**WORKPLAN UPLOAD INSTRUCTIONS**

**How to upload R4D Workplan**

**Steps**

1. Click on R4D Workplans link at the top of the page
2. Click on ... add new records to your Workplan 2017
3. Fill out the Workplan form accordingly
4. Click Update button to save the form data

Note: You can continue editing your Workplan by clicking Edit Workplan button. You can delete Workplan by clicking Delete Workplan. You can go ahead to add activity

**How to Upload R4D Workplan Activity to uploaded Workplans**

**Steps**

1. Open any of the uploaded workplans by clicking the their links
2. Click on Add activity button beside Delete Workplan button
3. Fill out the Activity form accordingly
4. Click Update button to save the form data

Note: You can continue editing uploaded activity by clicking Edit link on the activity preview section under Workplan preview page. Also, you can delete activity by clicking Delete activity "activity description" link.

**How to Upload Achievements against Workplan Activities**

**Steps**

1. Click Achievements link at the top of the page

2. Select the appropriate year from the list of workplan/achievement years available by clicking

3. Locate your uploaded activities on the active page and click Add achievement to "..." link attached to each uploaded activity

4. Fill out the achievement form

5. Click Update button

6. Attach evidence if applicable in PDF/DOC format through the attachement component that will appear after updating the achievement entries

7. Click Update button again to save the attachment along with the form data

Note: You can continue editing achievements by clicking the Edit link corresponding to the each uploaded achievements.