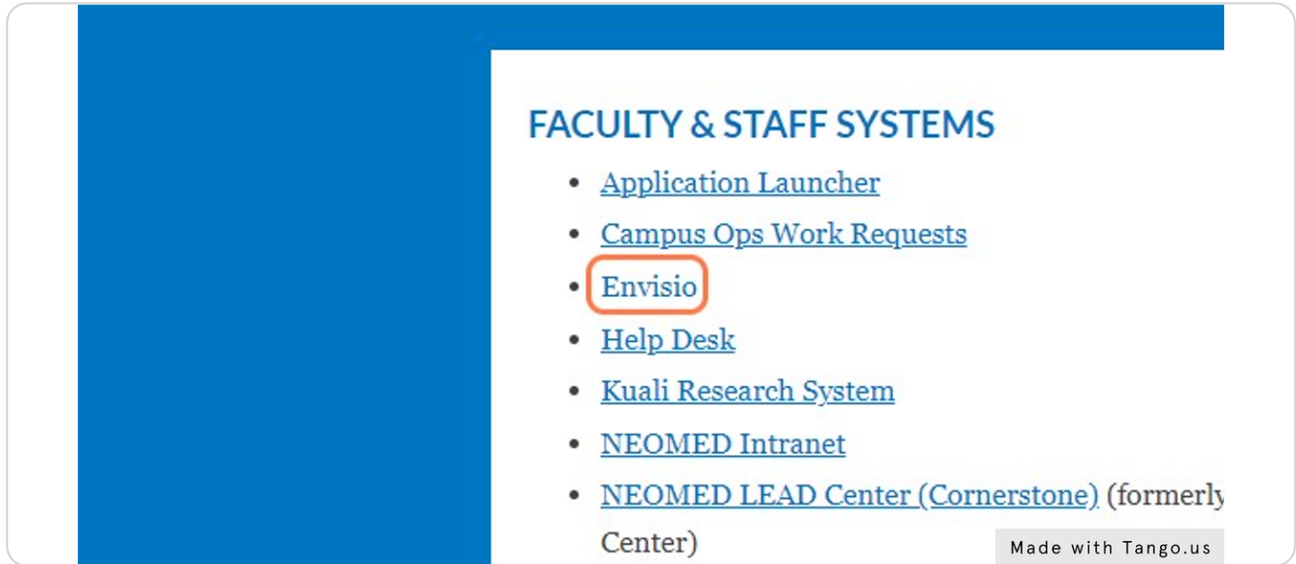


STEP 1

**Go to Resources & Quick Links for Faculty & Staff | NEOMED**

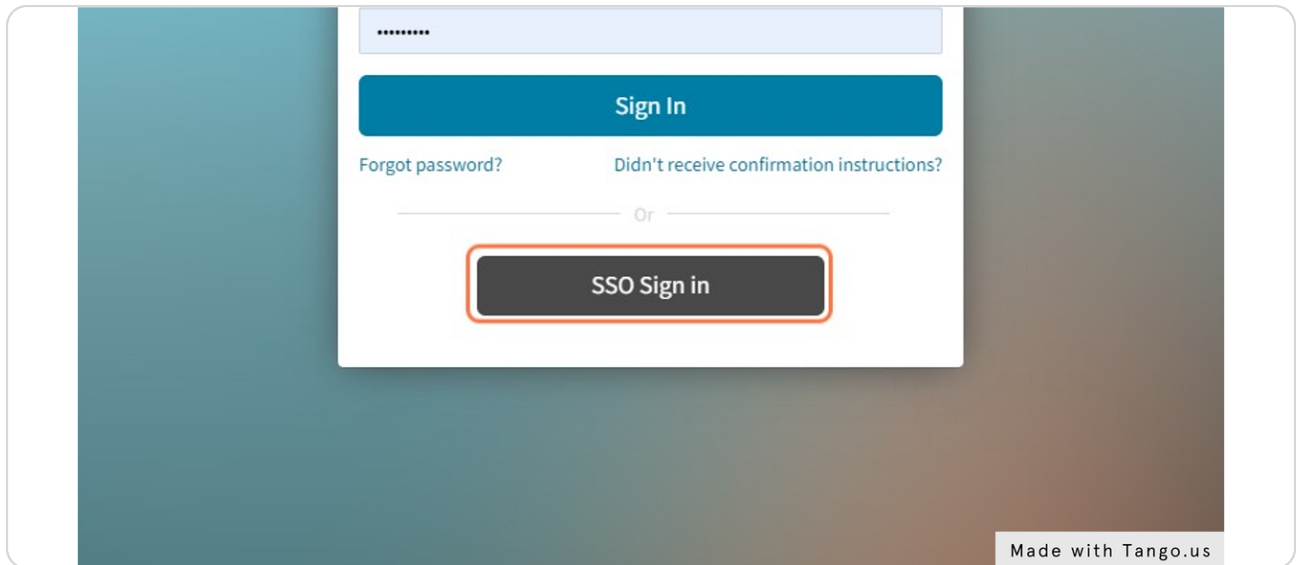
STEP 2

