

Printing an APR

1. Log into Sage and select your entity.
2. On your Dashboard click on the project name you want to print the report for.

A single CSV-APR will only have the information contained in the specific CSV-APR upload selected. To print a single CSV-APR, on the Submission Launchpad, scroll down to where you see CSV APR upload. Click VIEW/PRINT on the line of the CSV-APR REPORT you want to print. On the next screen, click on the button to print the CSV-APR

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
Grant Information	5/5/2017	✓ Completed	VIEW EDIT
Bed and Unit Inventory and Utilization	5/5/2017	✓ Completed	VIEW EDIT
Contact Information	5/5/2017	✓ Completed	VIEW EDIT
Financial Information	5/5/2017	✓ Completed	VIEW EDIT
Performance Accomplishments	5/5/2017	✓ Completed	VIEW EDIT
Additional Comments		Optional	ADD
CSV APR Upload	5/5/2017	✓ APR - RRH	VIEW / PRINT EDIT
Sign and Submit	4/14/2017	● In Progress	VIEW / PRINT COMPLETE APR SUBMIT

The Complete APR will generate all the APR Submission Information as well as the CSV-APR upload. If there are multiple CSV-APRs uploaded, Sage will add the results of the two (or more) CSVs together and where necessary generate a weighted average. To Print the Complete APR, on the Submission Launchpad, scroll down to where you see the Sign and Submit line. Click the VIEW/PRINT COMPLETE APR to print the APR.

SUBMISSION STEPS	DATE LAST INFORMATION RECORDED	STATUS	WORK
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Sage will generate an on-screen report. Click on Print to print the report.

