

WDE Sub-Recipient Handbook

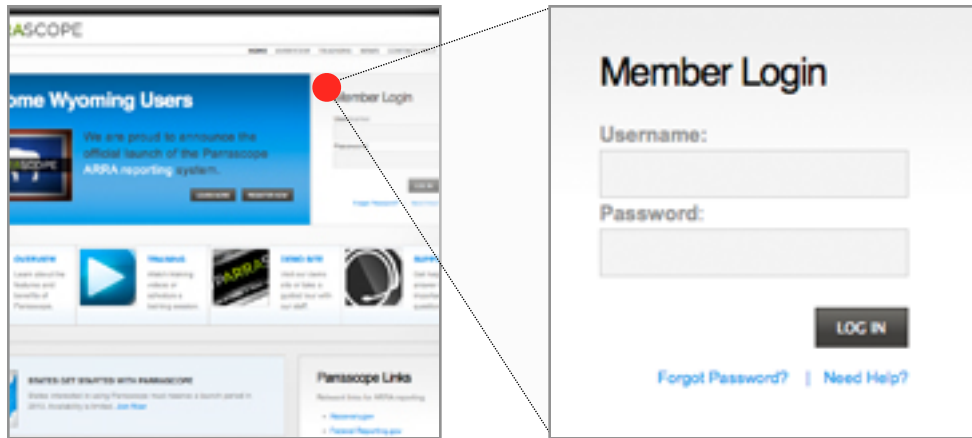
4th Quarter 2009

The 4th quarter of 2009 will be a very light reporting quarter for Sub-Recipients of the Wyoming Department of Education. The main purpose is to acquaint users with the Parrascope system before more detailed reporting begins in 2010. This quarter, sub-recipients must complete a **progress description** for each ARRA project. They can also **add users** to their membership account. Steps for both activities are listed below:

PROJECT PROGRESS DESCRIPTIONS

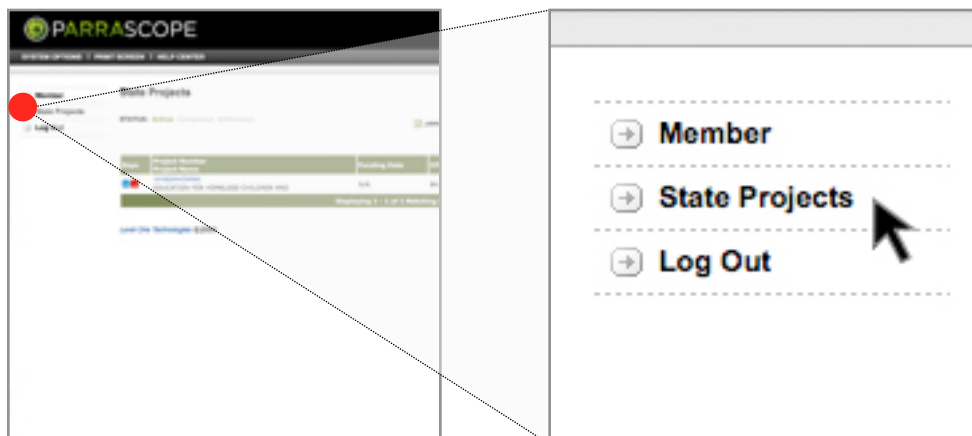
1. Login to Parrascope

Login to www.parrascope.com with the username and password created during initial registration.