**Click on Envisio**



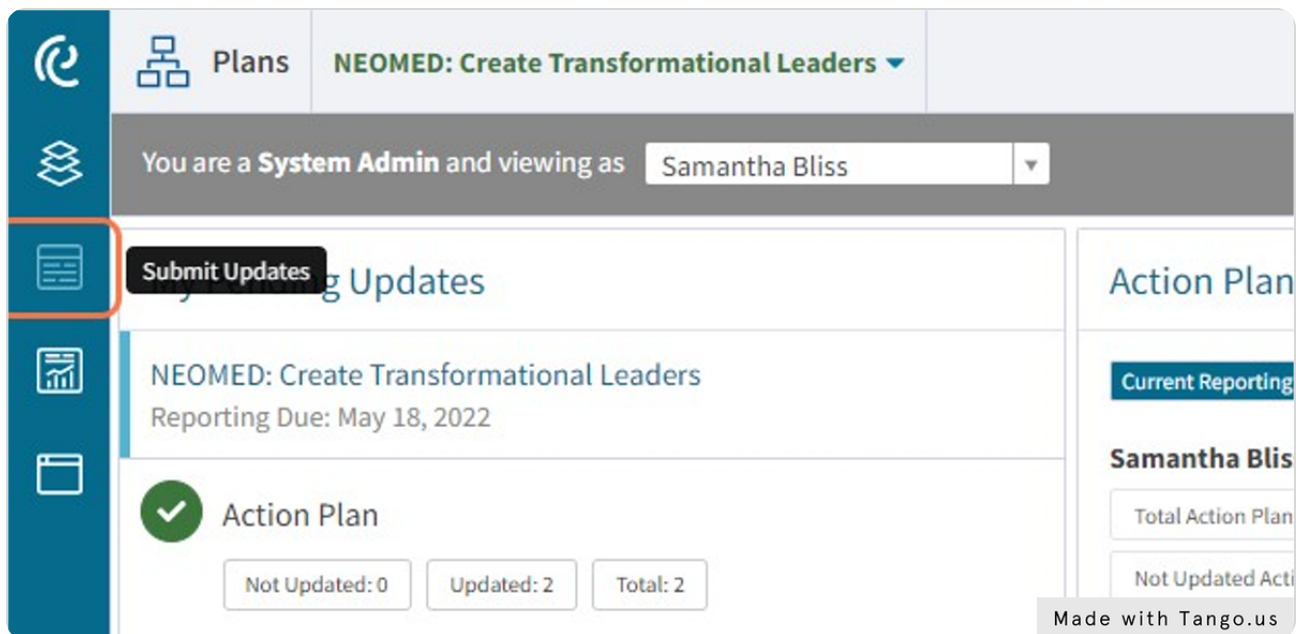
STEP 3

**Click on SSO Sign in**



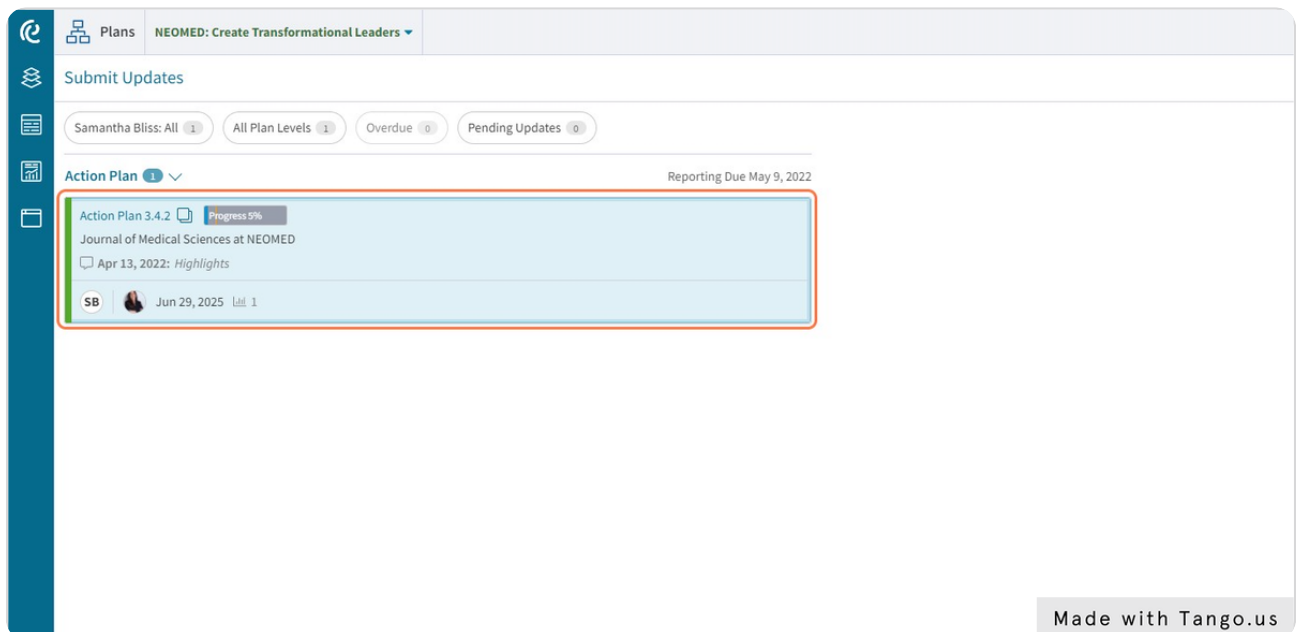
STEP 4

Click on the Submit Updates icon



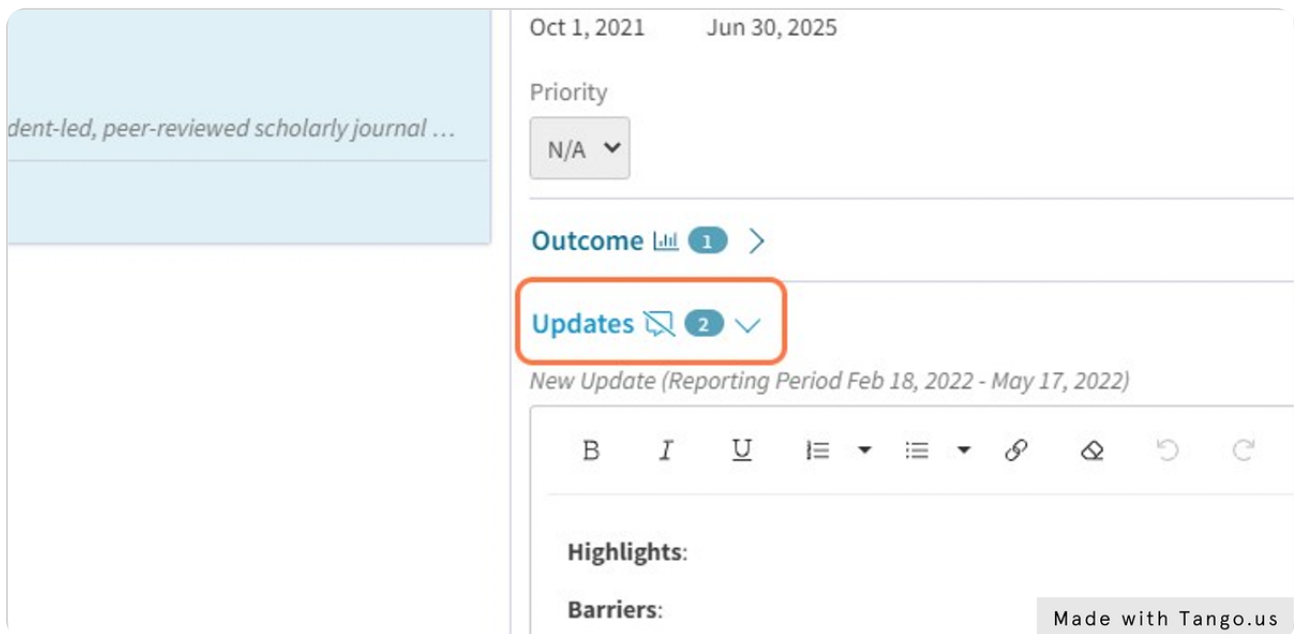
