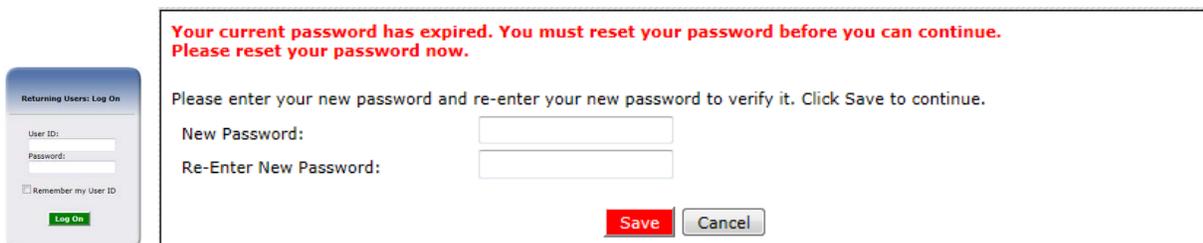


## Colyar Administrative Review Software Access and Off-site Forms Quickstep Card

### Step One:

[Access the Colyar website \(https://mn.cnpus.com\)](https://mn.cnpus.com). Enter the User Identification (ID) and default password provided by the Minnesota Department of Education (MDE) reviewer.

The first time you log in with the default password, you will be prompted to change your password. The new password must be at least eight characters, with at least one number and one special character.



### Step Two:

Select **Compliance** from the top menu bar.



### Step Three:

Select **Review Tracking**.

Item	Description
Review Tracking	Functions for tracking reviews.

## Step Four:

Select **Details**.

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
 Details	681	2014 - 2015	Administrative	Mitterholzer, Kara	10/01/2014		2	Open

## Step Five:

Select **Modify** next to each question series to access the off-site review questions. View mode will not allow you to enter information. Select **Detail** under Sites to access the site specific form sets.

Action	Form	Status
	Off-site Assessment (11)	
	SFA Forms (9)	
View   Modify	100 - Certification and Benefit Issuance	Error
View   Modify	200 - Verification	Error
View   Modify	300 - Meal Counting and Claiming	
View   Modify	700 - Resource Management	
View   Modify	800 - Civil Rights	
View   Modify	900 - SFA On Site Monitoring	
View   Modify	1000 - Local School Wellness Policy	
View   Modify	1600 - School Breakfast and SFSP Outreach	
View   Modify	2100 - Special Provision Options	
	Sites (2)	
Detail	Willmar Junior	
Detail	Willmar Senior	

## Step Six:

Answer each question in the form set. Select the paperclip icon to the right of a question to add an attachment. Select **Add Attachment** then select **Browse**, find and select the attachment. When an attachment is present, the paperclip icon will appear highlighted.

Attachments are limited to 15MB per file. Consider splitting a document into smaller files or scanning less pages per file to ensure that the files can be uploaded. The file types that can be uploaded are .Doc, .Pub, .Xls and .Pdf.

- 302 Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate?  
- Yes  No

Action	File Name	Description	Date	User
No Attachments				
Total Attachments: 0				
		<b>Add Attachment</b>		

Add Attachment
To add an attachment, supply a comment describing the attachment, then click the Browse button and select the file to attach.
Comment
<input type="text"/>
<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Cancel"/>

## Step Seven:

Select the question mark to the right of a question for additional information on some questions.

The SFA must provide a copy of the current Local School Wellness Policy. Lack of a Local School Wellness Policy results in a finding.

Close

## Step Eight:

At the bottom of each form set, select **Validate** to save your answers. Repeat for each form set until you have completed all form sets. Selecting **< Back** may not save information entered. Don't forget the site level questions.



## Step Nine:

Attachments may also be uploaded to the **Review Attachments** section of Colyar by selecting **Detail**.

Review Tools	
Action	Description
<a href="#">View</a>   <a href="#">Modify</a>	Review Information
<a href="#">View</a>   <a href="#">Modify</a>	SFA Contact Information
<a href="#">Detail</a>	Site Dashboard (2)
<a href="#">Detail</a>	Review Forms
<a href="#">View</a>   <a href="#">Modify</a>	Corrective Action Documents (0)
<a href="#">View</a>   <a href="#">Modify</a>	Recommendation (0)
<a href="#">View</a>   <a href="#">Modify</a>	Commendations (0)
<a href="#">View</a>   <a href="#">Modify</a>	Technical Assistance (0)
<a href="#">View</a>   <a href="#">Modify</a>	Notes to SFA (0)
<a href="#">View</a>   <a href="#">Modify</a>	State Agency Notes (0)
<a href="#">Detail</a>	Review Attachments (0)
<a href="#">Detail</a>	Time Tracking
<a href="#">Detail</a>	Correspondence Tracking (0)

Attachments				
Action	File Name	Description	Date	User
No data to display.				
Total Attachments: 0				



Select the **Add Attachment** button. Select **Browse...** Find the file on your computer, click **Open** and give it a description in the description box. Note: if you are scanning paper documents to your computer, such as food production records or labels, you may scan all documents into one file on your copy/scanning device (as large as your scan to email program will allow). This is recommended to save you time in the number of files that need to be uploaded to Colyar. Contact your local IT support for assistance.

### Attachment Detail

---

1. File To Attach:

2. Description:

---

VIEW | **MODIFY** | DELETE