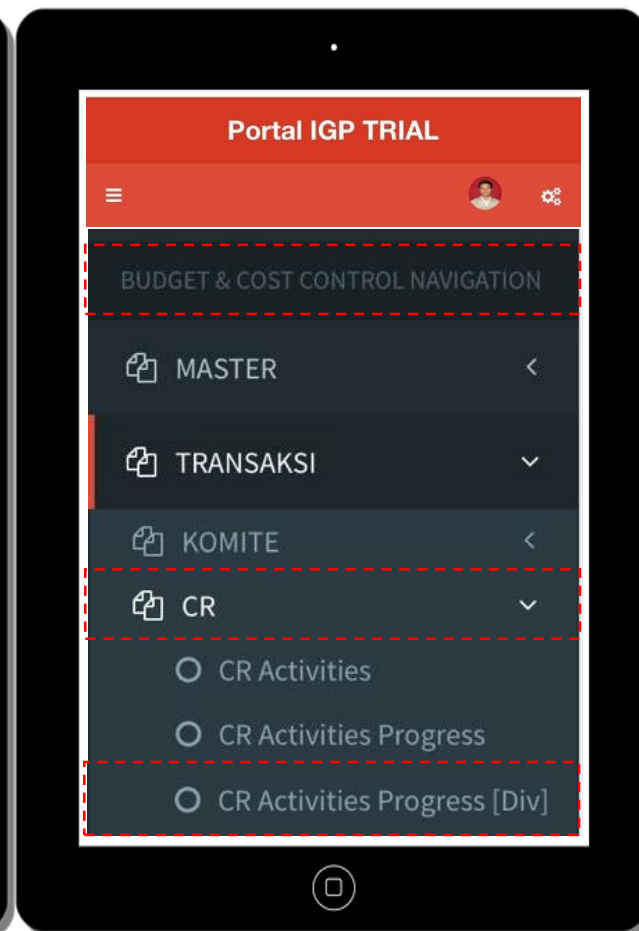
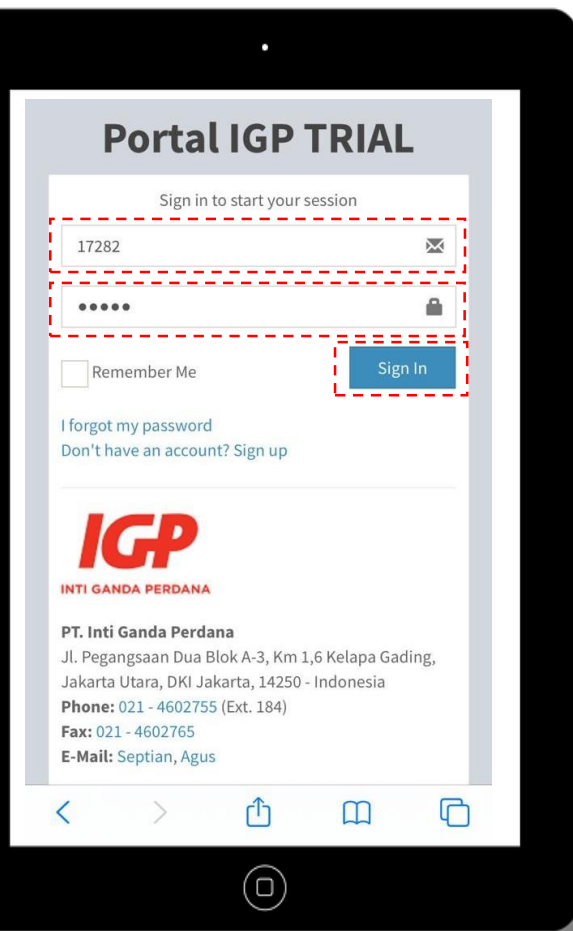
**SEARCH MENU CR
ACTIVITIES PROGRESS (DIV)
ON BUDGET NAVIGATION**

3

**CHOOSE DEPARTMENT AND
CLICK DISPLAY**

4

**CLICK ACTIVITY AND
CLICK APPROVE OR
REJECT DIV HEAD**



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