STEP 5

Click on your assigned action plan



## STEP 6

### Click on Updates



Oct 1, 2021 Jun 30, 2025

Priority  
N/A

Outcome **1** >

**Updates** **2** v

New Update (Reporting Period Feb 18, 2022 - May 17, 2022)

B I U **1** **2** **3** **4** **5** **6** **7** **8** **9** **10**

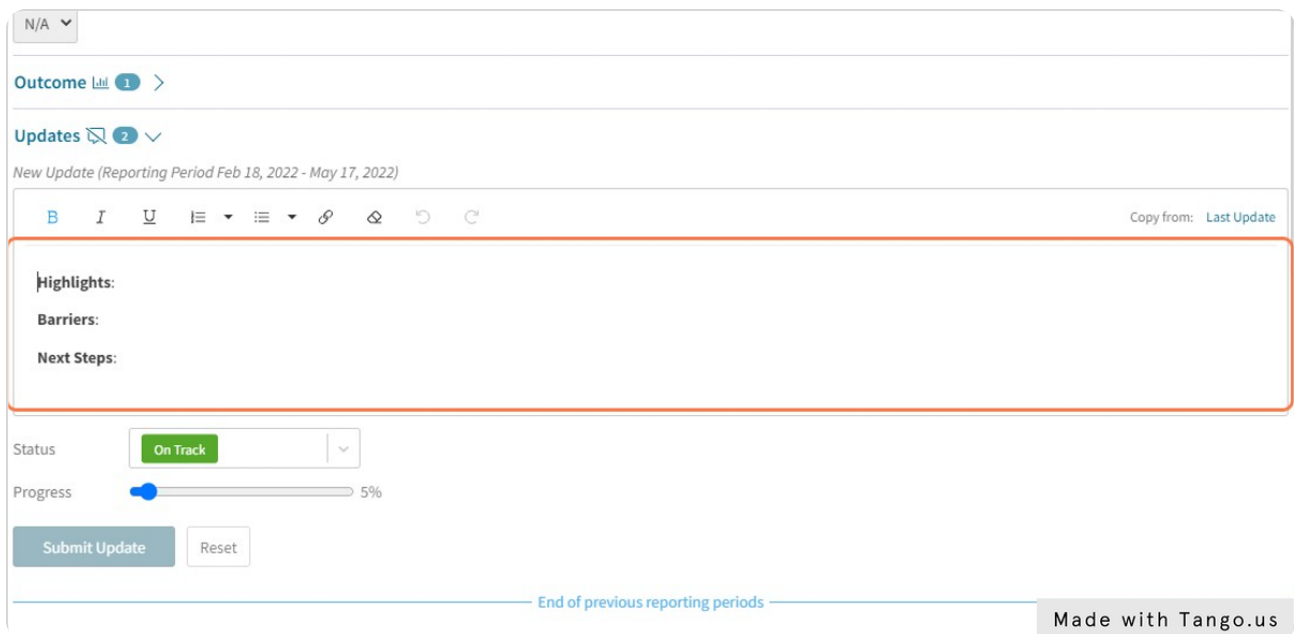
Highlights:

Barriers:

