



Reporting Progress - External Grantees

This help guide provides step-by-step instructions on how to enter progress as an External Grantee.

Accessing Plans

- Log into Catalyst (www.catalystserver.com) with your username and password.
- From the “Welcome to Catalyst” page, open the Home Menu by clicking in the top left corner of the page and select the Planning & Evaluation components as shown in *Figure 1*. You are directed to your Plan Landing Page.



Figure 1

- Select “Implementation” as shown in *Figure 2*.

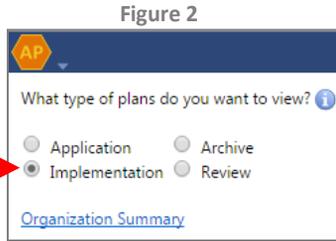


Figure 2

- Your funded plans are listed in the Navigation Tree on the left side of the page.
- Click next to a plan name to expand this plan and view the items assigned to you.

Reporting Progress

- Within each item of a plan, there is a “Progress” section. The “Progress” section allows you to record progress throughout the year by entering multiple progress entries directly within the item of a plan.
- Select an item from Navigation Tree on the left of the page.

- Click next to “Progress” to expand this section.
- Click next to a progress entry to view/edit it.
- Click next to a progress entry to delete it.
- Click **Add Progress**, enter your progress into the provided fields, and click to add a progress entry as shown in *Figure 3*.

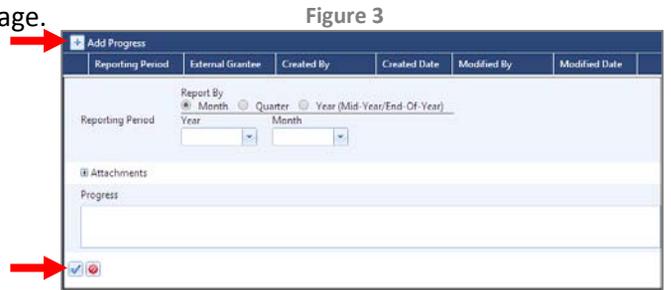


Figure 3

Adding Attachments to Progress Entries

- Within a progress entry, click to expand the “Attachments” field.
- Click **Add Attachment** to add an attachment.
- Click . Select the file from your computer and click “Open.”

Note: The size of the attachment cannot exceed 2 MB.

- Below is a Key to show you the upload status of your attachment.

Key

- Upload in Process: Meeting Mintues.docx
- Cannot Upload: Meeting Mintues.docx
- Upload Complete: Meeting Mintues.docx

- Rename the attachment and enter a description, if desired.
- To save, click . **Note: You must click in the “Add Attachment” box to save the attachment, as shown by the orange circle, and click the 2nd in the progress entry to save the progress entry, as shown by the green circle in *Figure 4*.**

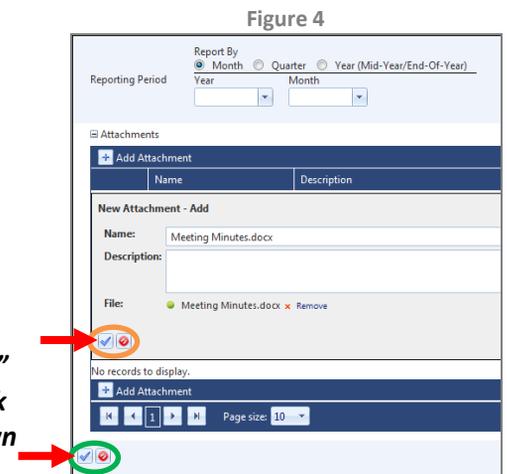


Figure 4

Summation Fields

- If your progress entries have any summation fields, you will see a table of summation totals at the bottom of the “Progress” section of an item.