DID YOU KNOW?

003 LOG

DECEMBER 2019

THERE IS A 003 LOG IN CHILDPLUS

You can still call Finance if you have questions!

HOW TO ACCESS

1. Open ChildPlus.
2. Go to the **Management** tab.
3. Click on **PSD Finance Forms.**
4. Click on **003 Log.**
5. Click **View.**

HOW TO USE

1. Click on **Column E** "Requested By".
2. Click on the arrow on **Sort & Filter** and click on **Sort A to Z.**
3. Scroll to find your name and your 003.
4. Check Column K "Status Progress" to see the status of your 003.
5. Click **Do Not Save** when closing the form.
6. Click **Cancel** to close in ChildPlus.

Sort & Filter