

**5**

**3**

**2**

**4**

**5**

**1**

1. Navigate up and down the department tree to find department id.
2. Summary consolidation - view reports at this consolidation
3. Release Ownership – allow others to commit their inputs
4. Identify who currently working on a department
5. Comments available to users
   1. Select Blue Triangle
   2. Click Yellow note pad
   3. Type comment into popup window and attach file if desired