

How To

Manually Enter Data

There are two ways to input your Program Performance Report (PPR) data into OAAPS: manual entry and upload. This guide shows you how to manually enter data into OAAPS.

1. Sign in to the [OAAPS website](#) with your account email and password.
2. Select **PPR Submissions** from the main navigation bar.
3. Select a report section from the left-hand menu.
4. Enter numeric data or text as appropriate into the fields.
5. **Note:** All fields have rules for valid types of numerical values or text that will be accepted. When there is a validation error, a message will appear. For example, when you enter the number of full-time staff, decimals are not allowed.

Full-time staff	105.5	Person(s)
✘ Characters, symbols, and decimals are not allowed.		

To save, select **Save** or **Save and next** at the bottom of the screen. The **Save and next** button will direct you to the next section.

Need assistance?

For technical assistance, contact the [OAAPS Help Desk](#).

Version control

Version	Date published	Changes from previous version
1.0	09/30/2020	Original version of the document.
1.1	10/20/2025	Updated to reflect OAAPS UI changes.