Editing Outlook Statements

To begin go to http://www.caes.uga.edu/applications/GAcounts3/

From the left sidebar, select Outlook Statements

Next select “Search Outlook Statement”

Check the box “Only statements on which I am editor” then click “Search”

At the bottom of the screen, you will see the search results containing only your Outlook Statements. Click on the Title of the statement you wish to edit.

Note: Statements may only be edited if they are in the status: “Started but not submitted” or “Revisions Requested”

Once the statement is open, click the “Edit” link beside Main Record

In edit mode, you can make the needed changes to your plan.

Warning: Clicking the “Delete” button in edit mode will delete your entire Outlook Statement.

Once all changes are made, click “Submit Changes”

In the Standard Resources section, click on the “Add/Edit” link to change your list of resources.

In the Contacts section, click on the “Add/Edit” link to change your list of contacts.

Once back on the Outlook Statement’s main page, review your modified statement. When you are ready, you can submit your statement for approval by clicking the button “Submit Statement” at the bottom of the page.

From For further questions contact call 706-542-7786 or email gacounts@uga.edu
Refresher on Outlook Statement sections:

**Description** of the Emerging Problem/Opportunity

*The current state of affairs or conditions regarding your subject*
*Explanation of why this is a matter of concern or note*
*Any supporting data or research*

**Trends** of the Emerging Problem/Opportunity

*Explanation the future ramification or outlook*
*What will happen if things continue on their current course*
*What can Extension do to make an impact*

**Duration**

*Short Term (5 years or less) or Long Term (more than 5 years)*

**Resources**

**Standard Resources**

*Digital Slideshow / Power Point*
*Fact Sheet / Departmental Publication*
*Individual Assistance / Consultations*
*Speakers and Presenters for County Based Trainings*

**Other Available Resources**

*Free text to enter resources not featured on the standard list*

**Web Pages**

*Any departmental, informational, or helpful web pages*

**Contacts**

*Personnel who collaborate or can offer helpful support on this issue.*

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