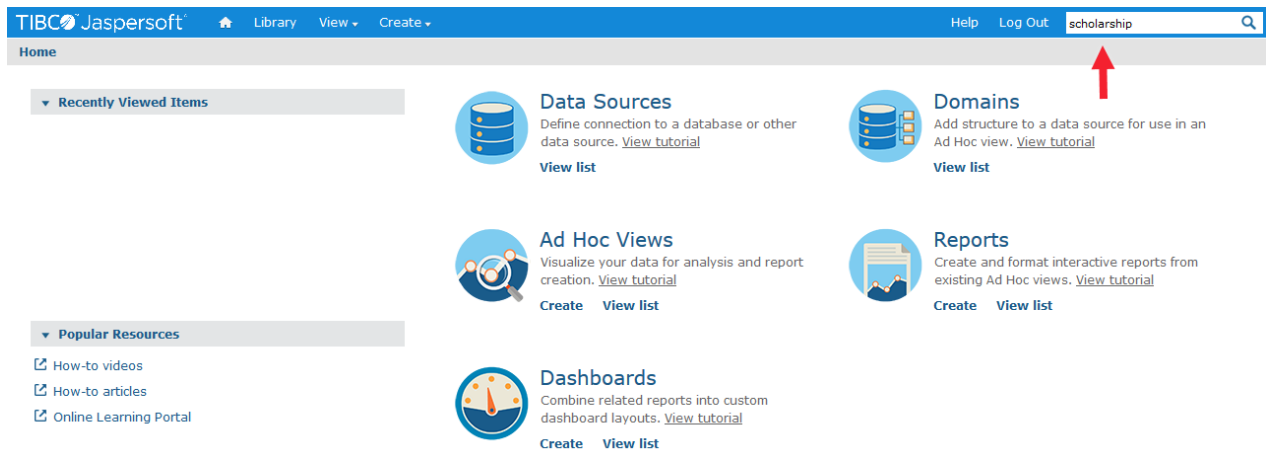
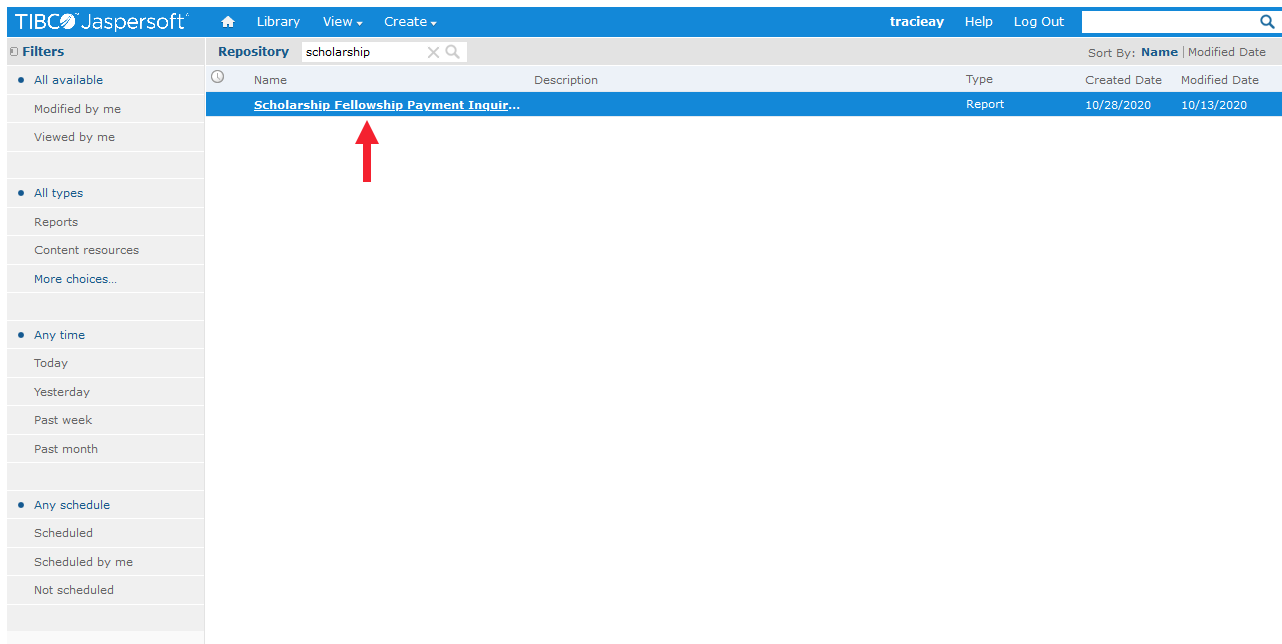


Scholarship/Fellowship Payment Inquiry by Last Name Procedure

1. Log in to Jasper (<https://jasperprod.its.hawaii.edu/jasper-prod/>). VPN access required.
2. From the main menu, enter “scholarship” in the search field.



3. Click on the Scholarship Fellowship Payment Inquiry by Last Name link to access the report.



4. In the Input Controls screen, enter the last name, from date and to date. Click Apply.

You must apply input values before the report can be displayed.

Input Controls

* PAYEE LAST NAME
[Null]
This field is mandatory so you must enter data.

* FROM DATE
This field is mandatory so you must enter data.

* TO DATE
This field is mandatory so you must enter data.

Apply OK Reset Cancel Save