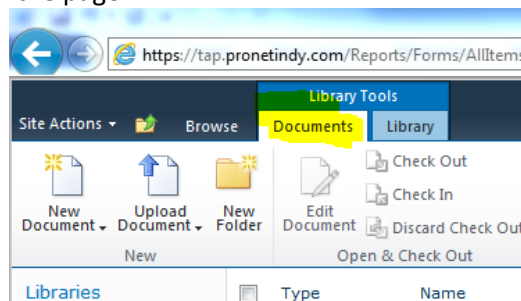


Submitting First Steps Progress Reports

First Steps progress reports are to be sent to Service Coordinator and TAP (tapchildinfo@gmail.com) via e-mail link only. The report document itself should not be attached to the e-mail, only the link. This is a more secure method of sharing child information. The link should only be sent to SC and TAP when all providers have completed their portion. Do not send multiple links as each member completes their portion.

Option 1 - If you use Outlook for another e-mail program that is not web-based.

- In the child's documents folder, select the report that needs to be submitted by placing a check mark in the box to the left side of the file name.
- Find the tab called "Library Tools" at the top of the page and click on "Documents". This will open a tool bar across the top of the page.



- Click on "E-mail a Link". This will open an e-mail in your e-mail program including a link to the specified document on TAP file share.
- Enter the e-mail recipients (Service Coordinator and TAP) and add any other message you have under the link in the body of the e-mail. Send e-mail.

Option 2 – If you use web-based e-mail and "e-mail a link" option explained above does not work.

- In the child's document folder, right click on the document name for the report that needs to be submitted. A dropdown box will appear.
- Click on "copy shortcut".
- Start a new message in your e-mail account.
- Right click in the body of the e-mail message and select "paste". This will paste the report link into the body of the e-mail.
- Enter the e-mail recipients (Service Coordinator and TAP) and add any other message you have under the link in the body of the e-mail. Send e-mail.

REMINDER

Please do not send unfinished reports to TAP (tapchildinfo@gmail.com).