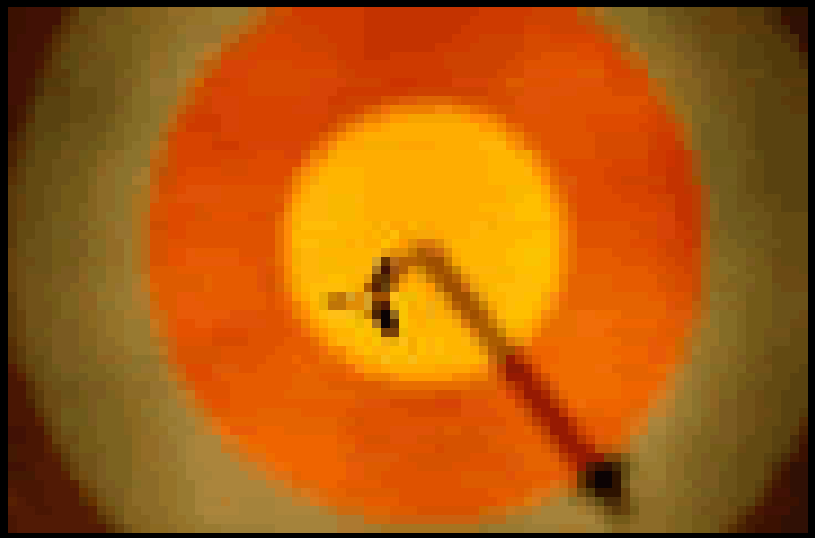
Another Way to Enter Progress Into UDART

