

# New User's Guide

## HST & HPC Web-Log

This user's guide was designed for new users of the HST and HPC activity web-log. Please use this information to help you during your initial use of the log. This guide should help you accomplish the following tasks:

1. How to login (username and password)
2. How to find your school site and role
3. How to create a new log
4. Saving your log
5. Editing a log

### 1. How to login

- You can access the log by going to [www.healthier.sf.org](http://www.healthier.sf.org), click on "Forms", click on "Healthy School Team" or "Health Promotion Committee," and click on "Activity Log".
- It is helpful to create a bookmark of the URL on your computer for easy reference to the site.
- The first time you login you will have the following username and password:

Username: First Name

Password: Last Name

**Welcome to the SFUSD Reporting Website**

Please Sign In

Username:

Password:

[Forgot your login?](#)

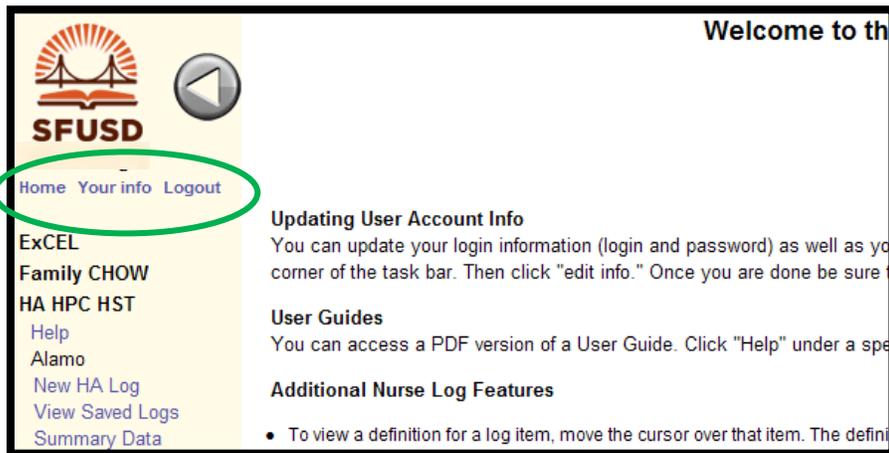
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- After you have logged into the site, the system will ask you to choose a new login name and password. Your login must be different than your first name, and your password must be different than your last name. You will also be asked to answer a question of your choosing—this question will be used for the system to identify you if you should ever forget your login or password.

## 2. How to find your school site

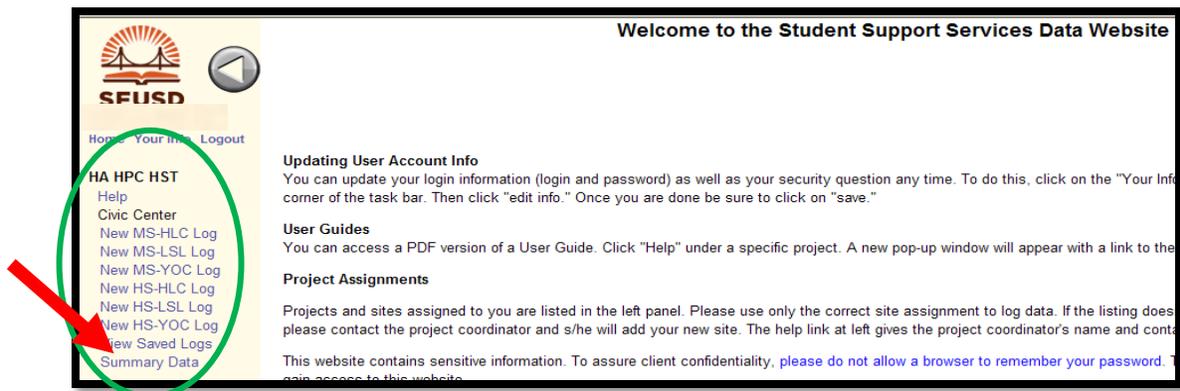
After logging in you will notice several items on your screen. On the left navigation bar you will notice several key items:

- “Home” will take you to the main page if you get lost and want to start back at the main page.
- Information regarding your account can be found by clicking the “Your Info” link. You can update your account information at any time by using this link.
- The “Logout” link can be used to end your session.