Made with Tango.us

## STEP 7

### Enter your update in the box. Be sure to include highlights, barriers and next steps



N/A

Outcome **1** >

Updates **2** v

New Update (Reporting Period Feb 18, 2022 - May 17, 2022)

B I U **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** Copy from: Last Update

Highlights:

Barriers:

Next Steps:

Status **On Track**

Progress **5%**

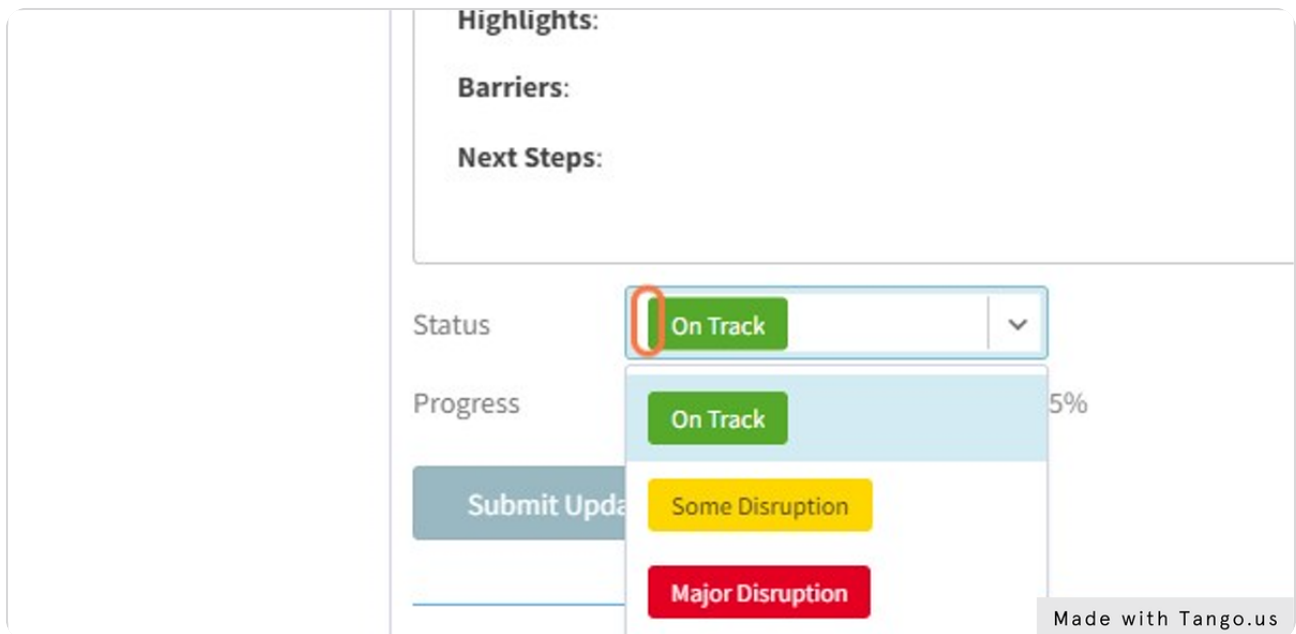
Submit Update Reset

End of previous reporting periods

Made with Tango.us

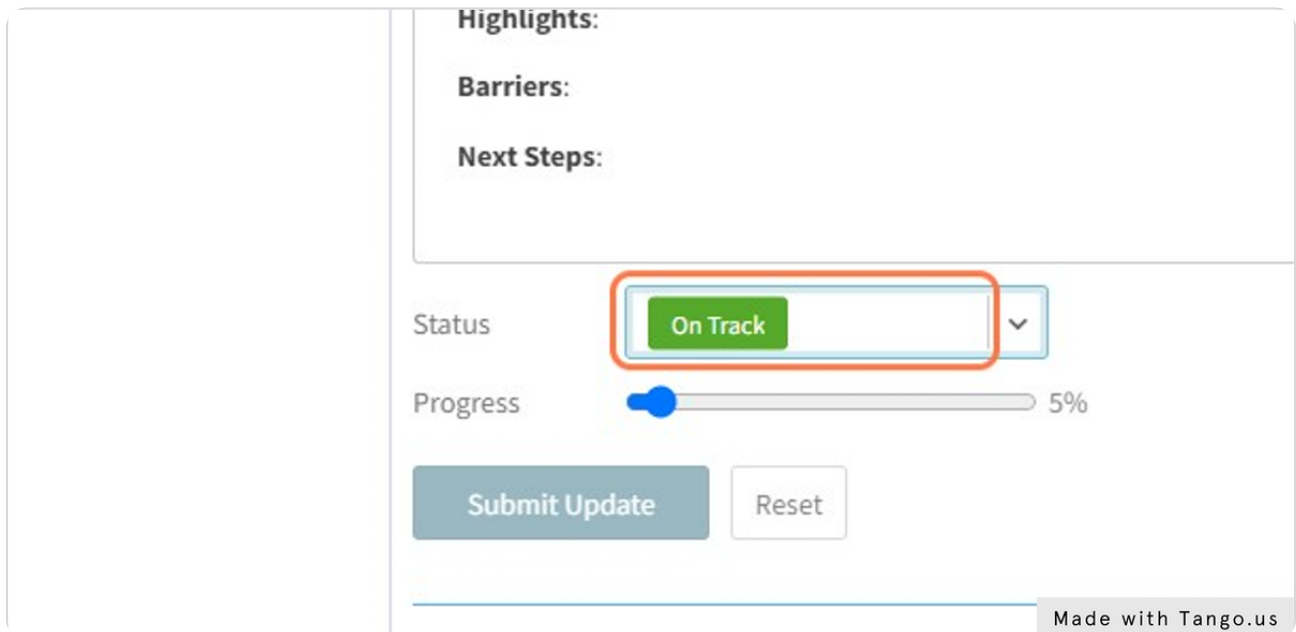
STEP 8

Click on Status...



STEP 9

Click on status and choose the appropriate option from the drop down menu



STEP 10

### Adjust your progress using the progress bar

This screenshot shows a user interface for adjusting progress. At the top, there are sections for 'Highlights:', 'Barriers:', and 'Next Steps:'. Below these is a 'Status' dropdown menu set to 'On Track'. A 'Progress' slider is shown at 46%, with the slider bar highlighted by an orange rectangle. Below the slider are two buttons: 'Submit Update' and 'Reset'. A horizontal line separates this section from the next, labeled 'End of previous report'. Below the line, a user profile for 'Lacey Madison' is shown with a timestamp 'Feb 11, 2022 16:37', a status of 'On Track', and a progress indicator for 'Progress 5%'. The text below the profile reads 'The Journal of Medical Sciences at NEOMED is an online, student-led, peer...' and 'Made with Tango.us' is visible in the bottom right corner.

STEP 11

