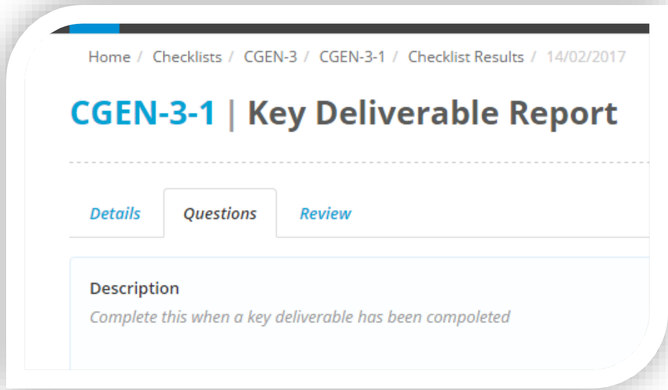
Folio Help

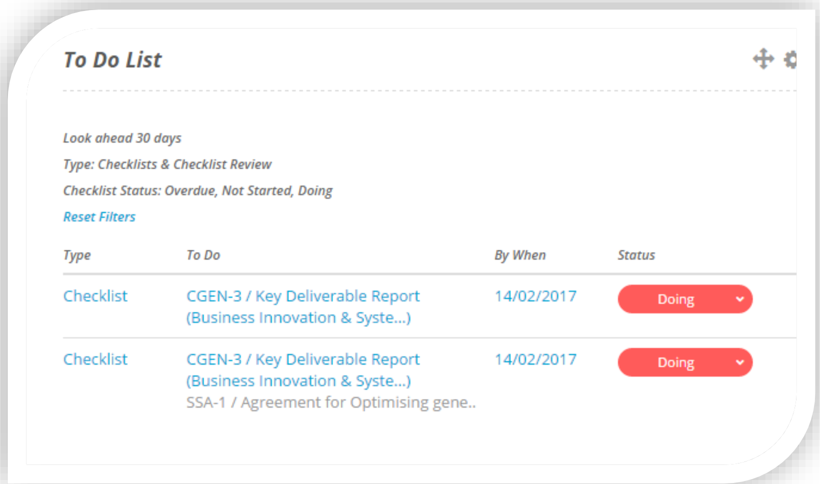
SOUTH EASTERN MELBOURNE
An Australian Government Initiative

Checklists

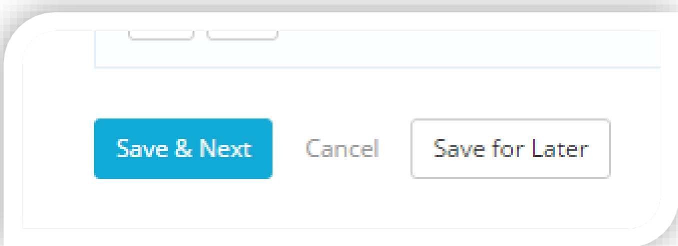
You'll usually log into Folio because you'll get an email from Folio to complete a checklist or an action. You can get to the checklist by clicking on the **blue hyperlink** (the name of the checklist) or the status (Not Started) in the email. You'll then be asked to log in and get taken to the checklist screen.



You can also find the Checklist in your To Do List when logging into Folio directly.



The Checklist may be broken into sections. To move to the next section, click on **Save and Next:**



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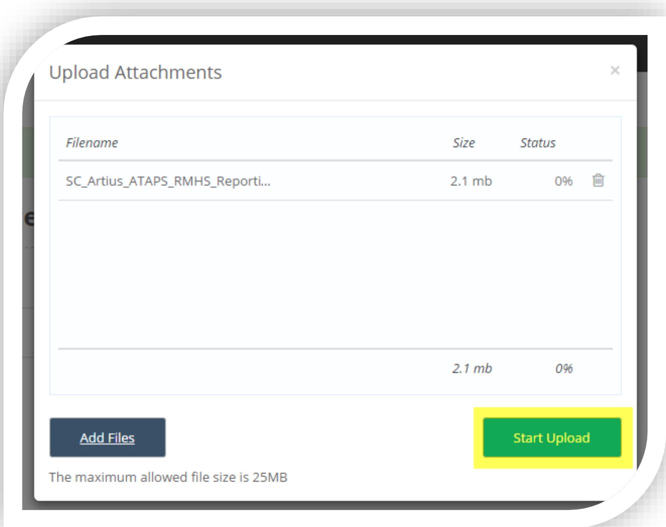
Created by:	Taree-lace Major Contract Administration Officer	Approved By:	Tannia McMartin Snr Contracts Manager

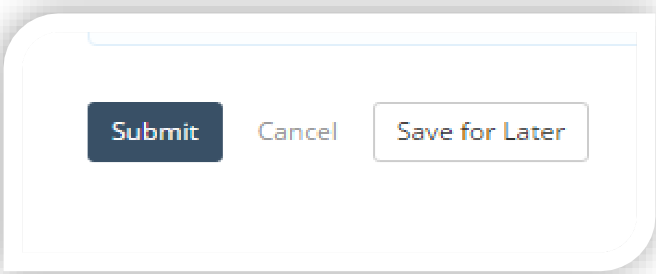
Note that questions with a blue asterix next to them are mandatory and need to be completed before the Checklist can be completed. Some questions will require you to upload evidence.

Upload Documents and Attachments to the attachment fields by clicking on the  button. This will bring up a window where you can either drag and drop the document or choose a file from your directory by clicking on **Add Files**. Once you have selected the file click on **Start Upload.**



Some questions may give you the option of adding more than one answer. You can do this by clicking on the blue plus button  to add another row.

Once you've finished answering the questions in each section, click Submit:



You can also Save for Later if you need to leave and come back. **If you do not save your progress before closing the window your answers will not be saved.**

If you missed some questions while filling out the report, you will receive an error after clicking submit, and the missing questions will be highlighted.