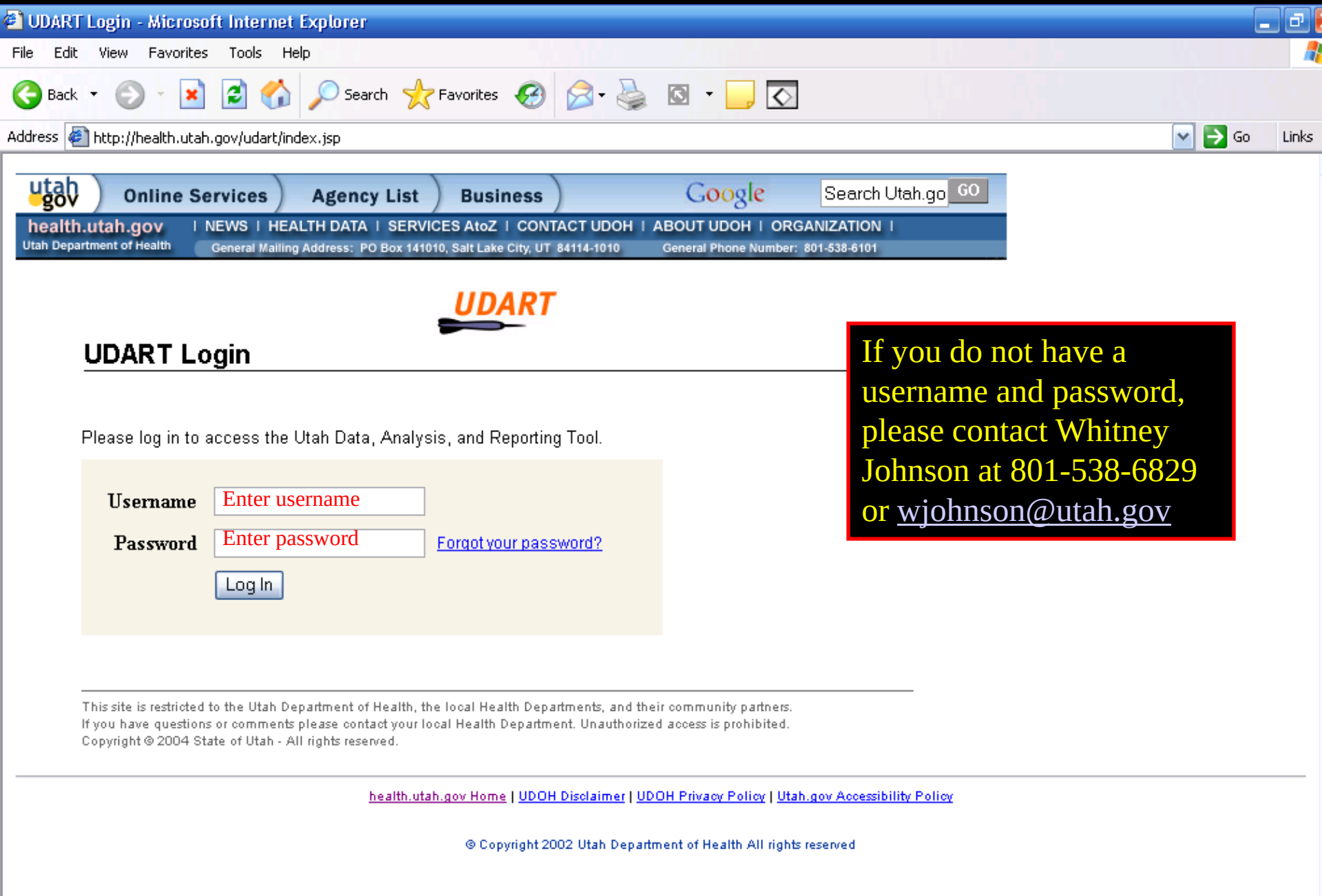


Step 1: Start at the UDART webpage

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

How to Enter Progress Into UDART

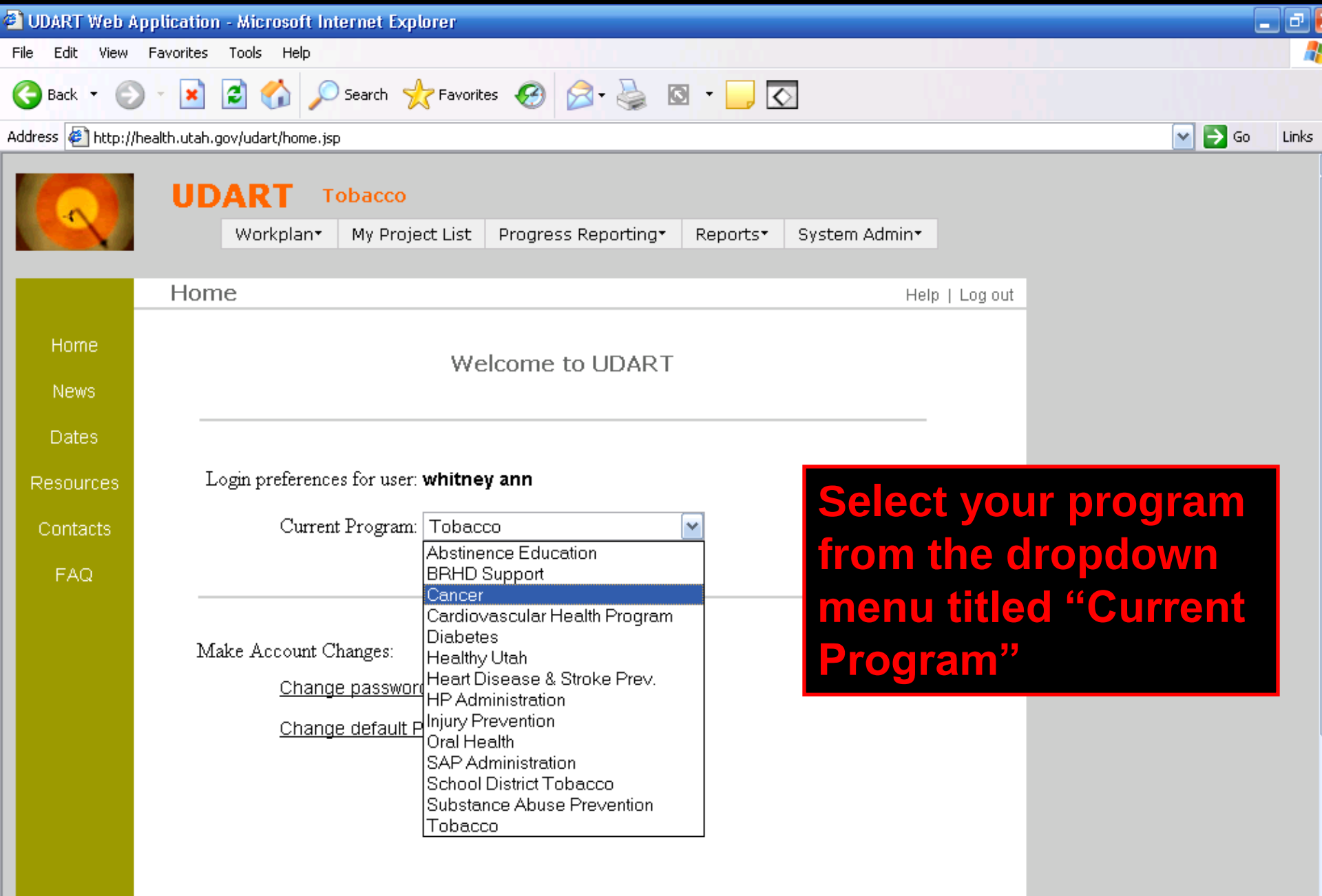
Step 2: Login to UDART