### Click on Submit Update

This screenshot shows the same user interface as Step 10, but with the 'Submit Update' button highlighted by an orange rectangle. The 'Next Steps:' section at the top now contains the text 'test'. The 'Status' dropdown remains 'On Track', and the 'Progress' slider is still at 46%. The user profile for 'Lacey Madison' and the text 'The Journal of Medical Sciences at NEOMED is an online, student-led, peer to publish original research, opinion pieces, editorials, reviews, abstracts a' are visible below. The text 'Highlights:' is partially visible at the bottom left, and 'Made with Tango.us' is in the bottom right corner.

STEP 12

If you need to edit or delete your update, click on the appropriate icons

The screenshot displays a project management interface. At the top, there is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, Unlink, Undo, and Redo. Below the toolbar are three text input fields labeled "Highlights:", "Barriers:", and "Next Steps:". The "Status" section features a dropdown menu currently set to "On Track". The "Progress" section shows a blue progress bar at 46%. Below these are two buttons: "Submit Update" and "Reset". A list of updates is shown below, with the first update highlighted by a red box. This update is by "SB" (Samantha Bliss) on "May 2, 2022 08:23", with a status of "On Track" and "Progress: 46%". To the right of the update are two icons: a pencil for editing and a trash can for deleting. Below the list are three more text input fields labeled "Highlights:", "Barriers:", and "Next Steps:". A footer in the bottom right corner reads "Made with Tango.us".