

Downloading Submitted Annual Reports

1. Navigate to Workflow->Submissions
2. Use the Actions column at the far right to access the Download tool for a particular faculty member

The screenshot shows the 'Workflow Submissions' interface. The table contains the following data:

Template	Schedule	Status	Subject	College	Department	Step Status	Assignee	Due Date	Actions
Sample 2020 Annual Activity Review	2020 Annual Faculty Activity Review Sample	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Unit Approver	Chair, Sample	March 31, 2021	Cancel, Download
Sample 2020 Annual Activity Review	Sample 2020 Annual Faculty Activity Review	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Unit Approver	Chair, Sample	March 31, 2021	Cancel, Download
Sample 2020 Annual Activity Review	Sample 2020 Annual Activity Reporting	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Unit Approver	Chair, Sample	January 7, 2021	
Sample 2020 Annual Activity Review	Sample 2020 Annual Faculty Activity Review	Open	Faculty, Sample	Sr VP Academic Affairs & Provost	SVPAAP-Sr VP Academic Affairs &	Personal Statement	Faculty, Sample	March 7, 2021	

3. This downloads a Zip file.

The screenshot shows a Windows File Explorer window with the following details:

- Address bar: FacultyS...
- Search bar: Search FacultySample(Exported_20220112).zip
- File list:

Name	Type	Compressed size	Password prot...
css	File folder		
fonts	File folder		
Step00_Files	File folder		
FacultySample(Exported_20220112).html	Chrome HTML Document	2 KB	No

4. Inside the Step00_Files folder you will find
 - a. The final version of the annual activity report
 - b. A personal statement if it was provided as a file upload
 - c. Any other files that were uploaded

<< Facu... > Step00_Fi... ^ ↻

🔍 Search Step00_Files

Name	Type	Compressed size
📄 Annual_Activity_Report-6208636a.pdf	Adobe Acrobat Document	69 KB