# Self-Guided Activity

Please use this checklist to guide you as you explore and learn Stratus during the month of June.

**Remember:** You are in a *practice environment*. Please know:

* The data in this environment is a snapshot as of February 2022, so any recent changes in your data will not be represented in this version of Stratus.
* The actions you take here will not be saved in the production environment. For example, you can “delegate” an employee reimbursement now and you will still need to “delegate” as appropriate when Stratus launches on July 11.
* Use this *Self-Guided Activity* list to explore as much or as little of Stratus as you need to be successful.

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| **General Navigation** | | |
|  | **Action** | **Question/Notes** |
|  | Find two ways to receive notifications Ringer outline Envelope with solid fill |  |
|  | Click the Home button Home with solid fillto return to your landing page |  |
|  | Two ways to return to the Stratus Home Page Home with solid fill  and |  |
|  | Use theStar outline to find and save *favorites* and recent navigation |  |
|  | Click the Flag outlineto *track tasks* |  |
|  | Click Ringer outlineto identify *things to do* |  |
|  | Click for Settings, Action items, and Sign Out |  |

|  |  |  |
| --- | --- | --- |
| **Find *Employee Reimbursement* (Expense Tile)** | | |
|  | **Action** | **Question/Notes** |
|  | Create Non-travel Expense Item |  |
|  | Create Non-travel Expense Report |  |
|  | Withdraw/Edit Expense Report |  |
|  | Delete Expense Report |  |
|  | Duplicate and Update Expense Report |  |
|  | Process Expense Report (Supervisor, CCM, FA only) |  |
|  | Add/Manage Delegates |  |

**Overall Questions/Comments:**