

Another Way to Enter Progress Into UDART





How to Enter
Progress Into
UDART

Step 1: Start at the UDART webpage



<http://health.utah.gov/udart/index.jsp>

Step 2: Login to UDART



utah.gov Online Services Agency List Business Google Search Utah.go GO

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Utah Department of Health General Mailing Address: PO Box 141010, Salt Lake City, UT 84114-1010 General Phone Number: 801-538-6101



UDART Login

Please log in to access the Utah Data, Analysis, and Reporting Tool.

Username

Password [Forgot your password?](#)

If you do not have a username and password, please contact Whitney Johnson at 801-538-6829 or wjohnson@utah.gov

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Step 3: Select your program



UDART Tobacco

- Workplan
- My Project List
- Progress Reporting
- Reports
- System Admin

Home

Help | Log out

Welcome to UDART

Login preferences for user: **whitney ann**

Current Program: Tobacco

- Abstinence Education
- BRHD Support
- Cancer
- Cardiovascular Health Program
- Diabetes
- Healthy Utah
- Heart Disease & Stroke Prev.
- HP Administration
- Injury Prevention
- Oral Health
- SAP Administration
- School District Tobacco
- Substance Abuse Prevention
- Tobacco

Make Account Changes:

[Change password](#)

[Change default P](#)

Select your program from the dropdown menu titled "Current Program"

Step 4: From the "Progress Reporting" menu select "Search All Projects"



UDART Cancer

Workplan▾ My Project List **Progress Reporting▾** Reports▾ System Admin▾

- Open All of My Project List
- Select from My Project List
- Search All Projects**
- Response Requested List

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Login preferences for user: **whitney ann**

Current Program:

Make Account Changes:

[Change password](#)

[Change default Program](#)

**From the "Progress Reporting" menu
select "Search All Projects"**

Step 5: Select the 07 workplan and click “Search”



UDART Cancer

Workplan My Project List Progress Reporting Reports System Admin

Project Lookup

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Find Projects in Workplans for Program: Cancer

Fiscal Year: 2007

Site: Tricounty

Workplan: Search All

Search Text: Search All
07 TriCounty Cancer Outreach, Education and Recruit

Search Reset



**In the “Workplan”
dropdown menu select
the appropriate (07)
workplan. Then press
search.**

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Step 6: Click on the project that you want to report on.



Search Projects for Progress Reporting

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Select	Project	Workplan		
<input type="checkbox"/>	<u>Attend and participate in UCCP annual conference and conference calls</u>	07 TriCounty Ca		
<input type="checkbox"/>	<u>Conduct presentation in the community. B&C and Understanding Cancer</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Develop and implement a recall system for women who miss their appointment</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Link women to free breast and cervical cancer screening</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Link women to free breast and cervical cancer screening</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Make two reminder phone calls to non-returned women, due for re-screening</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Participate in local health fairs or events</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Participation in UCAN Activities</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty
<input type="checkbox"/>	<u>Physician Recruitment/Education and</u>	07 TriCounty Cancer Outreach, Education and Recuit	2007	Tricounty

Click on the first project for this example.

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Step 7: Click on "Progress Entry"

UDART Web Application - Microsoft Internet Explorer

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Address http://health.utah.gov/udart/project/proj_act.jsp Go Links

UDART Cancer

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Progress Entry Time Entry Feedback and Response LHD Notes Cancer Survey Summary Report

Record 1 of 1

Project: Attend and particiate in UCCP annual conference and conference

Year: 2007

Site: Tricounty

Workplan: 07 TriCounty Cancer Outreach, Education and Recuit

Objective: Professional Development

Description: OBJECTIVE: Enhance communication among statewide counterparts and UCCP staff by attending quarterly Promotion/Education Conference Calls, Individual Contract Calls, Trainings, and The UCCP Annual Conference
DETAILS: Participate and attend the twice-yearly contract

*Completed:

*Discontinued: *Replacement:

*Summary:

Click on "Progress Entry"

Step 8: Click on "Enter Progress"

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Browse Progress Help | Log out

<- Progress Reporting Enter Progress View Sums

Project: Attend and participate in UCCP annual conference and conference calls

Records 0 to 0 of 0

Now click "Enter Progress"

Step 9: Report on progress with dates and # of participants, then click "Save Record"



UDART Cancer

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Add Progress

[← Browse Progress](#) [Go to Time Entry](#)

Project: Attend and participate in UCCP annual conference and conference calls

Date:

Progress:

Participant #:

Sum Participants:

Equipment #:

Incentive #:

Literature #:

of Events:

[Save Record](#) [Reset](#) [Spell Check](#)

Wait! Don't forget to input the number of participants, literature, or events.



Report on progress with dates and # of participants, then click "Save Record"

Step 10: When you see "Progress Inserted" you have successfully entered progress.

UDART Web Application - Microsoft Internet Explorer

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Address http://health.utah.gov/udart/project/progress/prog_add.jsp Go Links

UDART Cancer

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Add Progress

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[Go to Time Entry](#)

Project: Attend and participate in UCCP annual conference and conference calls

Progress Inserted

Date:

Progress:

Participant #:

Sum Participants:

Equipment #:

Incentive #:

Literature #:

of Events:

[Save Record](#)

[Reset](#)

[Spell Check](#)

When you see
"Progress Inserted"
you have successfully
entered progress.

Step 11: Click on "Browse Progress" to see the progress you have entered.

UDART Web Application - Microsoft Internet Explorer

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Go to Time Entry

Project: Attend and participate in UCCP annual conference and conference calls

Progress Inserted

Date: 02/02/2007

Progress:

Participant #:

Sum Participants:

Equipment #:

Incentive #:

Literature #:

of Events:

Save Record

Reset

Spell Check

Click on "Browse Progress" to see the progress you have entered.

Step 12: Logout of UDART or return to Step 4 to report more progress.

UDART Web Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Browse Progress

Help [Log out](#)

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Project: Attend and participate in UCCP annual conference and conference calls

Date	Employee	Prtcpt #	Sum Pt.	Equip #	Incent #	Lit #	Events#
02/02/2007	JOHNSON, WHITNEY ANN	3	<input checked="" type="checkbox"/>				1

Progress:

Three members of the staff participated in the contract conference call on September 15, 2006.

Records 1 to 1 of 1

Congratulations!

Your progress entry is complete! Now you can return to Step 4 to add more progress or log out of UDART.

Please note that at this point you can click enter progress to enter more progress on this specific project, but to add progress to another project you must go all the way back to step four and “Search All Projects” again.

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Thank you!
I hope that was helpful!

Coming soon...

How to Print a Report of your
Progress in UDART