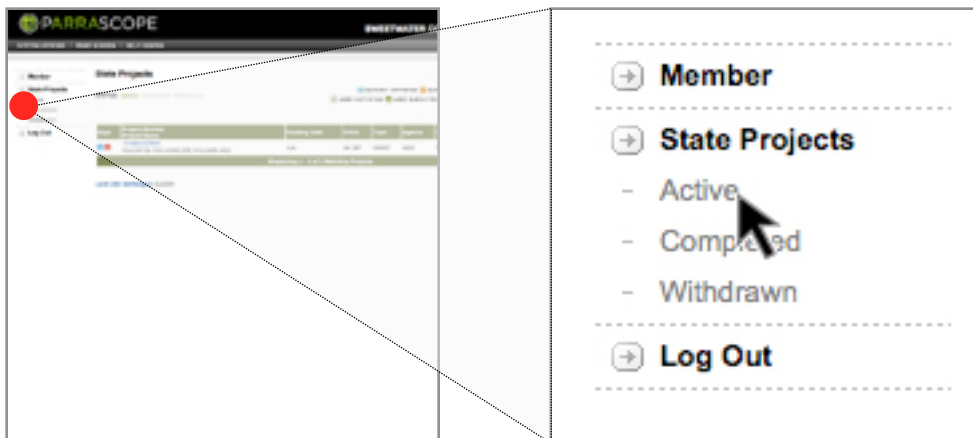
2. Click State Projects

Locate the Main Menu found in the top left hand corner of your screen and click "State Projects".



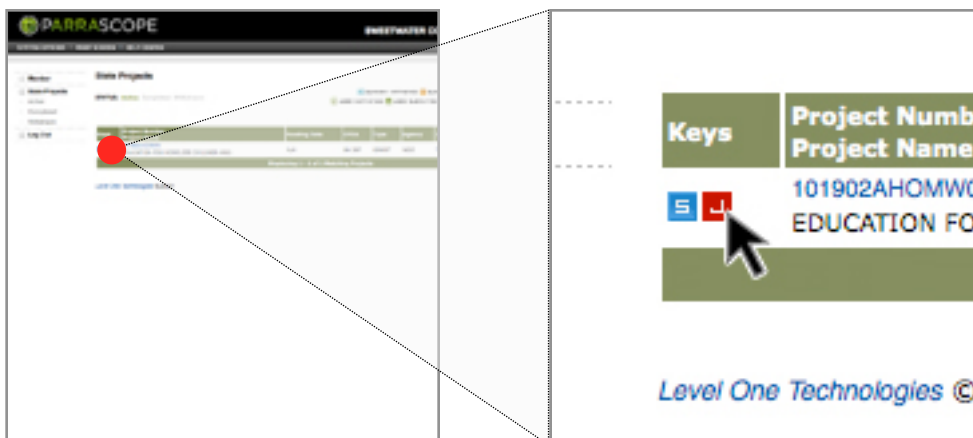
3. Click Active

Click "Active" under State Projects to view your active projects list. All active projects must be reported on quarterly.



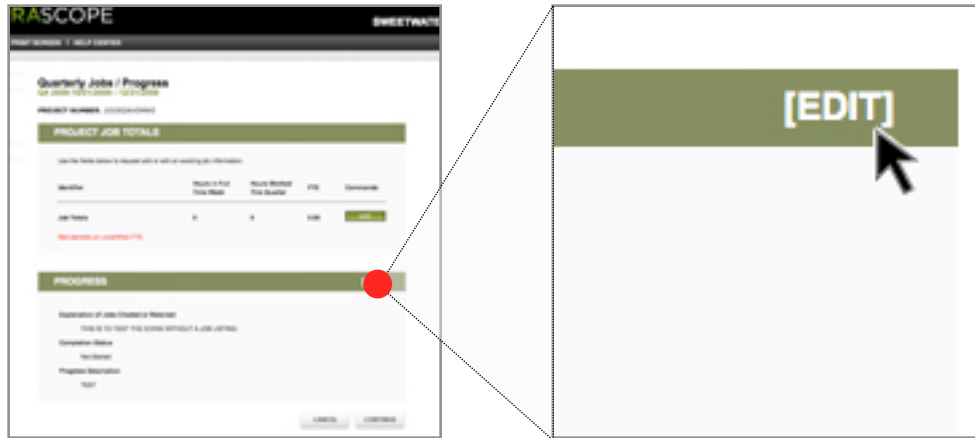
4. Click the "J" Icon

Click the "J" (Jobs) Icon on the Active List to update the Quarterly Job Totals and Project Progress.



