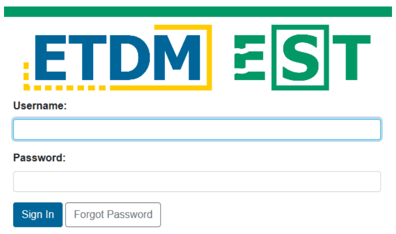
ACCESSING THE SITE



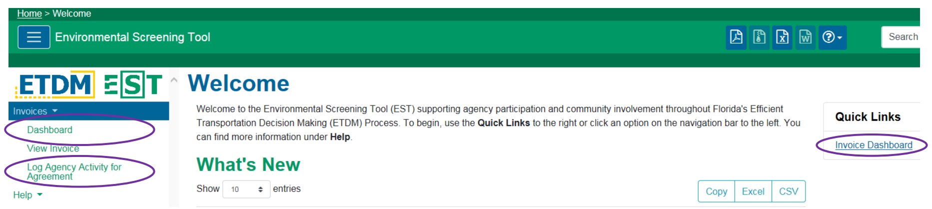
Enter your username and password on the login page. Your login information for the old site will be the same for the new site.

ACCESSING THE AGENCY ACTIVITY LOG

Once logged in, you will be directed to the Welcome page. There are multiple ways you can access the log form:

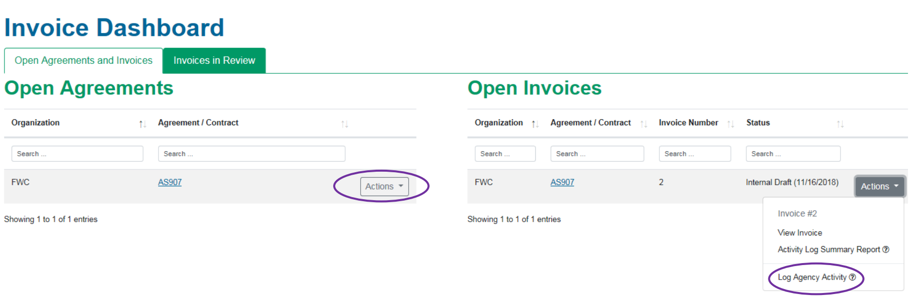
You can quickly access the form through the **Log Agency Activity for Agreement** link under **Invoices** in the left menu.

You can also go to the **Dashboard** under **Invoices**, or use the quick links on the right of the Welcome page.

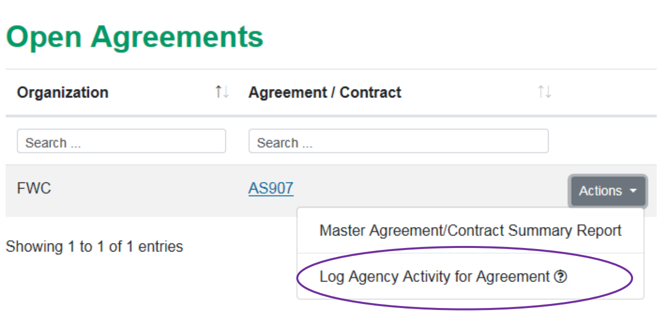


Through the Dashboard

In the drop-down menu under **Actions**, choose **Log Agency Activity for Agreement** for your open agreement or **Log Agency Activity** under an open invoice.



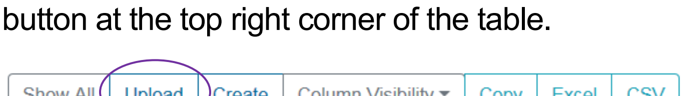
Selecting for Agreement or Invoice: Use the option under your **open agreement** if you don't know which invoice the activity will be billed under, or if an invoice has not yet been created for the period of the activity being logged. Use the option under the **open invoice** if the activity is to be included in a draft invoice. For either choice, the activity will be included in the appropriate invoice when the date of the activity falls within the invoice reporting period.