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

How to Enter Progress Into UDART

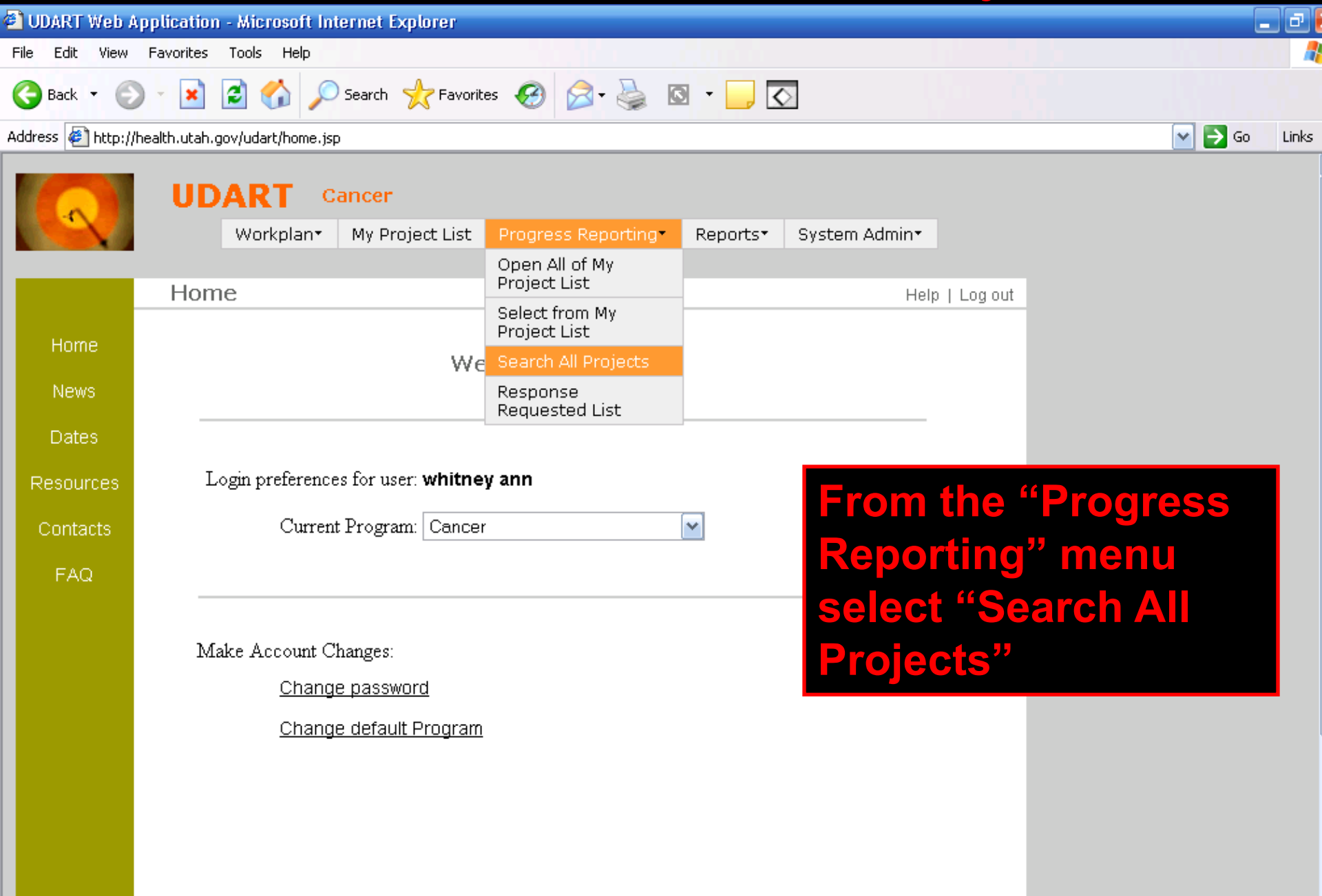
Step 3: Select your program



Select your program from the dropdown menu titled “Current Program”

