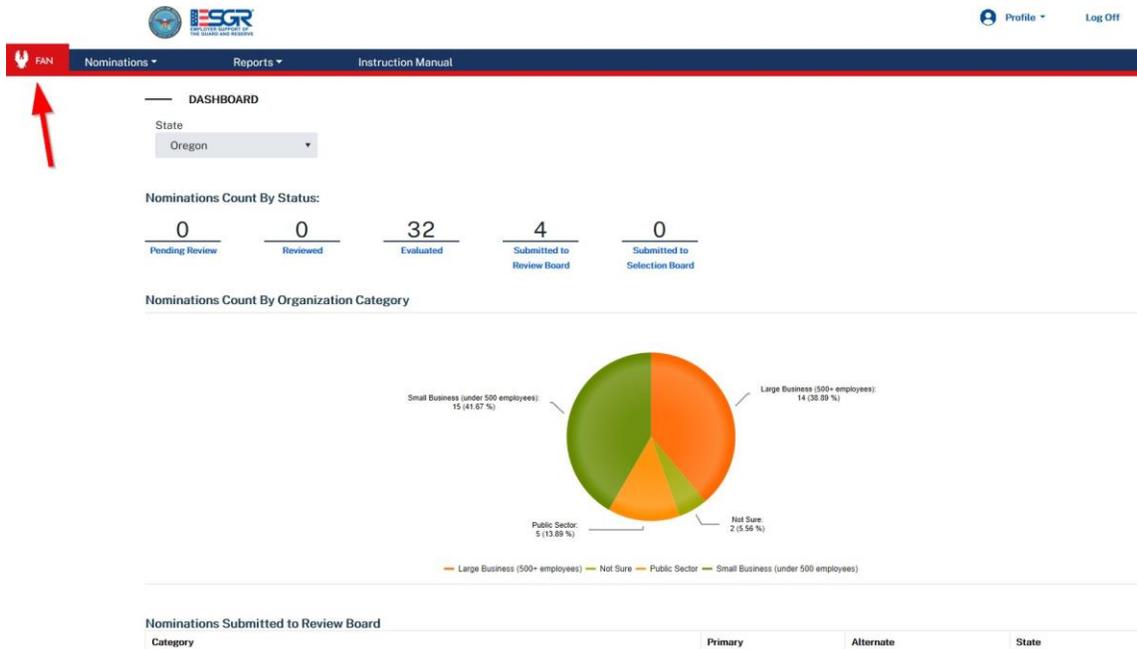
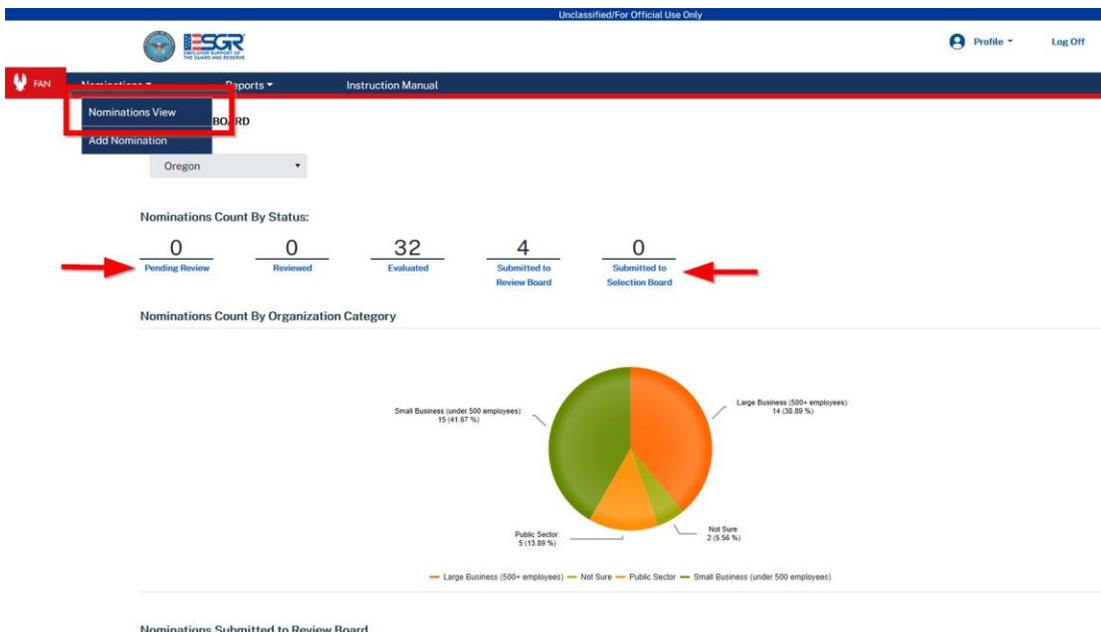