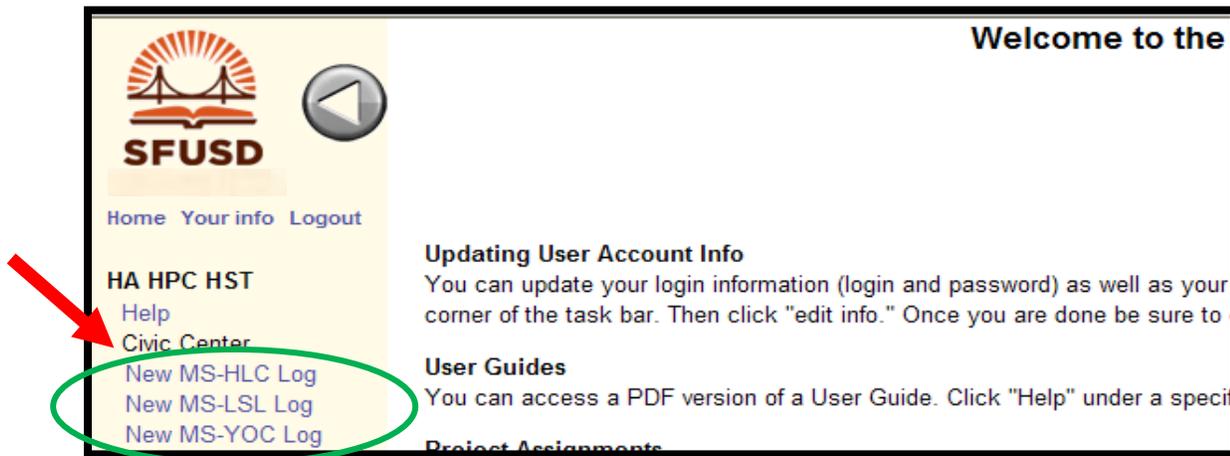
To find your school site, look to the navigation bar on the left. There you will see the name(s) of your project(s), school site(s) and HST role(s) for that school site(s). Here you will choose for which project and school you would like to create a log. Please verify that the school site(s) and role(s) that appear in the left navigation bar. If your school site(s) is not correct, please contact SSSD by email/phone to have the information modified. If you cannot see any school site(s) listed under the project title (**HA HPC HST**), be sure that you have fully opened the menu. To do so, click on the bolded name of the project and the menu will expand below.

- You can view all the activity logs that you have previously created for a school by clicking the “View All Logs” link under the school heading.