How to Enter Progress Into UDART

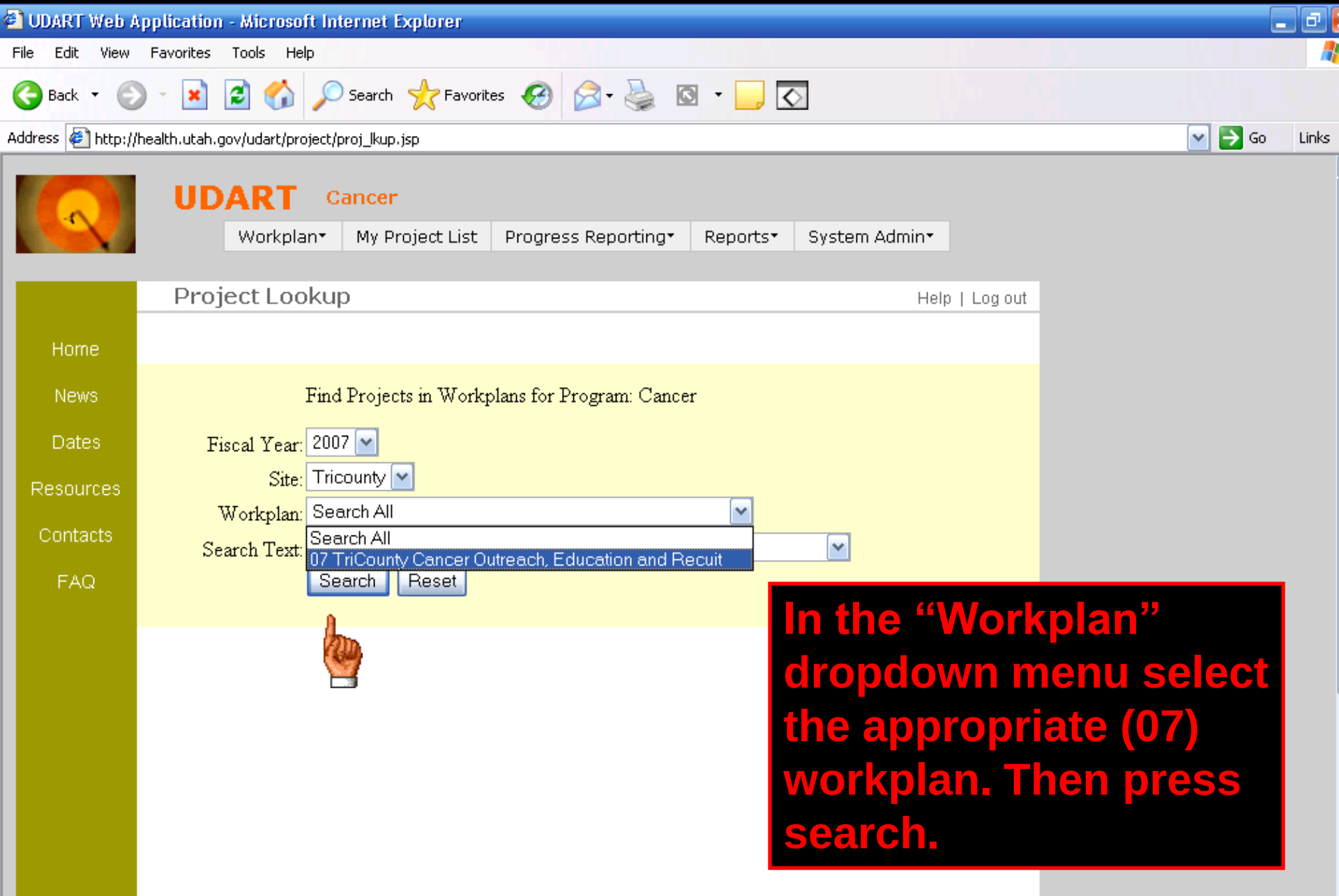
Step 4: From the "Progress Reporting" menu select "Search All Projects"



