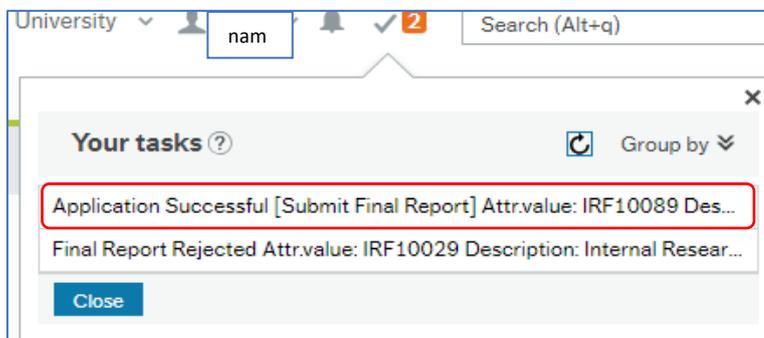


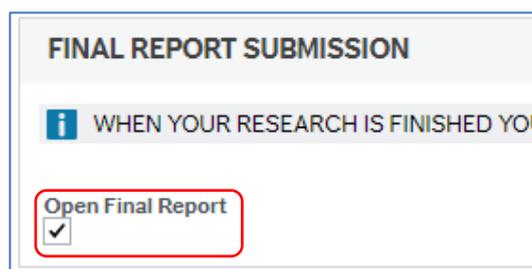
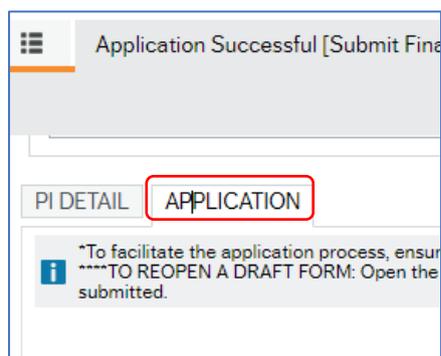
Complete and Submit Final Report (via task)

When the IRF form is fully approved the applicant will have a task '*Application Successful [Submit Final Report]*' Attr.value: IRFXXXXX. The **Final Report** must be completed via this task.

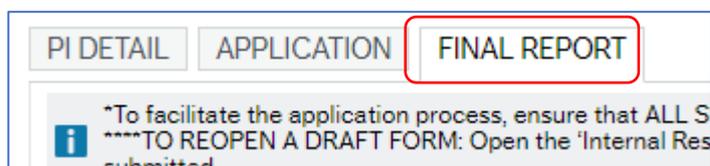
- Log into U4 and click on the task to open the form



- Select the **APPLICATION** tab and scroll to the bottom of the screen
 - Tick '*Open Final Report*'



- The **FINAL REPORT** tab will now be visible next to the **APPLICATION** tab
 - Select the **FINAL REPORT** tab to open
 - Complete the **FINAL REPORT** in the tab / task



- When complete click the *Submit Final Report* button at the bottom of the form.



!! The Final Report must be completed and submitted in one visit !!