**WORK PLAN UPLOAD INSTRUCTIONS**

**How to upload R4D Work plan**

**Steps**

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

Note: You can continue editing your work plan by clicking Edit Work plan button. You can delete Work plan by clicking Delete Work plan.

**How to upload R4D Work plan Activity to uploaded Work plans**

**Steps**

1. Open any of the uploaded work plans by clicking the links
2. Click on Add activity button (next to Delete Work plan 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 Work plan preview page. Also, you can delete activity by clicking Delete activity "activity description" link.

**How to Upload Achievements against Work plan Activities**

**Steps**

1. Click Achievements link at the top of the page

2. Select the appropriate year from the list of work plan/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 attachment 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.