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

How to Enter Progress Into UDART

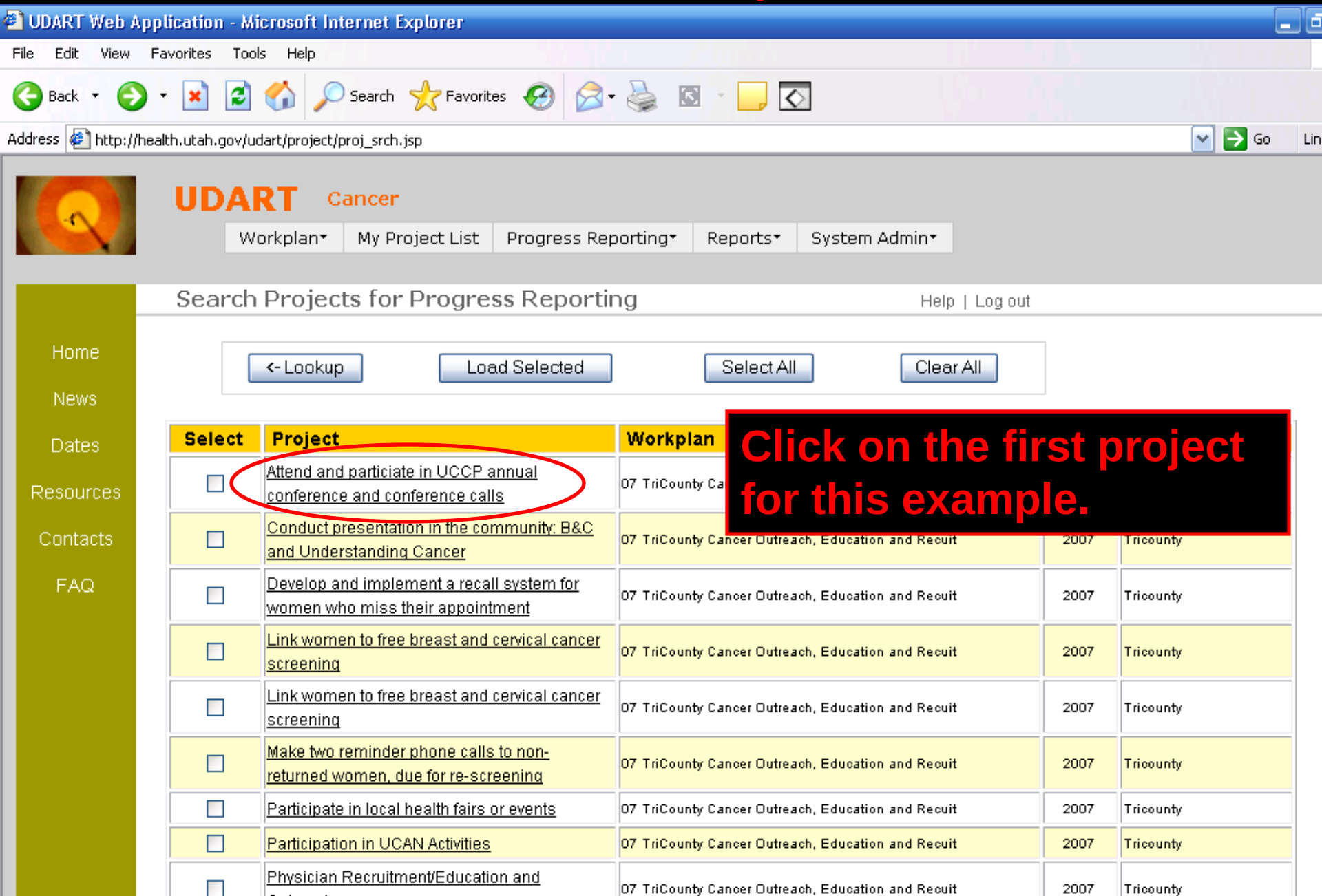
Step 5: Select the 07 workplan and click "Search"



In the "Workplan" dropdown menu select the appropriate (07) workplan. Then press search.

How to Enter Progress Into UDART

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



How to Enter Progress Into UDART

Step 7: Click on "Progress Entry"

UDART Web Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

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

UDART Cancer

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

Home

Resources

Contacts

FAQ

Progress Reporting

Help | Log out

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

Record 1 of 1

Click on "Progress Entry"

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

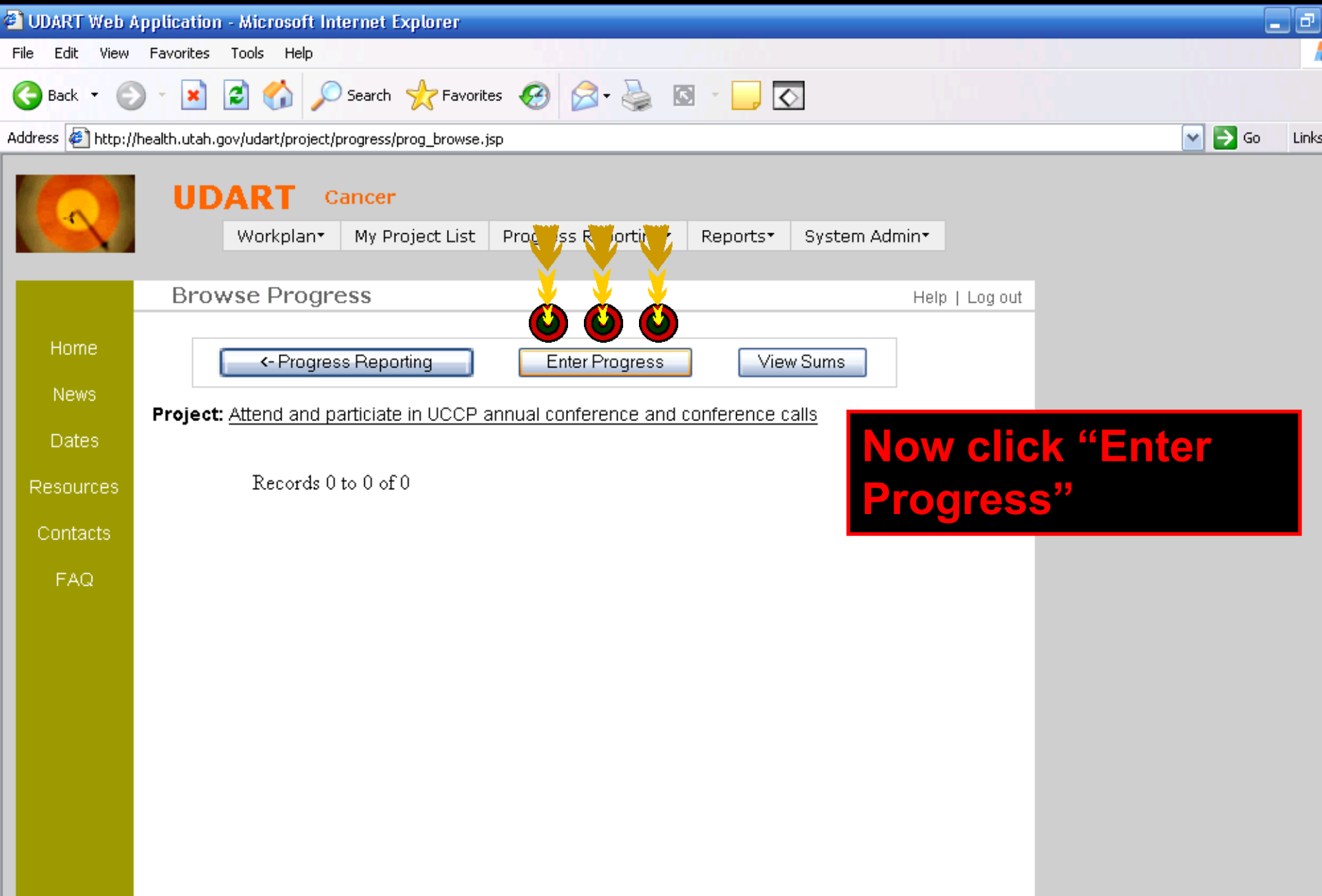
*Completed:

