A GUIDE TO FINDING SMALL BUSINESS PERFORMANCE

1. The CM Reporting Workbench has a variety of useful views available. Select ‘IT’ as the Level 1 category to improve performance while navigating the dashboard.

2. Navigation to the individual reports is in the lower right of the screen. Click on Small Business - OSB Delta to find small business obligations and percentage by category.

3. Small business percentage is shown in the bottom details pane and is broken down by Level 2 and Level 3 categories.

Further filtering by Fiscal Year, Funding Department or Funding Agency can refine your results.