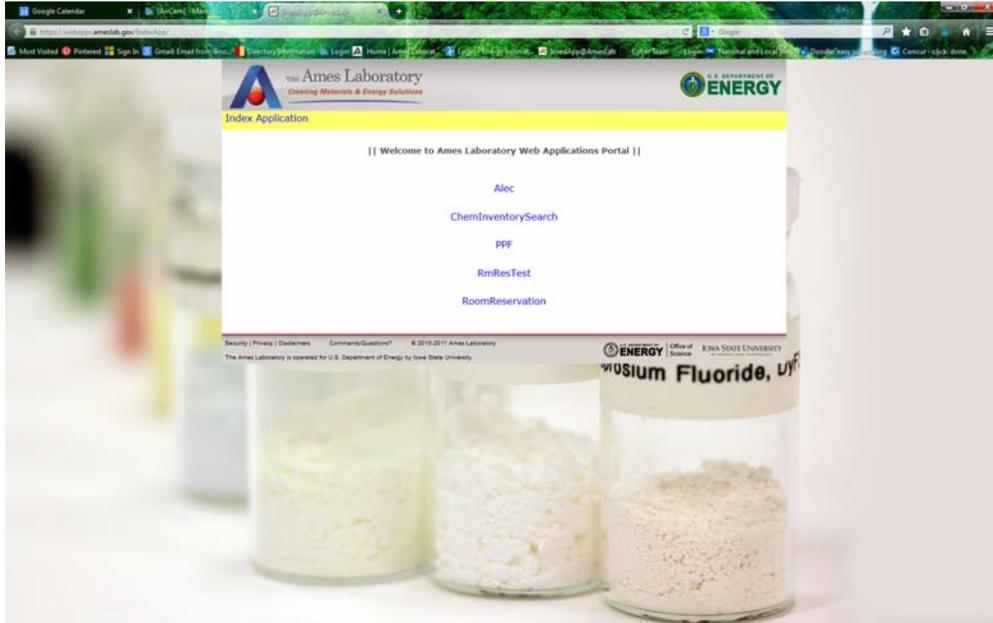


Search Screen

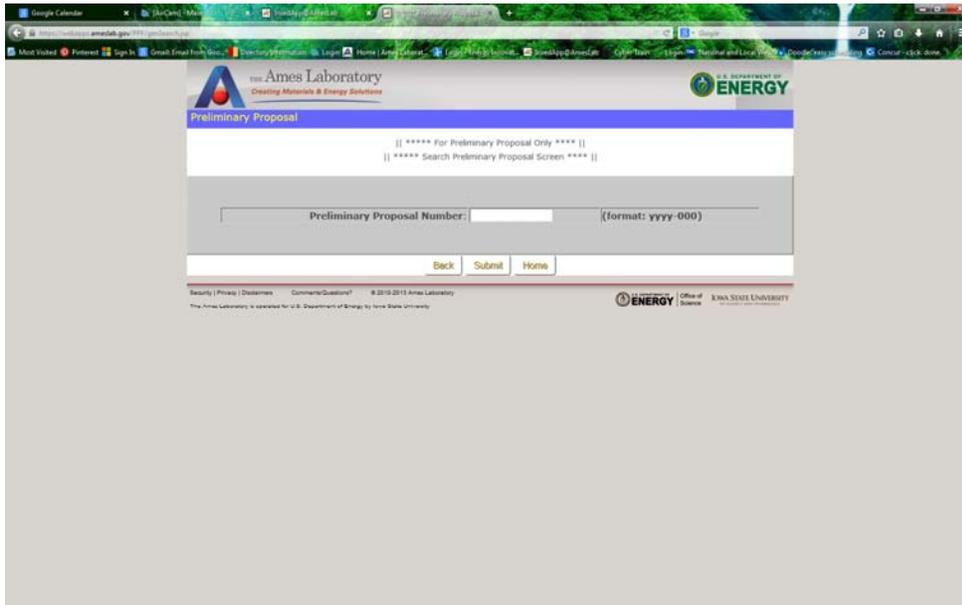
1. Log in to WebApps at: <https://webapps.ameslab.gov/IndexApp/> . The system may require you to type in your login name and password twice for verification.
 - o Your User Name and Password are the same as your Ames Lab network User Name and Password.
2. Click on the PPF Link



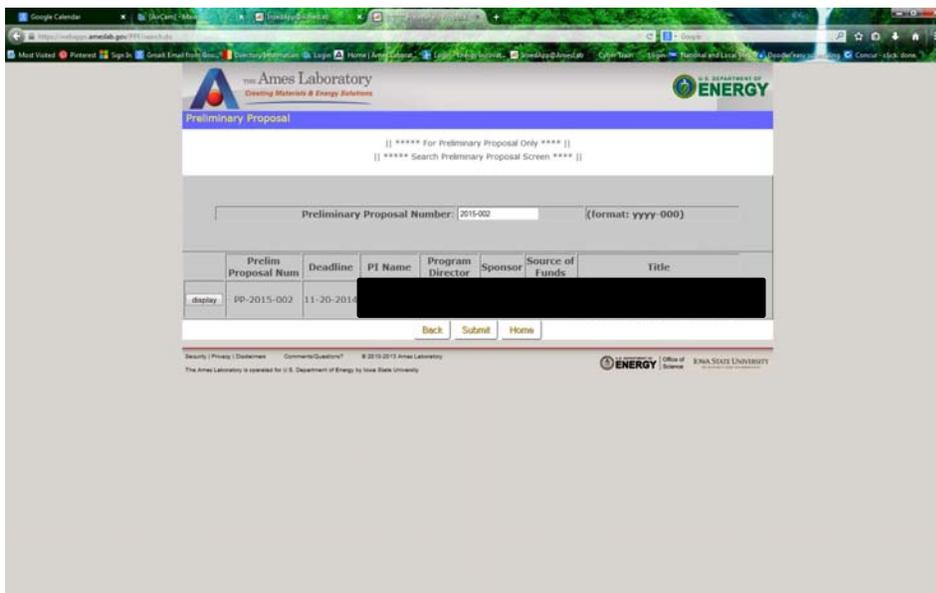
3. Click "Search Screen"



4. Enter the PPF Number.
 - a. If you are unsure of the number, type in the year the PPF was assigned “20XX” to get those listed for the Fiscal Year they were entered. Click the Update button on the PPF you would like to work on. You will only be shown the PPF’s you have entered or are PI on.
5. Click the “Update” Button for the PPF you would like to work with.



6. Click the “Display” Button for the PPF you would like to work with.



7. You will then be able to view the PPF at its current status.
8. Choose “Back” to return to the search screen or “Home” to return to the Welcome screen.