**eCentre 2014 Annual Report trouble shooting guide.**

How to find an annual report form that you’ve started and need to go back to

Go into eCentre and select “View Form Status”:

![eCentre interface](image)

Then select “All” under Request forms:

![Request forms interface](image)

You then should be provided with a list of any forms you have already requested.

Once you’ve found the Annual Report form you’ve previously started in the table, click on the blue Open button:

![Open button](image)

You should then be able to update the form.
If you have a supervisor who isn't in the dropdown list:

Unfortunately we have discovered that not all external supervisors are available in the dropdown list.

If your supervisor isn’t in the drop down list please select either Tracy Hooker or Shanthi Bandara and send us an email letting us know the supervisor who can’t be located. As administrators of this form we can fix this at a later date.