

# (Web IEP) Administration

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**Overview**

There are several links on the IMS Main Menu which will take the data entry person to the web IEP. Administration is one such link. If clicked, the data entry person will navigate to the screen in the web IEP where administrative types of functions may be performed.

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**Uniform Data Entry Procedure**

At this time, there are no Uniform Data Entry Procedures related to Administration.

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**Access to Screen**

From the Main Menu, select Administration under the Web IEP section.

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**Use Administration**

1. Click on Administration under the Web IEP section.
  2. Once in the web IEP, follow the protocol established to use the various functions.
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