*Discontinued: *Replacement:

*Summary:

How to Enter Progress Into UDART

Step 8: Click on “Enter Progress”



How to Enter Progress Into UDART

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

UDART Web Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

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

UDART Cancer

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<- Browse Progress Go to Time Entry

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

Date: 09/15/2006

Progress:

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

Participant #: 3

Sum Participants: ☑

Equipment #:

Incentive #:

Literature #:

# of Events: 1

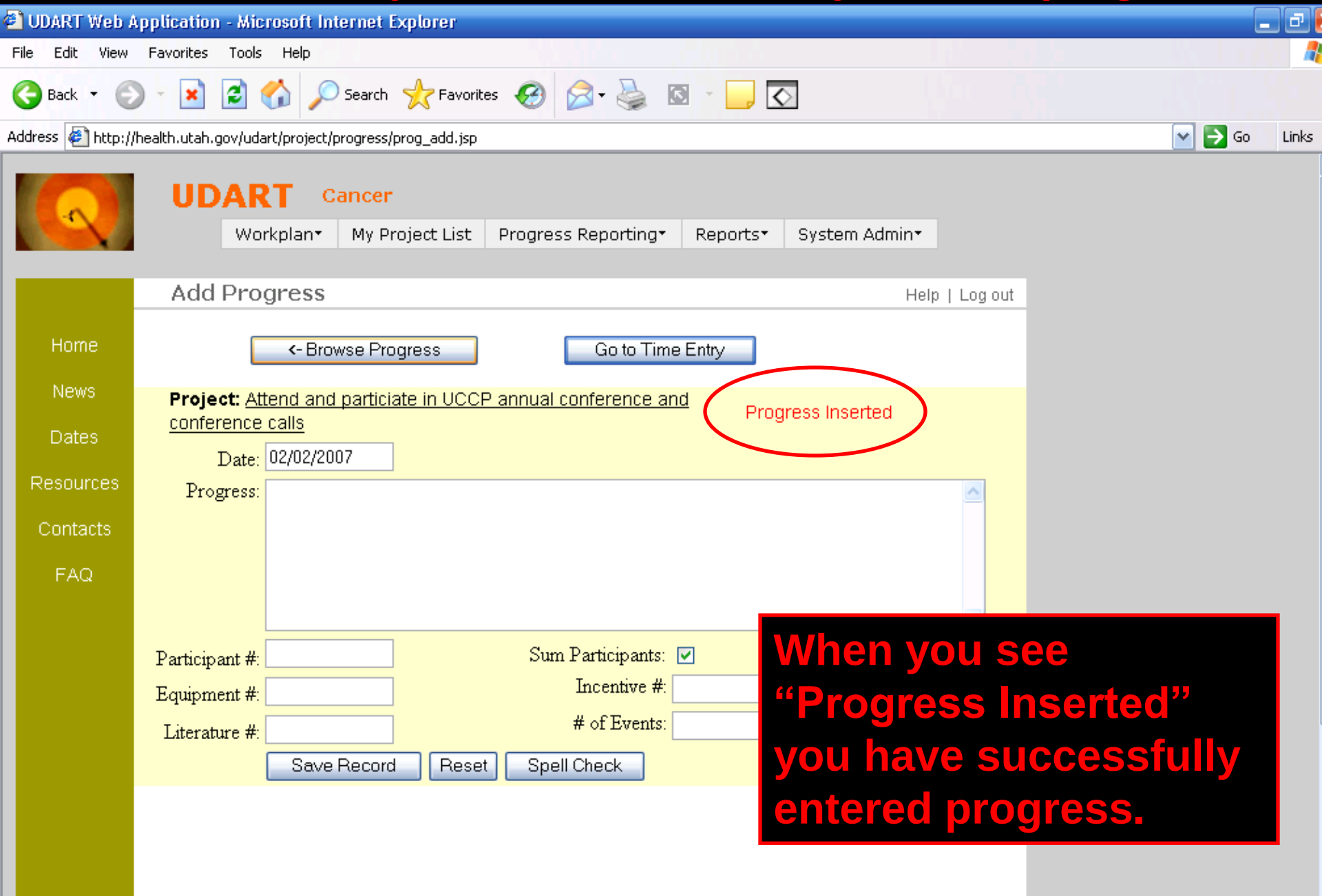
Save Record Reset Spell Check

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”

How to Enter Progress Into UDART

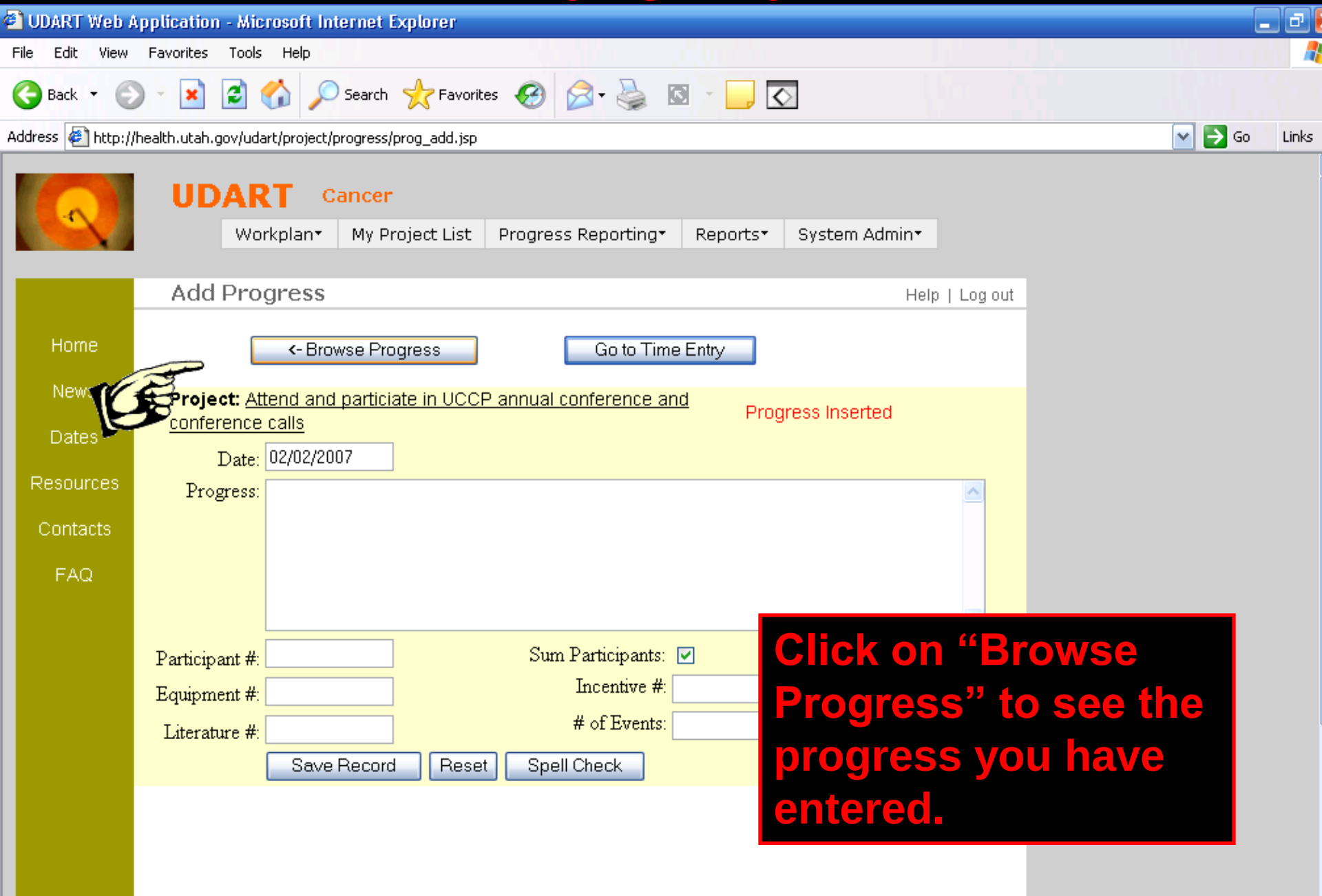
Step 10: When you see "Progress Inserted" you have successfully entered progress.



