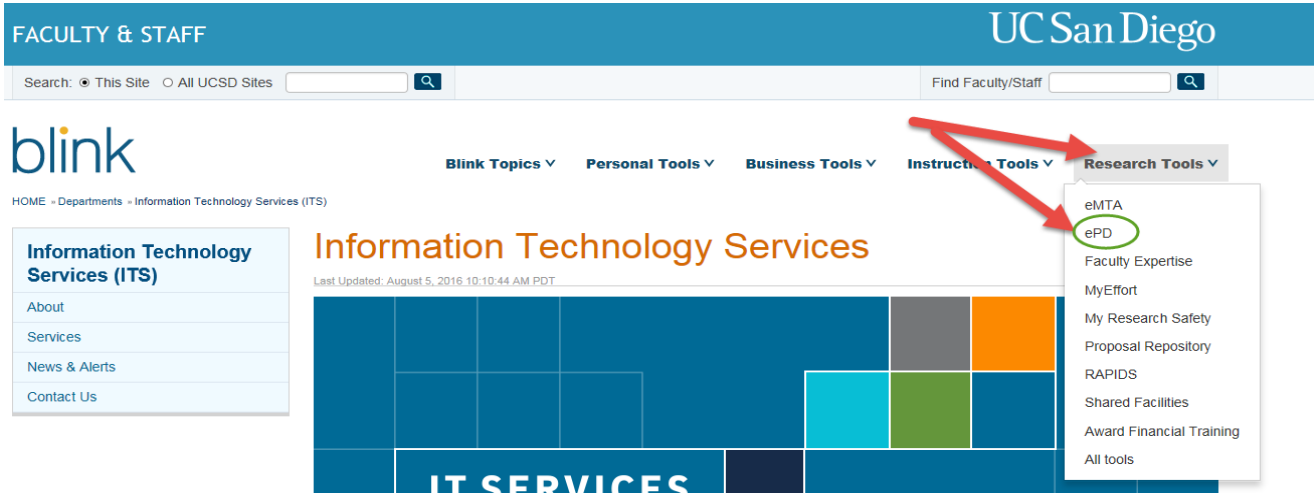
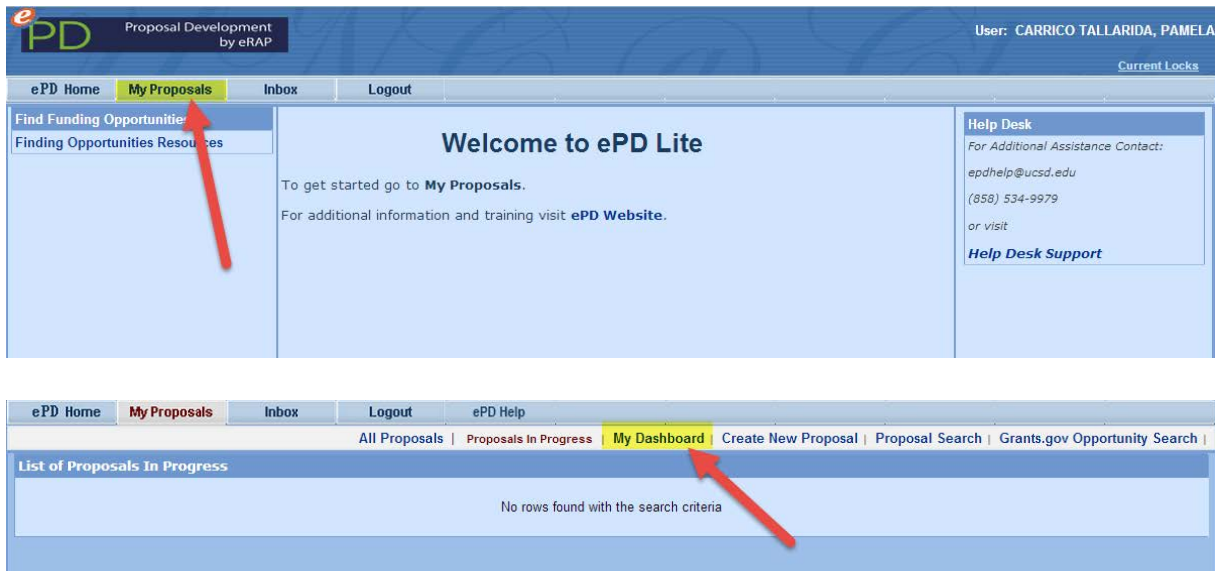


## Tip 1 – Login to: ePD from Blink Research Tools



## Tip 2 – Login to ePD using Single Sign-on, and select My Proposals and My Dashboard



### Tip 3 – Filter by Status: Approval in Progress

The screenshot shows a table with columns: My Action Items, Status, and Proposal Creator. The 'Status' column is filtered to show only 'Approval In Progress' items. A red arrow points to the 'Status' dropdown menu, which is open and shows '2 Approval In Progress' items. Below the dropdown, there are buttons for 'Clear All' and 'Close'. The table rows show 'Approval In Progress' status for various 'Proposal Creator' names, including 'HLIFKA - TEST TODD'.

My Action Items	Status	Proposal Creator
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD
-	Approval In Progress	HLIFKA - TEST TODD

### Tip 4 – Filter by Deadline Date: Less than 8/31/2016

The screenshot shows a table with columns: Deadline, My Action Items, Status, Proposal Creator, and Ce Off. The 'Deadline' column is filtered to show dates less than 08/31/2016. A red arrow points to the 'Deadline' dropdown menu, which is open and shows the filter 'Less than = 08/31/2016'. Below the dropdown, there are buttons for 'Apply', 'Predefined', 'Clear All', and 'Close'. A calendar for August 2016 is visible, with the 31st highlighted. The table rows show various dates and 'Approval In Progress' status for 'Proposal Creator' names like 'HLIFKA - TEST TODD' and 'MERICA-JONES TRISTA'.

Deadline	My Action Items	Status	Proposal Creator	Ce Off
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/19/2016	-	Approval In Progress		ODD
07/22/2016	-	Approval In Progress		ODD
07/22/2016	-	Approval In Progress		ODD
07/22/2016	-	Approval In Progress		ODD
08/09/2016	-	Approval In Progress	HLIFKA - TEST TODD	ODD
05/20/2016	-	Approval In Progress	MERICA-JONES TRISTA	ODD
06/20/2016	-	Approval In Progress	MERICA-JONES TRISTA	ODD

Tip 5 – Waiting For Approval (Primary & Alternate)

on ents	Waiting for Approval (Primary)	Waiting for Approval (Alternate)
	BANDA - TEST LEE	ANDREWS - TEST KARE
	BANDA - TEST LEE	ANDREWS - TEST KARE
	BANDA - TEST LEE	ANDREWS - TEST KARE
	BANDA - TEST LEE	ANDREWS - TEST KARE
	BASSOV - TEST DIMIT	ANDREWS - TEST KARE
	BASSOV - TEST DIMIT	ANDREWS - TEST KARE
	BASSOV - TEST DIMIT	ANDREWS - TEST KARE
	BASSOV - TEST DIMIT	ANDREWS - TEST KARE
	BASSOV - TEST DIMIT	ANDREWS - TEST KARE
	BASSOV - TEST DIMIT	ANDREWS - TEST KARE
	HLIFKA - TEST TODD	
	HLIFKA - TEST TODD	
	HLIFKA - TEST TODD	
	HLIFKA - TEST TODD	
	LOGAN ANGELA	DAMMANN ROSS TYLER
	LOGAN ANGELA	DAMMANN ROSS TYLER
ionComment:	Waiting for Approvz	Waiting for Approvz