FAN Instruction Manual

This is your **Dashboard**. It gives you a quick view of your state's progress in submitting nominations. You can always return to the Dashboard by clicking the "FAN" icon on the top left navigation menu:



To go to your nominations, click the "Nominations View" link (Rectangle) under Nominations on the navigation menu, or click one of the statuses on the dashboard to quickly access nominations of a specific status (arrow):



Once in the Nominations view, you can see all your nominations and what status (Pending Review, Reviewed, Evaluated and Submitted to Review Board) they are in. To **Evaluate** a nomination, click on the Evaluate nomination (Square). To **Print** a nomination, click on the print icon:

STATE NOMINATIONS LIST

Filter by Status: Select Status Search by: Type your keywords here Go Add Nomination

Advanced Search

Click on the black column headers to control the sorting order

Employer	Points	Status	State	Region	Category	Created Date	Evaluate	Print	More Info
DSF	0	Reviewed	Virginia	Southeast	Large Business (500+ employees)	04/16/2020			More Info
DSF	41	Submitted to Review Board	Oregon	West	Large Business (500+ employees)	04/16/2020			More Info
700DD	41	Evaluated	Virginia	Southeast	Small Business (under 500 employees)	01/02/2020			More Info
C1925	51	Evaluated	Virginia	Southeast	Large Business (500+ employees)	01/02/2020			More Info
8EBDD	41	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			More Info
89593	95	Reviewed	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			More Info
65DBC	15	Evaluated	Virginia	Southeast	Public Sector	12/30/2019			More Info

In the Evaluate nominations page, you can go through the tabs (Nominator, Employer, Nomination Evaluation and Additional Information) to ensure the information is correct.

NOMINATION ID: 29669

Current Status: Reviewed Fields marked with * are required

Nominator Employer Nomination Evaluation Additional Information

Nominator Information

Salutation: Mrs. * First Name: FirstNine * Last Name: Last

* State: Virginia * Primary Telephone: 1234567890 * Primary Email: tenki.gu@dsfederal.com

* Status: Guard or Reserve * Service: Army Reserve * Pay Grade: E-05

EVALUATE SAVE

For Official Use Only - Privacy Act of 1974, as amended.

When you have gathered the necessary information to evaluate the nomination, click on the **“Nomination Evaluation”** tab and score the questions based on the service member’s input, or on the conversations you have held to gather more information to give the best possible score:

Unclassified/For Official Use Only

FAN Nominations Reports Instruction Manual Profile Log Off

NOMINATION ID: 29669

Current Status: **Reviewed** Fields marked with * are required

Nominator Employer Nomination Evaluation Additional Information

Nominator Information

Salutation Mrs.	* First Name FirstNine	* Last Name Last
* State Virginia	* Primary Telephone 1234567890	* Primary Email tenki.gu@dsfederal.com
* Status Guard or Reserve	* Service Army Reserve	* Pay Grade E-05

EVALUATE SAVE

For Official Use Only-Privacy Act of 1974, as amended.