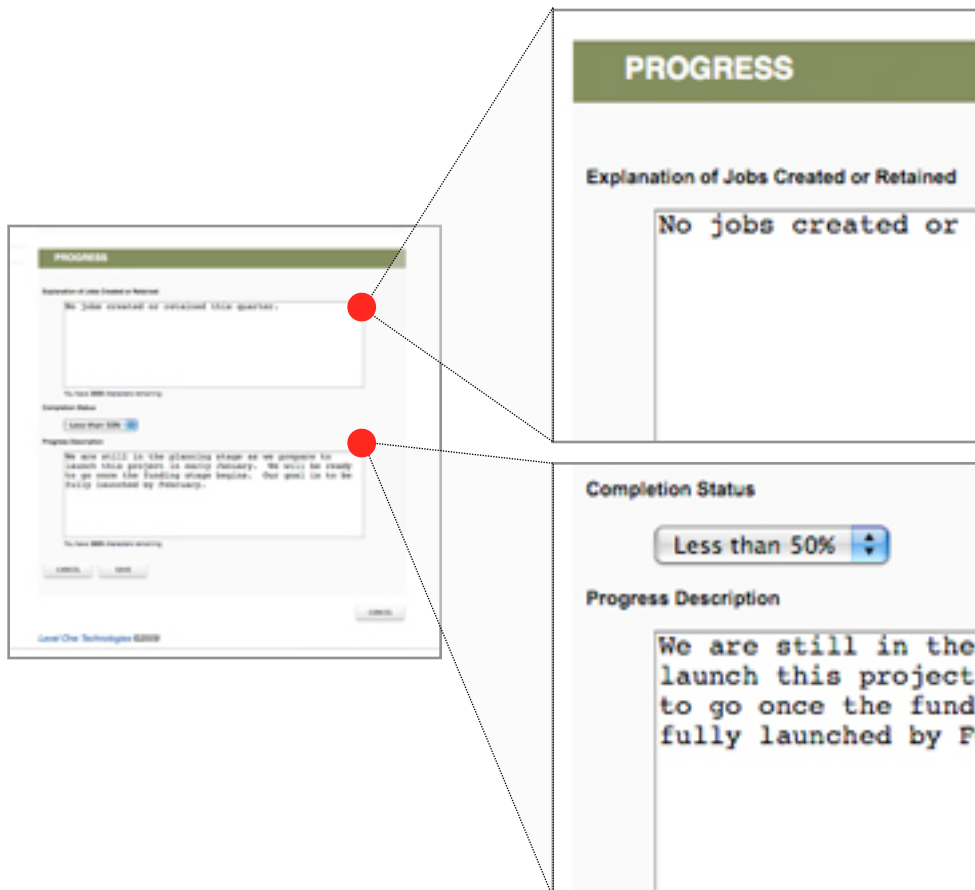
5. Click Edit in the Progress Block

For most sub-recipients, there will NOT be jobs created or retained this quarter, so skip to the "Progress" block and click "Edit". You must complete this block regardless of job creation.



6. Complete the Progress Form

Indicate that no jobs were created or retained this quarter (if applicable), select the completion status, and write a brief description of the progress made on this project so far.



