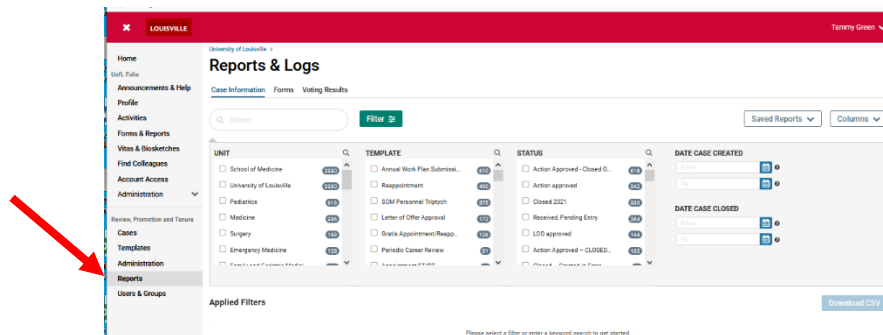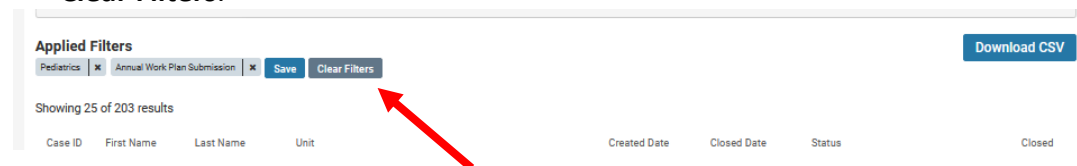# How to Determine Status on Annual Work Plan (AWP) Submissions in Interfolio

- In Interfolio, click on **Reports** on the left column.

- Be sure to clear out any previous Filters used before starting by clicking on the gray box **Clear Filters**.


- Under **Unit**, locate and select your particular Department by checking the appropriate box. You'll notice some results already starting to populate down below.
- Under **Template**, check the box for Annual Work Plan Submissions.
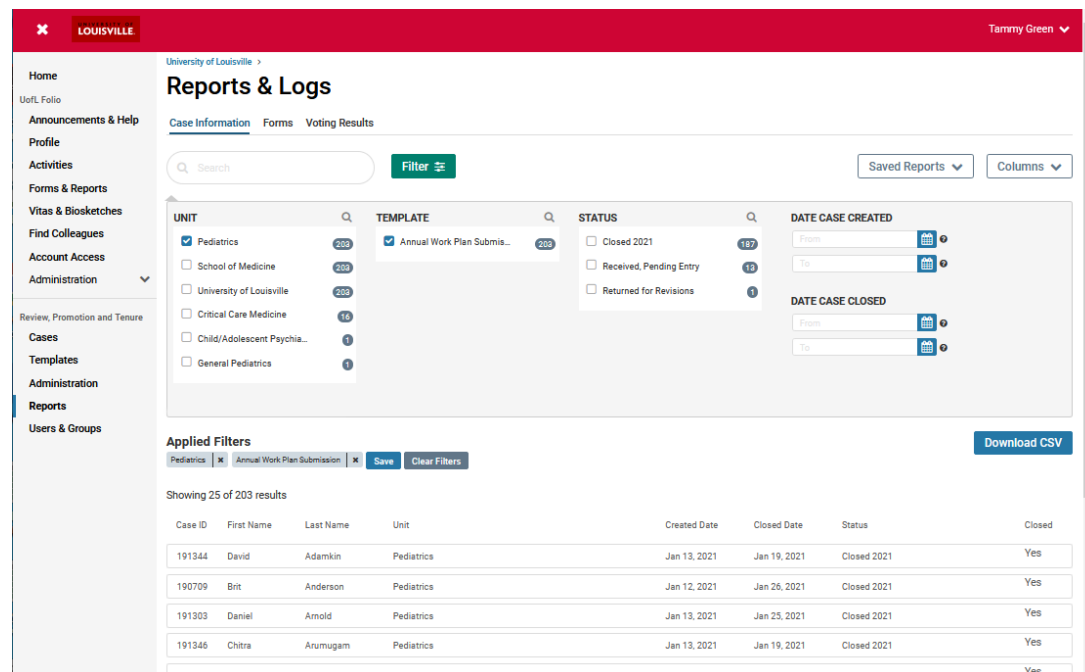
- If you wish to see only those of your Department's Annual Work Plan Submissions with a certain status, you can check any of the now available statuses in that next Filter. Otherwise, leave the Status option unchecked to show all of your AWP submissions.
- The four possible case statuses and their descriptions are listed below:
  - **Received, Pending Entry** *(It's been received, but not reviewed, nor entered into the database.)*
  - **Returned for Revisions** *(It's been returned to the Department due to an issue that was found.)*
  - **Entered, Pending Closure** *(It's been reviewed and is pending closure.)*
  - **Closed (Year of the AWP ex. 2022)** *(It's been reviewed, entered into our database, and its case has been closed out.)*

- Once you've filtered for your department's AWPs, you are ready to have the report converted into an Excel spreadsheet.
- Click on the blue button marked **Download CSV**.
- You can choose either option, **Open with** or **Save File**.
- Choose **Open with**, then click **OK**.
- Note that the ID#s indicated in column 1, are not Employee ID#s, but numbers assigned by Interfolio.

