

How to Complete the Workbook Feedback Form



This how-to document is intended for CIMS coordinators. It will explain how to access, complete, and submit the Workbook Feedback Form.

What is the Workbook Feedback Form? The Workbook Feedback Form is a series of questions designed to provide information to the CIMS Team about your experience with CIMS. Once all required CIMS tasks are complete, the form will automatically display on your Tasks List.

ACCESS THE WORKBOOK FEEDBACK FORM

1. Log into [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. Under the Tasks List, click on the current Workbook cycle. (For example, B Workbook Jan2017-East Lansing-33-33010.)
3. Under the Feedback header, find the Workbook Feedback Form, and click the **link under the Name column**.



Remember the Workbook Feedback Form **will not display** until you have completed all CIMS tasks (e.g. CAPs, etc.).

4. From the B WB Feedback Form Menu, click **Workbook Feedback Form** under the Forms header.

COMPLETE THE WORKBOOK FEEDBACK FORM

5. Complete the form.
6. Click **Save**.



Reminder: CIMS has a 20-minute timeout feature. Please remember to save your work frequently.

SUBMIT THE WORKBOOK FEEDBACK FORM

7. Return to B WB Feedback Form Menu by clicking the blue **Document Information link** at the top of your screen.
8. Select **Click Here to Change the Feedback Form Status** under the orange "Ready to Change the Feedback Form Status?" header.
9. Click **Apply Status** to change the status to "Submitted to MDE."
10. Your Workbook Feedback Form is now **submitted**.