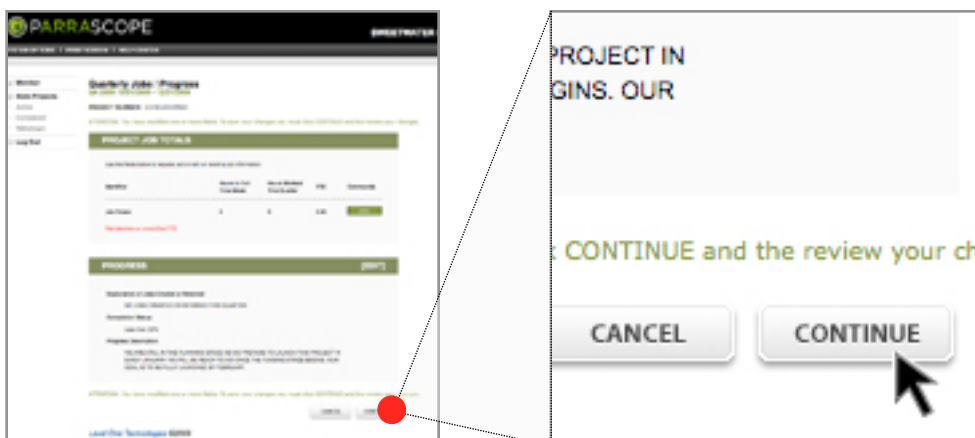
7. Click Save

Once you've completed your narrative entries click "Save" beneath the Progress Description text field.



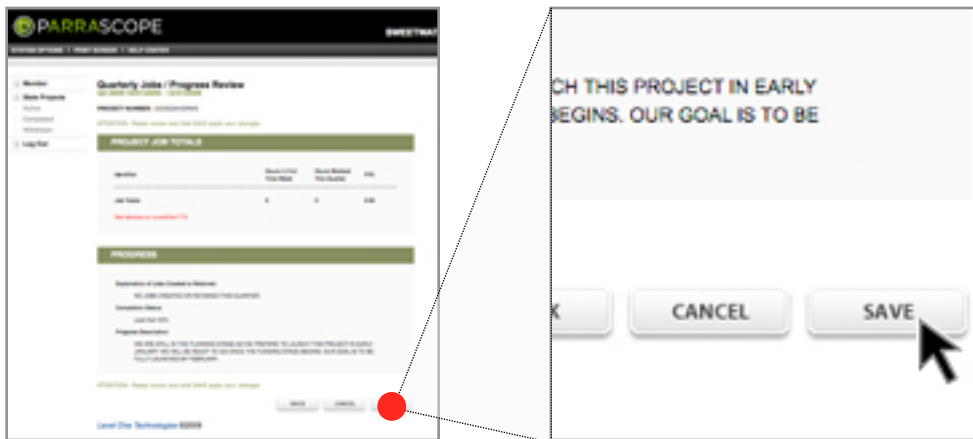
8. Click Continue

After you've completed the jobs list and descriptions for this project, click "Continue".



9. Click Save

Complete a final review of the job entries and click save. Your changes are now completed, and a **State Project Detail** page will confirm that your changes have been made.



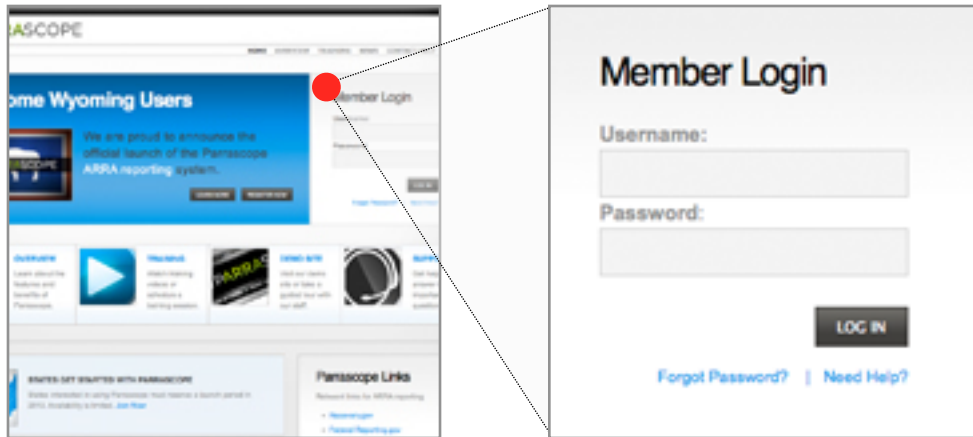
10. Repeat Steps 2-9 for Each Active Project

A quarterly progress report is mandatory for each project listed on the "Active" page, regardless of the jobs or funding status. Repeat steps 2-9 for all active projects on your list.

