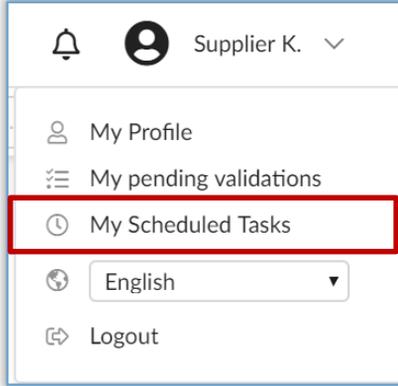


Step-by-Step Instructions for Updating an Improvement Plan

1

Navigate to <https://supplier-emarketplace.ohio.gov/> and log in to Ohio Buys. From any page in Ohio Buys, click on your name in the top right hand corner, and then select **My Scheduled Tasks**.



2

From the **My Scheduled Tasks** page, you can view all of the tasks that have been assigned to you. Any tasks that you are assigned within an improvement plan will appear here. You can select a task that you are ready to update from the list below, or you can search for a specific task by **Date**, **Status**, **Type**, or **Keyword**.

 A screenshot of the 'Client task Assignments' page. At the top, there is a search bar with the text 'Search ...'. Below the search bar are several filters: 'From' (with 'Min value' and 'Max value' buttons), 'Status' (a dropdown menu), 'Type' (a dropdown menu), and 'Context' (a dropdown menu with 'Type d'objet' below it). There is also a 'Keywords' search box with 'Search' and 'Reset' buttons. Below the filters is a table with the following columns: Export, Type, Description, Manager, Assigned to, Initial Start Date, Initial End Date, Revisited Start Date, Updated end date, Actual Start Date, Actual End Date, Initial Workload (md), Real updated load (man-days), Progress, Previous Task, Link Type, Delay, Order, and Status. The table contains four rows of task data.

Export	Type	Description	Manager	Assigned to	Initial Start Date	Initial End Date	Revisited Start Date	Updated end date	Actual Start Date	Actual End Date	Initial Workload (md)	Real updated load (man-days)	Progress	Previous Task	Link Type	Delay	Order	Status
	Phone Contact	Progress plan : 3M2 Plan 1	Contract ANALYST	Supplier KAIZER	5/29/2019	6/29/2019											1	Done
	Phone Contact	Progress plan : 3M2 Improvement Plan 2	Contract ANALYST	Supplier KAIZER	5/29/2019	6/29/2019			5/30/2019	5/30/2019							1	Done
	Event	Progress plan : 3M2 Improvement Plan	Contract ANALYST	Supplier KAIZER	6/3/2019	6/4/2019			6/4/2019	6/4/2019							1	Done
	Phone	Progress plan : 3M2 plan	Contract ANALYST	Supplier KAIZER	6/4/2019	6/5/2019			6/7/2019	6/7/2019							1	Done

Click the **Pencil** () icon to the left of the task you are ready to update.

Step-by-Step Instructions for Updating an Improvement Plan

Review the information contained within the improvement plan Task. You can **Add a Comment** detailing your completion of the improvement plan task and attach any supporting documentation as appropriate.

3

Code: [] Step: 10

Type: Action Status: Scheduled

Manager: PROCUREMENT MANAGER 9 UAT Assigned to: SUPPLIER LaCroix

Description: Fix it

Parent Task: [] Initial Workload (md): [] md.

Previous Task: [] Real updated load (man-days): [] md.

Dates:

	Begin date	End date	Duration
Initial	Initial Start Date: 8/14/2019	Updated end: 8/16/2019	Duration: 2
Updated	Revisited Start Date: []	Updated end date: []	Revisited Duration: []
Actual	Actual Start Date: []	Actual End Date: []	

Comment: []

Click or Drag to add files Save

0 Result(s)

4 Click **Save and Close** to finish updating the improvement plan task.

Save & Close