

Introduction

These instructions detail how to submit deliverables as part of a Clean Energy Communities project.

Instructions

1. To upload deliverables associated with a **Task**, expand the **Task** view as described in the [Milestones and Deliverables](#) page and click on the **Manage Deliverables** button.

Component 1 Project Plan

NYSDERDA Cost: \$10,000.00

Deliverables

DELIVERABLE NAME	STATUS	DUE DATE	PENDING RESPONSE	SUBMITTED DOCUMENT	EDIT / REMOVE / EMAIL
Test Project Deliverable	Scheduled	5/30/2020	<input type="checkbox"/>		NA

MANAGE DELIVERABLES

Milestones

MILESTONE NAME	NYSDERDA SHARE	COST SHARE	BILLED TO DATE	START DATE	END DATE	STATUS	EDIT / REMOVE
Component 1 Project Plan	\$10,000.00	\$10,000.00	\$0.00	5/5/2020	5/5/2021	Scheduled	NA
Total	\$10,000.00	\$10,000.00	\$0.00				

2. Click **Choose File**, locate and select the file on your computer.

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Component 1 Project Plan - Deliverables (Documents)

DELIVERABLE NAME	STATUS	UPLOADED DOCUMENT	ADD / UPDATE DOCUMENT
Test Project Deliverable	Scheduled		Choose File No file chosen

PREVIOUS

UPLOAD

3. Change the **Drop-Down** to:

New	Select if you are submitting a deliverable for the first time or submitting an additional file.
Version	Select if you are replacing a previously submitted file with an updated one.

Milestone 1 - Deliverables (Documents)

Deliverable name	Status	Uploaded document	Add / update document
Executed Contract	Approved	raw-spiced-cashew-cheese-3.jpg	<div>Version New</div> Choose File No file chosen

4. Click the **Upload** button to upload the file. The page will refresh, and the **Status** will change from **Unsubmitted** to **Submitted**. Your Project Manager and the external reviewer will be notified.

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Component 1 Project Plan - Deliverables (Documents)

DELIVERABLE NAME	STATUS	UPLOADED DOCUMENT	ADD / UPDATE DOCUMENT
Test Project Deliverable	Scheduled		Choose File No file chosen

PREVIOUS

UPLOAD

- Once submitted, the Project Manager and External Reviewers will review the deliverable documents. Project Managers and External Reviewers may provide feedback and request revision in the Chatter Feed. If so, they will leave a comment for each deliverable. You can review these comments by clicking the **View** icon next to each deliverable in the **Milestone & Deliverables** page.

Component 1 Project Plan

NYSERDA Cost: \$10,000.00

Deliverables

DELIVERABLE NAME	STATUS	DUE DATE	PENDING RESPONSE	SUBMITTED DOCUMENT	EDIT / REMOVE / EMAIL
Test Project Deliverable	Submitted	5/30/2020	<div></div>	Test Doc for CEC Guides.docx	<div></div>

- If revisions are required, repeat the instructions for submitting deliverables (steps 1-4 on this page) and re-submit the deliverable as a **Version** to the original deliverable.
- Once a deliverable is approved, the Project Manager will approve the **Milestone** and you will receive an automated email confirming that you are able to submit an invoice for the approved **Milestone**. You can also view approved **Milestones** on the [Milestones and Deliverables](#) page.

[Milestones and Deliverables](#)

[Clean Energy Communities Home](#)

[Invoicing](#)