- The *generate* excel file will look like this, but you can adjust the columns, add Filters to the columns, and Save As and rename it. I would also suggest removing the apostrophes.
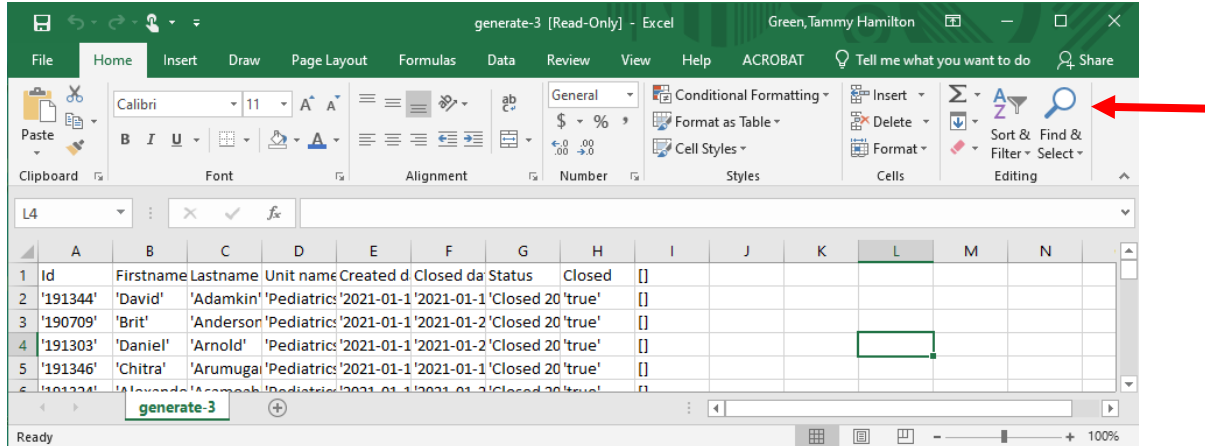
- To remove all the apostrophes
  - Select columns A-I
  - Use the **Find and Select** function on the Home Menu
  - Click **Replace**
  - In the **Find what** blank add an apostrophe mark (**'**)
  - In the **Replace with**, leave it blank
  - Click **Replace All**
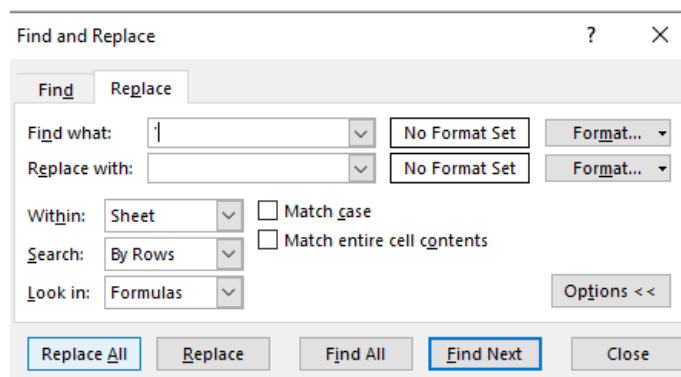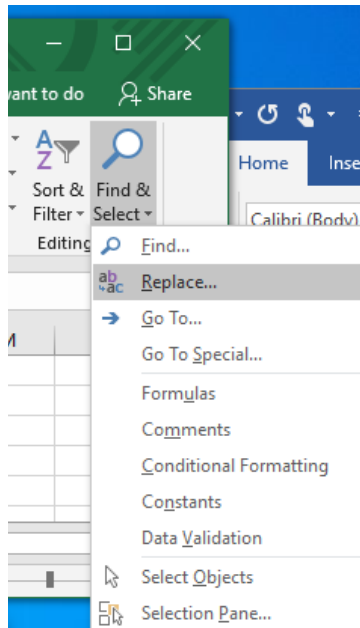
- With this document you can check the Status of each AWP you've submitted, and use it to check against your department list of faculty hired prior to January 1st, who should have AWPs submitted for them.