Step-by-Step Instructions for Submitting a Hosted Catalog Pcard Purchase

1. Log in to Ohio Buys. From any page in Ohio Buys, go to the Main Menu Navigation Bar, click on Suppliers, and select Improvement Plans from the drop-down menu.

2. From the Improvement Plans page, you can search for existing improvement plans by Keyword, Supplier, Contact, or Status in the search bar at the top of the page. You can also do a more advanced search by clicking the filter icon (       ) to the left of the search bar.

   From here, you can also search by Status, Organizations, Progress Plan Commodities, and Dates.

3. Once you have found your improvement plan, click the Pencil icon (     ) to view and edit it.

4. Navigate to the Tasks tab on the left side of the screen.

5. Review the tasks in the improvement plan for completion. Tasks that have been resolved should have, or be updated to a Status of Resolved.
Once all assigned tasks in an improvement plan are completed and updated to **Resolved**, the improvement plan can be closed. Navigate to the **General Information** tab.

**Update the Status of the improvement plan to **Completed.** Then click **Save and Close.**