

# Do's and Don'ts for submitting FPE plans and reports

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## Do:

- Submit early
- Save frequently
- Address comments made by Program Director (PD)/Department Head (DH)/Associate Dean (AD) in comments section from current and previous year
- Contact your AD if you are having technical difficulties. Many times, the AD can easily help you
- Contact both your DH/PD and AD when needing a plan/report sent back for modifications
- Give the system time to recognize changes you have made. It may mean you will need to log out and then log in to see some saves
- Check the status of the plan before re-submitting (Plan Approved indicates the tab is now in 'report' mode)

## Don't:

- Upload big files with pictures
- Don't forget to save your work if you find you are called away from the system
- Once satisfied with plan or report, don't forget to hit the submit button
- Resubmit a file once attached – if you can't see the file – it is probably still attached