How to Submit My Project Video Transcription

Scott Rager speaking:
Let's go back to the home page. And walk through the steps for entering a project.

In the Continuous Improvement Submission Form you will want to give your name. You will see that the form is essentially prefilled for your convenience. You don't need to give a Department name but you will need to give a Project Title. So when you have a project title you hit submit. Once you hit submit you will come to the screen that brings you to the questions. Remember that when you come to this page you are free to begin answering the questions but you don't need to necessarily complete them all at once. It is key to remember that your submission remains in draft stage until you hit the button that says, "Submit Project to Committee" or until you hit the button which says, "Submit Project As Inventory Only".

"Submit Project To Committee" means that you would like the AQIP Coordinating Committee to review your project and to help your find resources to successfully complete it. Again... until you hit "Submit Project To Committee" or "Submit Project As Inventory Only" your project remains in Draft Stage. You can come back to it at any time. No one else will see it other than yourself.

When you come back to your project to either see it as a draft or as a submitted project you would want to go to the navigation button which says Full Project Listing.

And here it is "CI Portal Video". That was pretty straight forward. Wasn't it? If you have any questions you can check under the "Common Questions" tab or don't hesitate to contact Scott Rager or Sarah DielHunt, the Co-Chairs of the AQIP Coordinating Committee.

Beam me up, Captain. Get me out of the Portal.

Roger, Scotty. Beaming you up now.