ADDING USERS

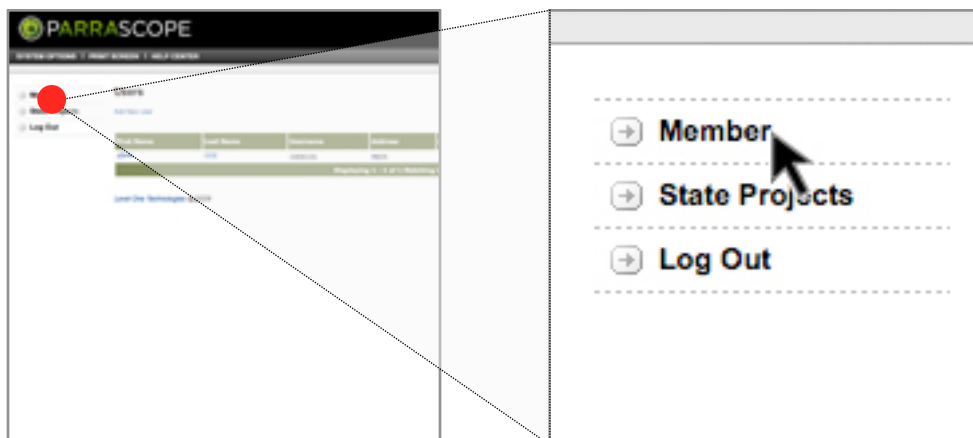
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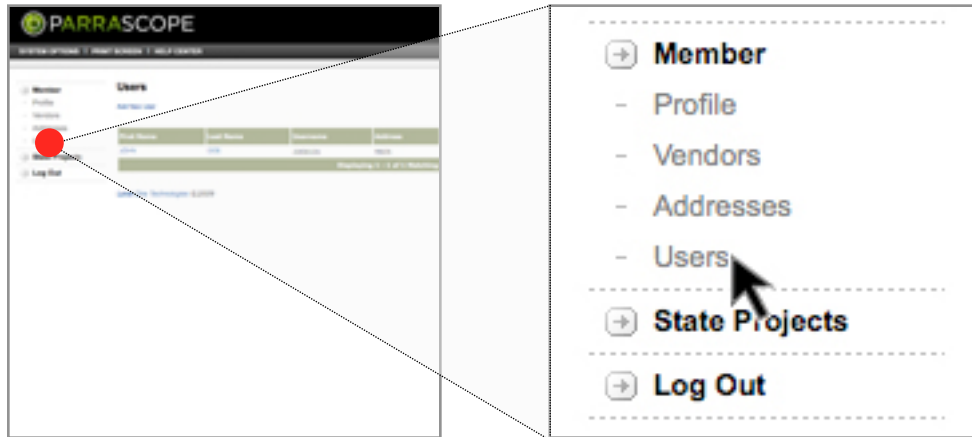
2. Click Member

Locate the Main Menu found in the top left hand corner of your screen and click "Member".



3. Click Users

Click "Users" under Member to view your list of users.



4. Click Add New User

Click "Add New User" on the User List to access the add user entry form.



5. Complete the Add User Form

Complete the form to create a new user and establish their access permissions.

Department:
Not used by Sub-Recipients.

Alternate Email:
CC another user on all emails sent to this user.

Permissions:
Customize which areas of the site this user may access.

Add User
Green denotes required field

LOGIN INFORMATION

Username -

Email -

Status - Active Dis

CONTACT INFORMATION

First Name -

Last Name -

Title -

Department -

Phone -

ADDRESS INFORMATION

Address -

ALTERNATE EMAIL CONTACT
All system emails sent to your address will be copied to this user.

