# 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” a travel authorization 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.

|  |  |  |
| --- | --- | --- |
| **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 *Travel* (Expense Tile)** | | |
|  | **Action** | **Question/Notes** |
|  | Create a Travel Authorization |  |
|  | Process Travel Authorization (Supervisor only) |  |
|  | Create Travel Expense Item |  |
|  | Create Travel Expense Report |  |
|  | Withdraw/Edit an Expense Report |  |
|  | Delete Expense Report |  |
|  | Copy Expense Report |  |
|  | Process Expense Report (Supervisor, CCM, FA only) |  |
|  | Enter Commute Miles on a Travel Authorization or Expense Reports |  |
|  | Add/Manage Delegates |  |

**Overall Questions/Comments:**