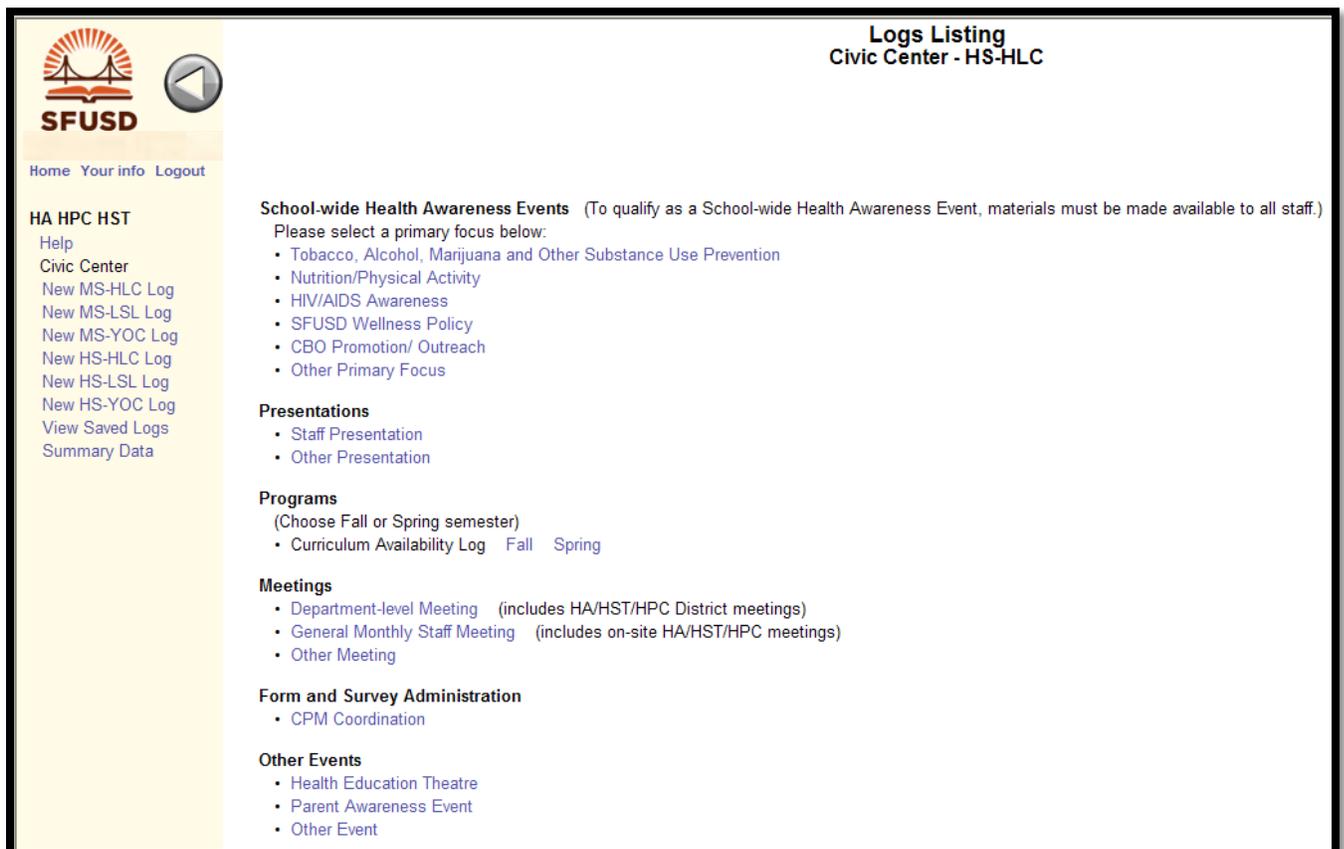


### 3. How to create a new log

- To create a new log, simply click on the role that you see available under the school on the left navigation pane.



- After selecting your role on the left hand toolbar, you will then be shown a display of all the logs that are available to you for your position. You would then choose an appropriate log form to fill out.



## Important Notes

- Please note that most events and activities require you to log each one separately as they occur. However, some require you to log them by Fall and Spring semester. Logs that are semester based are clearly indicated. The log is designed to display questions that are relevant to the activity or event that you have chosen to log for your specific role. The system knows your given role at any given school and will only give you log options pertinent to that role.
- Please note that when a date is required, you **will not** be able to save your log if the date fields have been left blank. (A warning will appear in red if you try to save your log and have not filled in the date fields.)

YOC - Aptos  
School-wide Health Awareness Event - Tobacco Prevention

Save Log

View log as: [Read Only](#) | [Editable Form](#) | [PDF](#) .: [Close Log Without Saving](#) .: [Delete Log](#)

Log last saved on Oct 13, 2009 at 11:41 AM

Event Description and Participants

Enter the date the event occurred.

Invalid or Incomplete Date

- The last question provides a text box for you to provide valuable feedback that would help improve the log.

Feedback

Please provide any feedback that would help us improve this log.