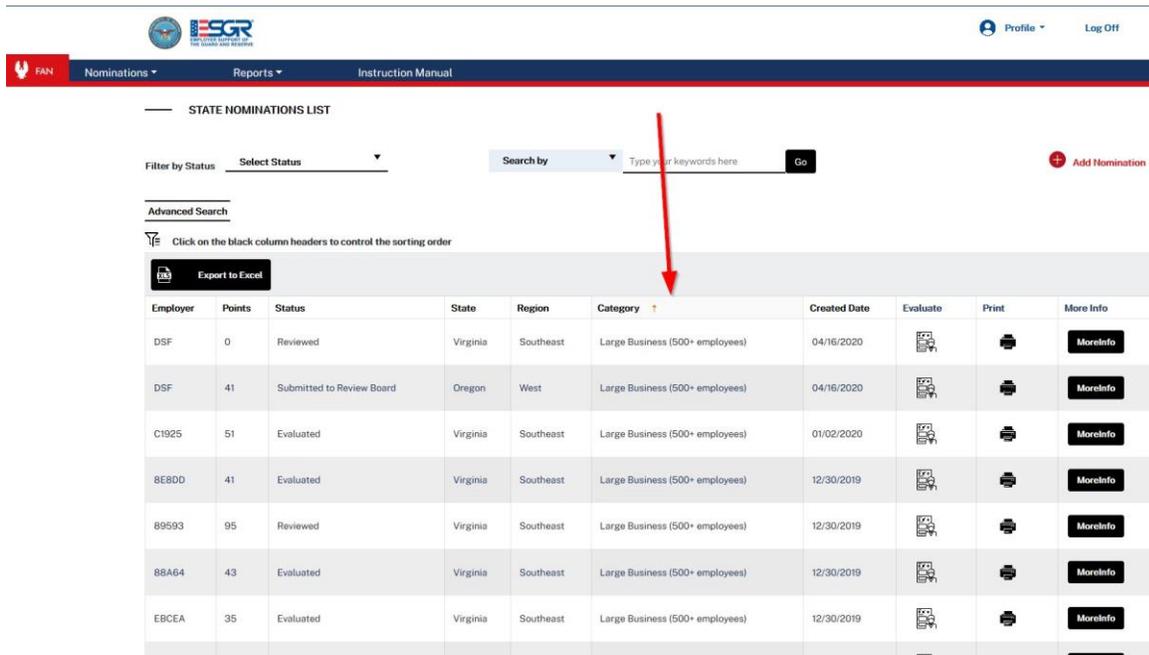
The nomination will be evaluated when you click **“Evaluate”** at the bottom of the screen. If you are not ready to submit as “Evaluate” because you need to do further research, then just click “Save” to save your progress. If you do not “Save” or “Evaluate” your work will be lost.

Once you have evaluated all the nominations in your state, please select the top three best choices, one from each organization category and click “Submit to Review Board.” Only submit once you are sure of your selection, as you can’t take it back (*though your PA can send it back to you).

Helpful Tips

While reviewing, there are some things you can do to make it easier and more organized. You can sort, filter and search to find the nominations you're looking for.

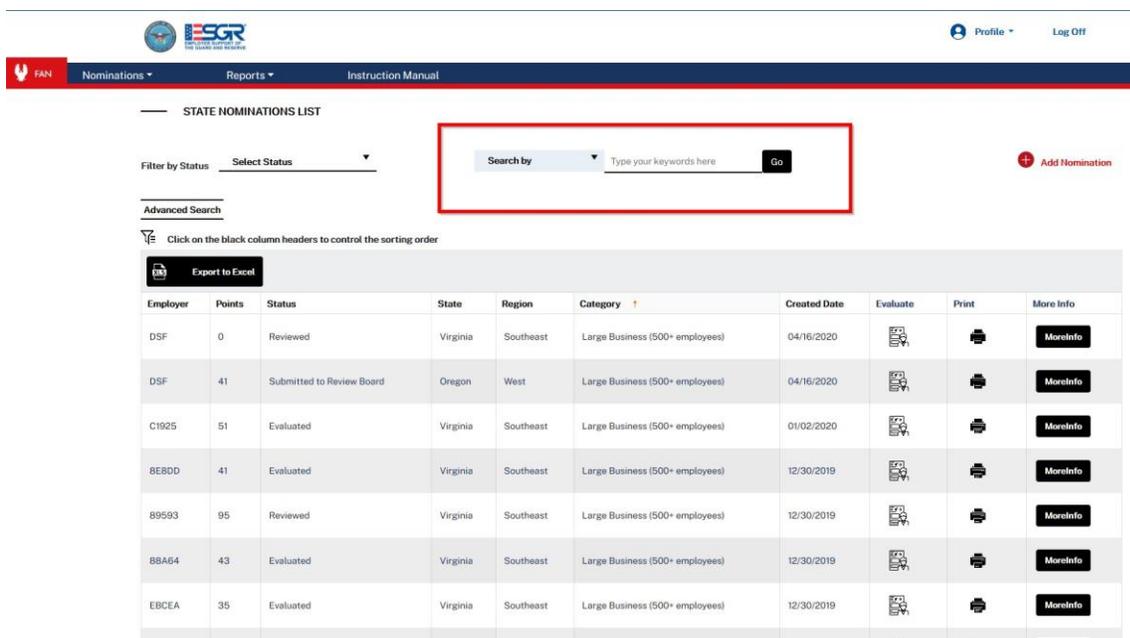
You can **sort** by employer, points, status, state, region, category, or created date by clicking the title bar in Nominations view (here is an example of sorting by category):



