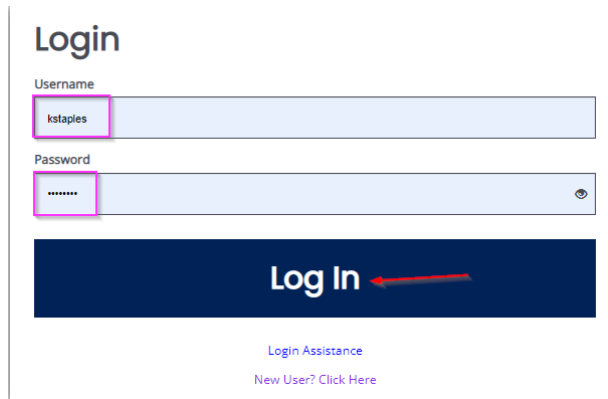


INSTRUCTIONS TO LOCATE DOCUMENTS ON IGX

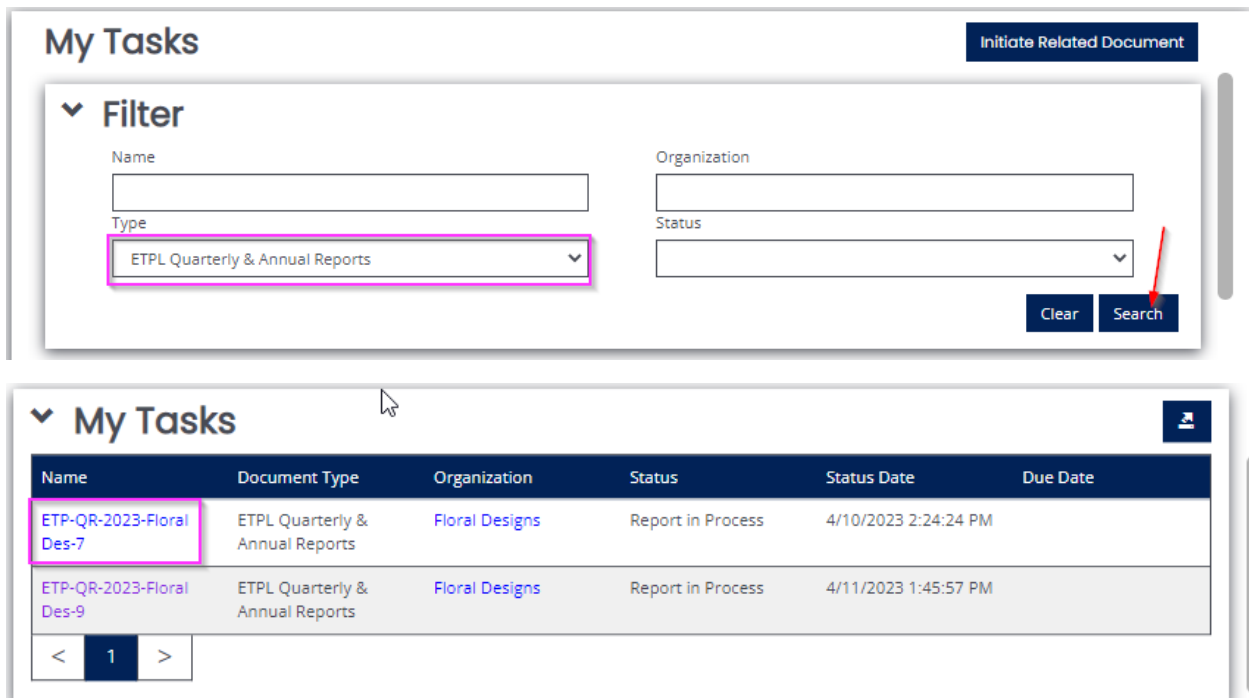
1. Log into IGX using your credentials which are your username and password.



The login form is titled "Login" and contains the following elements:

- Username:** A text input field containing the text "kstaples".
- Password:** A password input field with a masked password "....." and a toggle icon for visibility.
- Log In:** A large blue button with the text "Log In" and a red arrow pointing to it.
- Links:** Below the button are two links: "Login Assistance" and "New User? Click Here".

2. **Using 'My Tasks':** Once logged in, on your dashboard, click on the document name for the desired application or report.
3. **Filters can be used in 'My Tasks'** to filter by: Document Name, Organization Name, Document Type (Application, Reports, Reviews, etc.) and Document Status. (In the example below, I only want to view ETPL Quarterly & Annual Reports in 'my tasks')



The screenshot shows the "My Tasks" interface. At the top right, there is a button labeled "Initiate Related Document". Below this is a "Filter" section with the following fields:

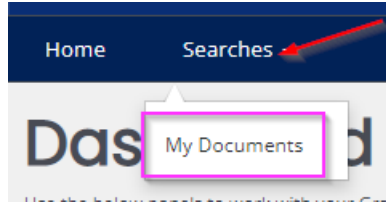
- Name:** An empty text input field.
- Organization:** An empty text input field.
- Type:** A dropdown menu with "ETPL Quarterly & Annual Reports" selected and highlighted with a pink box.
- Status:** An empty dropdown menu.
- Buttons:** "Clear" and "Search" buttons. A red arrow points to the "Search" button.

Below the filter section is a table titled "My Tasks" with the following data:

Name	Document Type	Organization	Status	Status Date	Due Date
ETP-QR-2023-Floral Des-7	ETPL Quarterly & Annual Reports	Floral Designs	Report in Process	4/10/2023 2:24:24 PM	
ETP-QR-2023-Floral Des-9	ETPL Quarterly & Annual Reports	Floral Designs	Report in Process	4/11/2023 1:45:57 PM	

At the bottom of the table, there is a pagination control showing "< 1 >".

4. **Using the search option:** Once logged in, on your dashboard, select the “Search” dropdown and select ‘My Documents’



Enter in your desired search criteria and select “Search”

My Documents
• Search Documents

Document Search

Name	<input type="text"/>	Fiscal Year	<input type="text"/>
Type	<input type="text"/>	Status	<input type="text"/>
Organization	<input type="text"/>	Person	<input type="text"/>
	Floral Designs		

From the search results, click on the Document Name for the application/report to open that specific document

▼ Documents Number of Results: 320

Name	Organization	Type	Status	Fiscal Year	Status Date
ETPL-2022-Floral Designs-00134	Floral Designs	Eligible Training Provider List (ETPL) Application 2023	Application Renewal Required	2023	4/9/2023 8:00:01 PM
ETPL-2022-Floral Designs-00142	Floral Designs	Eligible Training Provider List (ETPL) Application 2023	Application Review	2023	8/9/2022 11:27:03 AM
ETPL-2022-Floral Designs-00143	Floral Designs	Eligible Training Provider List (ETPL) Application 2023	Application Review	2023	8/9/2022 11:38:59 AM