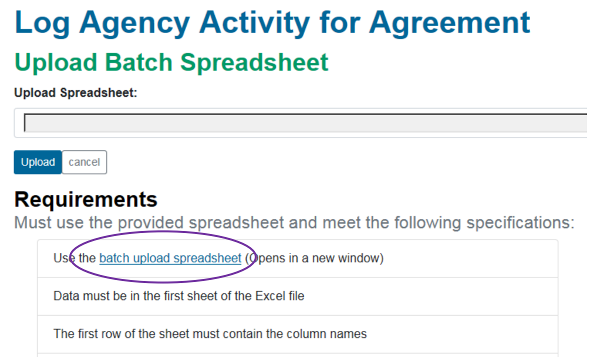
ENTERING ACTIVITIES INTO THE LOG

Uploading Batch Activities

If you want to upload a **batch list** of activities, select the **Upload** button at the top right corner of the table.



Use the batch upload spreadsheet to upload the content.



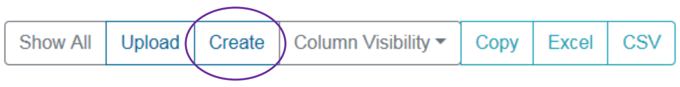
The spreadsheet will open in a new window. Follow all requirements in order to properly input the information into the spreadsheet, and save the document. The provided spreadsheet allows you to validate your entries prior to uploading your activities.

Click **Browse** to upload it from your computer, then click **Upload**.

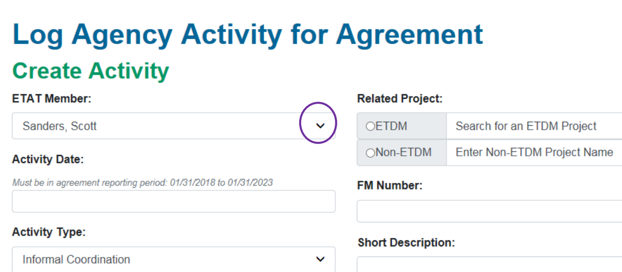
Once the spreadsheet has been uploaded, you will be directed back to the activity log which will allow you to manage the individual entries.

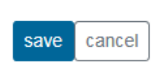
Create New Activities

To add the activities manually, click the **Create** button in the top right. You will be directed to the Create Activity form.



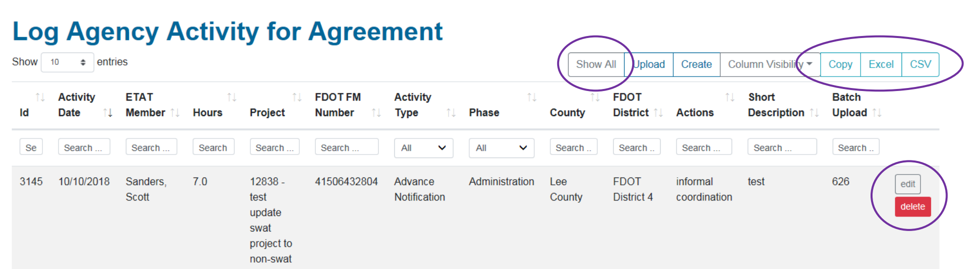
Complete the fields on this form. The boxes with downward-facing arrows will open a drop-down menu when you click on them.



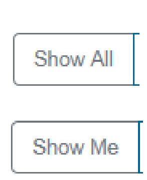


Click the **Save** button at the bottom of the page to save your work. You will be directed back to the log.

Table Functions



Show All/Show Me Filter

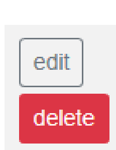


The **Show All/Show Me** button allows reviewers to filter activities. To see all activity, click **Show All**. This button will change to **Show Me**, which you can click to switch back to see only your activities. Until you click the button, the table's default is to show only your activities.

Copy data and create an Excel or CSV file

Click **Copy** to copy the data into your Clipboard, **Excel** to download to Excel spreadsheet, or **CSV** to open or save as a comma-separated values (CSV) file.

Edit and Delete



On the main log page, you can also individually manage activities using the **Edit** and **Delete** buttons.