# 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 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 procard expense report 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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| --- | --- | --- |
|  | **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 filland  |  |
|  | 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  |  |

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| **Find *Procard* (Expense Tile)** |
|  | **Action** | **Question/Notes** |
|  | Create ProCard Expense Report (single Cost Center) |  |
|  | Create ProCard Expense Report (multiple Cost Centers) |  |
|  | Withdraw and Resubmit ProCard Expense Report(NOTE: After submission for approval) |  |
|  | Modify and Resubmit ProCard Expense Report(NOTE: After submission for approval) |  |
|  | View ProCard Expense Reports |  |
|  | Process ProCard Expense Reports (Supervisors only) |  |
|  | Submit Information for ProCard Expense Reports (Cardholder Only)NOTE: This action is performed after the Approver has selected the Request Information. |  |

**Overall Questions/Comments:**