## 4. How to save your log

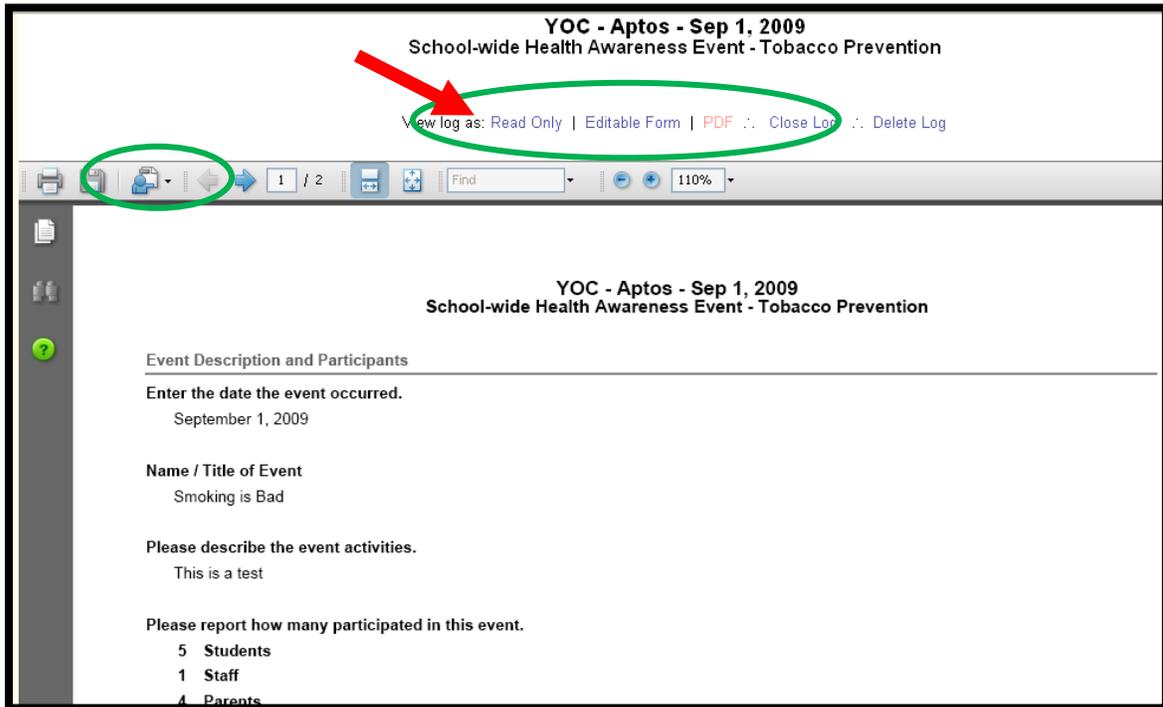
- Throughout your use of the log you can hit the yellow “Save Log” button at the top of the log screen to save any data that you have entered at any time. If you have not saved your log for 15 minutes, the yellow “Save Log” button will turn red and read, “Submit Form Now.” Until you save the log, it will continue to blink yellow and red. If you leave your log unattended for more than one hour, the log system will time out. Only data that was actively saved will remain once the system has timed out. To decrease your chances of losing data, **SAVE OFTEN**.

YOC - Aptos - Sep 1, 2009  
School-wide Health Awareness Event - Tobacco Prevention

Save Log

View log as: [Read Only](#) | [Editable Form](#) | [PDF](#) .: [Close Log Without Saving](#) .: [Delete Log](#)

- When you save a log, the log is automatically submitted to your HST coordinator, but it is still editable at any time.
- You also have an option to print and/or save a copy of your event/activity logs in a PDF format. This option is available at the top of the log screen. Simply click “PDF” and a PDF version of the log will appear. From here you can save the PDF to your computer, or you can print a paper copy of the log by using your browser commands, or by clicking on the save and/or print icons in the PDF toolbar. To get back to the web form view, you simply click on “Read Only,” “Editable Form” or “Close Log” at the top of the page.



## 5. Editing a log

- To change information with a log that is currently open:
  - Make sure you are in “Edit form” view. To ensure you are in the editable view, you will see text boxes where you can enter data.
  - You will see “Editable Form” in red at the top of the page to indicate that you are in this view.
  - If you need to delete this log, you can do so by clicking the “Delete Log” link.



- To change a log that has already been completed:
  - On the left navigation panel click on “View all logs.”
  - In the center of your screen, a list of all submitted logs by site, date, and Program/Event will be displayed. Click on “View Log” link to enter a view only mode of the log, where no changes can be made, or the “Edit Log” link, where an editable view of the log will open. The log will appear in the screen, and you can then make your changes. Be sure to click “Save Log” after you have finished making changes.
  - Incomplete logs are noted in the Log Status column in red. This means that you have either failed to enter a date and/or the number of participants involved in the event/activity. You will need to click “Edit Log” to fill in this required information and save the log to obtain a Completed log status. If the Incomplete Log was filled out accidentally, you can also delete the log from the list by clicking “Edit Log.”

Role	Site - Contributor	Programs / Events	Semester	Log Status	
YOC	Aptos - Rubinstein	Department-level Meeting	Spring Sep 2, 2009	Incomplete	<a href="#">view log</a> <a href="#">edit log</a>
YOC	Aptos - Rubinstein	Health Awareness Event Tobacco Prevention	Spring Sep 1, 2009	Completed	<a href="#">view log</a> <a href="#">edit log</a>

Contact Seow Ling Ong at ETR Associates (seowling@etr.org) with any questions or problems you may encounter while accessing this log.

**Thank you!**