

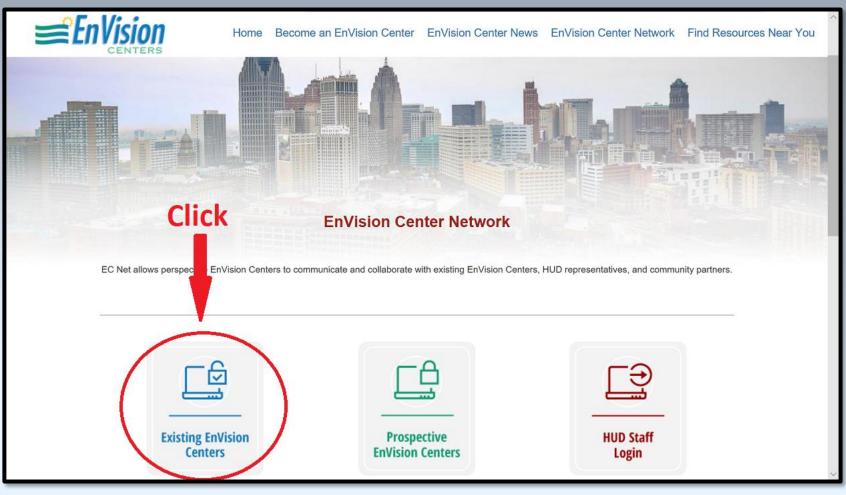


Version 1.0 As of: July 15, 2020

EnVision Center User Guide

Quarterly Reports





Step 1-Click Existing EnVision Centers Icon

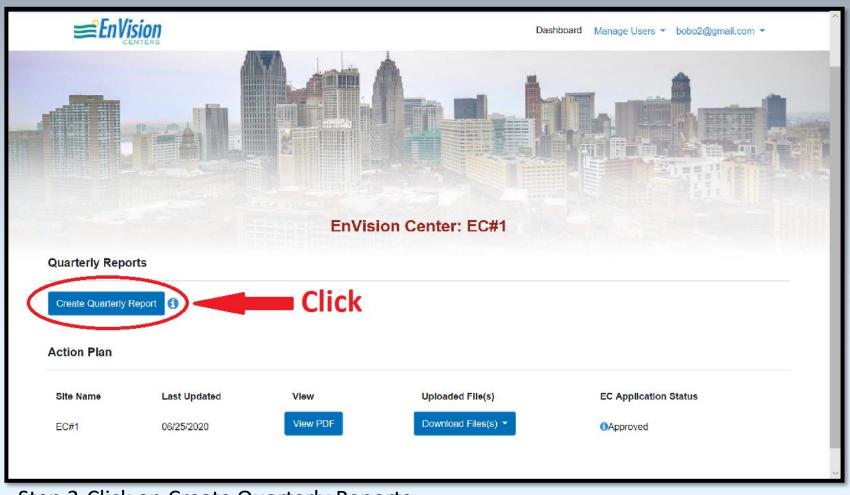






Step 2-Enter username and password





Step 3-Click on Create Quarterly Reports



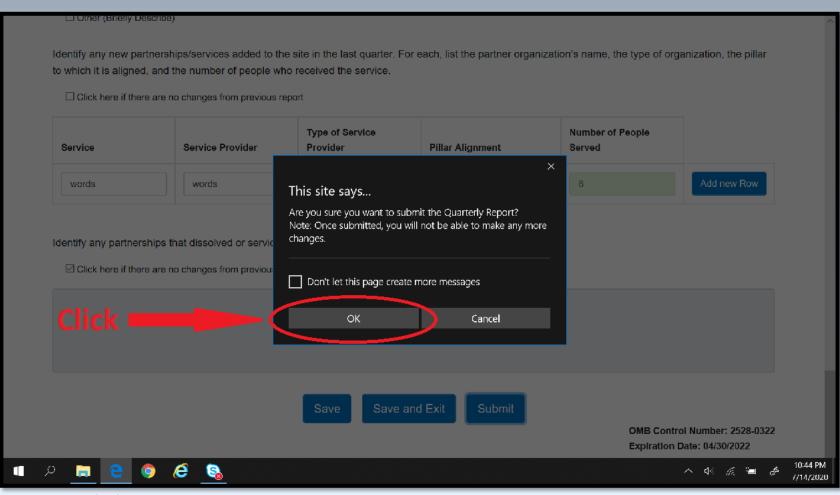


Service	Service Provider	Type of Service Provider	Pillar Alignment	Number of People Served	
			Choose ~		Add new Row
dentify any partner	ships that dissolved or service	es that ceased being provid	ded at the site in the last quarter	r.	
☐ Click here if the	re are no changes from previous	report			
☐ Click here if the	re are no changes from previous	report	Click		
☐ Click here if the	re are no changes from previous	report	Click		
☐ Click here if the	re are no changes from previous	report	Click		

Step 4-Click Submit







Step 5-Click OK

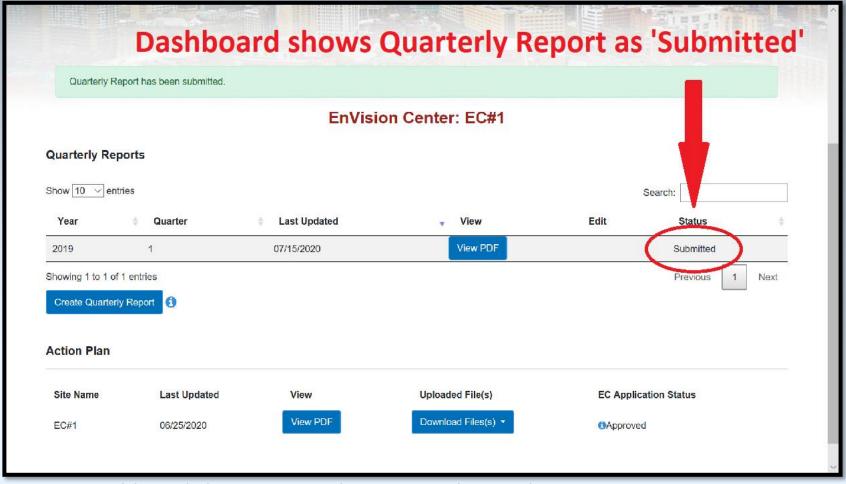




Step 6-Click Home







Step 7-Dashboard shows Quarterly Report Submitted