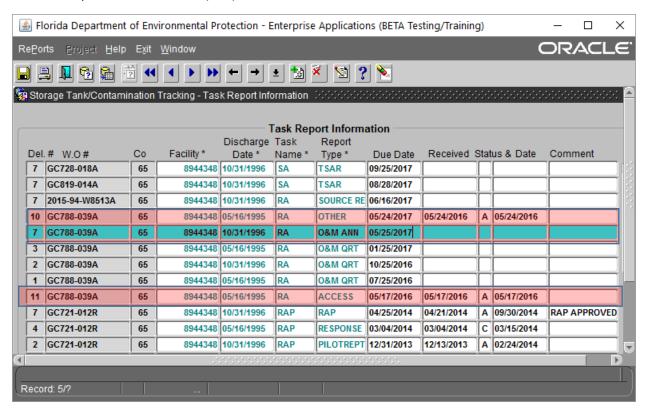**TIPS FOR DATA ENTRY OF REPORTS INTO STCM TO PREVENT DATA ERRORS**

- Up to 7 Deliverables can be entered in the Task Assignment (TA) or Work Order (WO) Form in STCM. Note that Deliverable #7 in STCM must always be the final deliverable.

- Additional deliverables (#8 thru #99) can be added for a TA/WO in the Task Reports screen in STCM. However, the Deliverable # 7 will need to have the latest due date.

- The date of the deliverables DO NOT have to be in chronological order with the Deliverable #.

- If the Deliverable #7 originally entered in STCM is no longer the final deliverable because an additional task/deliverable is added via an RFC, the original Deliverable #7 must be switched from a 7 to any other available # (between 1 and 99), and then add the new final deliverable report as Deliverable #7.
  - *Due to special circumstances and the connection to the Low Score Assessment data page, if the Deliverable #7 is an SCS(LSA) report or LSSI report, it can never be changed. If a subsequent report is added such as a Well Abandonment Report, the WA report should be added as a different deliverable number and the original Deliverable #7 SCS report due date should be changed to match the final deliverable date of the WA report.*

- You must have a Deliverable #7. You can only have one Deliverable #7.

- Every deliverable received (including partial deliverables submitted for invoicing purposes) must have a report listed in STCM and be uploaded into OCULUS even if it is not an SPI pay item report. Examples include interim deliverables such as field notes and lab report as well as Response to Comments (RTC).

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

ORACLE

RePorts Project Help Exit Window

Storage Tank/Contamination Tracking - Task Report Information

Task Report Information

Del. #	W.O #	Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date	Received	Status & Date		Comment
7	GC728-018A	65	8944348	10/31/1996	SA	TSAR	09/25/2017				
7	GC819-014A	65	8944348	10/31/1996	SA	TSAR	08/28/2017				
7	2015-94-W8513A	65	8944348	10/31/1996	RA	SOURCE RE	06/16/2017				
10	GC788-039A	65	8944348	05/16/1995	RA	OTHER	05/24/2017	05/24/2016	A	05/24/2016	
7	GC788-039A	65	8944348	10/31/1996	RA	O&M ANN	05/25/2017				
3	GC788-039A	65	8944348	05/16/1995	RA	O&M QRT	01/25/2017				
2	GC788-039A	65	8944348	10/31/1996	RA	O&M QRT	10/25/2016				
1	GC788-039A	65	8944348	05/16/1995	RA	O&M QRT	07/25/2016				
11	GC788-039A	65	8944348	05/16/1995	RA	ACCESS	05/17/2016	05/17/2016	A	05/17/2016	
7	GC721-012R	65	8944348	10/31/1996	RAP	RAP	04/25/2014	04/21/2014	A	09/30/2014	RAP APPROVED
4	GC721-012R	65	8944348	05/16/1995	RAP	RESPONSE	03/04/2014	03/04/2014	C	03/15/2014	
2	GC721-012R	65	8944348	10/31/1996	RAP	PILOTREPT	12/31/2013	12/13/2013	A	02/24/2014	

Record: 5/?

See above GC788-039A which is correct as the deliverables #10 & #11 are due prior to #7. There is only one #7 for this TA.