Users -

MEMBER PERMISSIONS

View Member Profile - Yes No

Edit Member Profile - Yes No

View Vendors - Yes No

Add / Edit Vendors - Yes No

View Addresses - Yes No

Add / Edit Addresses - Yes No

View Users - Yes No

Add / Edit Users - Yes No

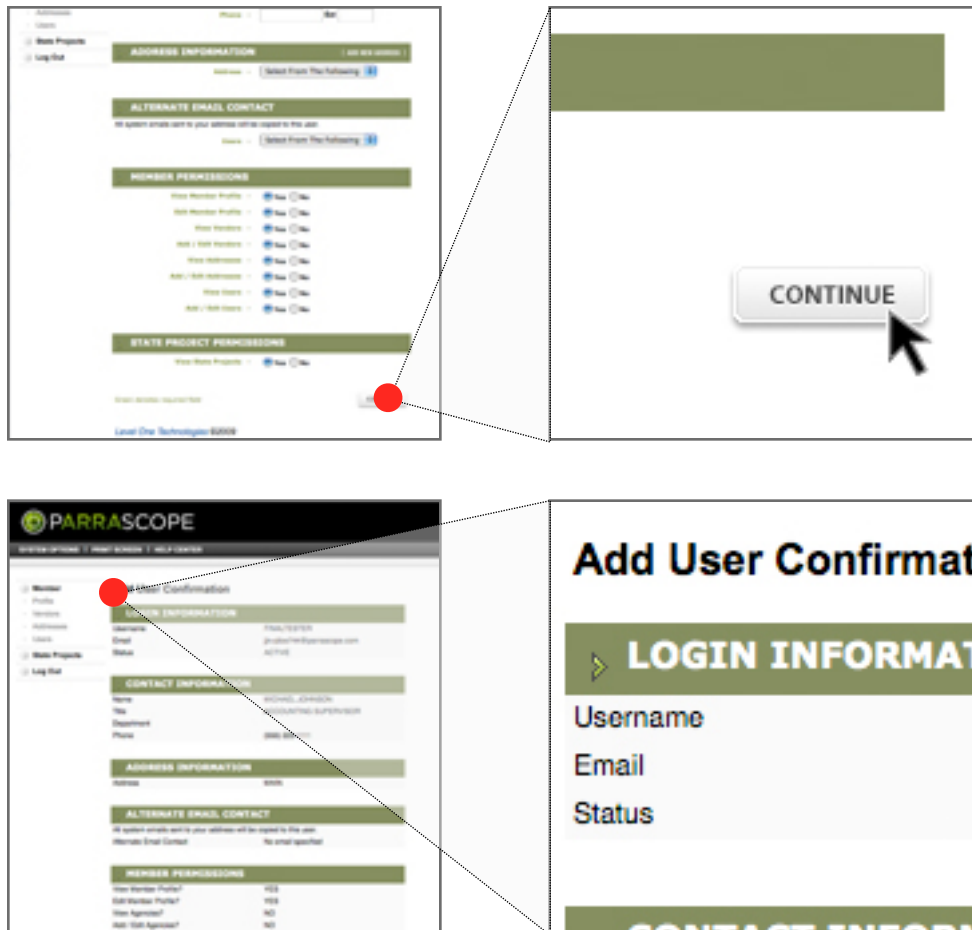
STATE PROJECT PERMISSIONS

View State Projects - Yes No

Green denotes required field

6. Click Continue

Once the form is completed, click "Continue" to add the new user. An **Add User Confirmation** page will display the details of the new account, and the system will send the user an email with a temporary password. After logging in, Parrascope will direct the user to create a permanent password known only to that individual, and he/she may begin using Parrascope.



7. Repeat Steps 2-6 Until All Users are Added

You may create as many users as you wish by following the steps listed above.

CUSTOMER SUPPORT

If you need assistance using Parrascope please contact JJ Kirkpatrick at:

phone: **800.240.1824 x 138** email: **jjk@parrascope.com**