The screenshot shows the 'STATE NOMINATIONS LIST' interface. At the top, there are navigation links for 'Nominations', 'Reports', and 'Instruction Manual'. A search bar is located below the navigation, with a red arrow pointing to the 'Search by' dropdown menu. Below the search bar, there is an 'Advanced Search' section with a note: 'Click on the black column headers to control the sorting order'. Below this, there is a table with columns: Employer, Points, Status, State, Region, Category, Created Date, Evaluate, Print, and More Info. The 'Category' column header is highlighted in black, indicating it is the current sort order. The table contains several rows of nomination data.

Employer	Points	Status	State	Region	Category	Created Date	Evaluate	Print	More Info
DSF	0	Reviewed	Virginia	Southeast	Large Business (500+ employees)	04/16/2020			MoreInfo
DSF	41	Submitted to Review Board	Oregon	West	Large Business (500+ employees)	04/16/2020			MoreInfo
C1925	51	Evaluated	Virginia	Southeast	Large Business (500+ employees)	01/02/2020			MoreInfo
8EBDD	41	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			MoreInfo
89593	95	Reviewed	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			MoreInfo
88A64	43	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			MoreInfo
EBCEA	35	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			MoreInfo

The **Search** feature helps to search for a specific company by typing in part of the company name. It can also be used to see about how many nominations for a specific company you have:



The screenshot shows the 'STATE NOMINATIONS LIST' interface, similar to the previous one. The search bar is highlighted with a red box. The search bar contains the text 'Search by' followed by a dropdown arrow, a text input field with the placeholder 'Type your keywords here', and a 'Go' button. The rest of the interface, including the table of nominations, is visible but not highlighted.

You can also **filter the nominations by status**. This is helpful if you want to see all Pending Review nominations, or check on how many you have already evaluated or submitted:

The screenshot shows the FAN Nominations View interface. A red box highlights the 'Filter by Status' dropdown menu, which is currently open. The menu options are: 'Select Status', 'ALL', 'Pending Review', 'Reviewed', and 'Evaluated'. There is also an 'Export' button and a 'Click on the' checkbox. The main table displays a list of nominations with columns for Employer, State, Region, Category, Created Date, Evaluate, Print, and More Info.

Employer	Count	Status	State	Region	Category	Created Date	Evaluate	Print	More Info
DSF	0	Reviewed	Virginia	Southeast	Large Business (500+ employees)	04/16/2020			More Info
DSF	41	Submitted to Review Board	Oregon	West	Large Business (500+ employees)	04/16/2020			More Info
C1925	51	Evaluated	Virginia	Southeast	Large Business (500+ employees)	01/02/2020			More Info
8E8DD	41	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			More Info
89593	95	Reviewed	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			More Info
8BA64	43	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			More Info
EBCEA	35	Evaluated	Virginia	Southeast	Large Business (500+ employees)	12/30/2019			More Info