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

How to Enter Progress Into UDART

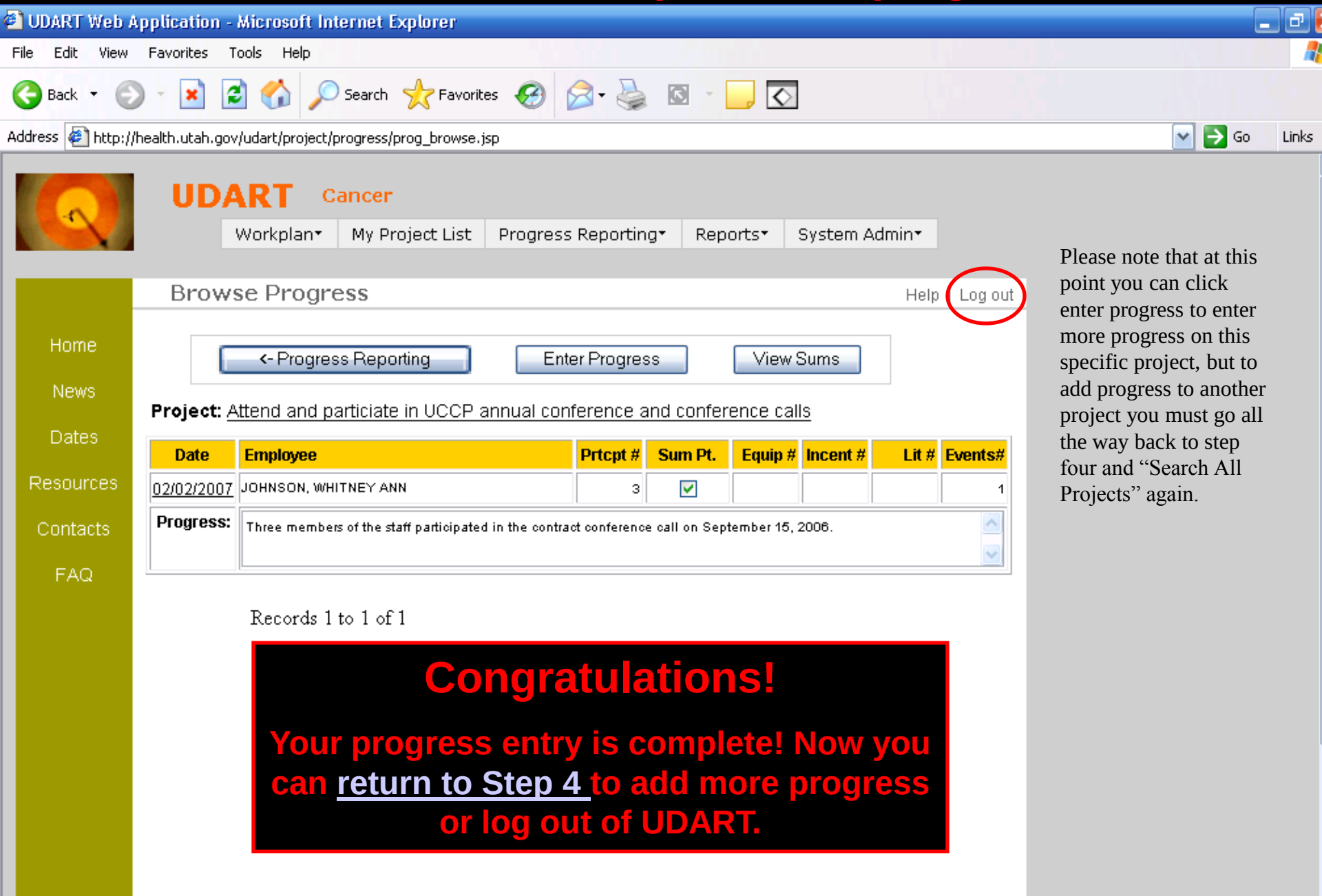
Step 11: Click on "Browse Progress" to see the progress you have entered.



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

How to Enter Progress Into UDART

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



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.

Thank you!
I hope that was helpful!

Coming soon…

How to Print a Report of your Progress in UDART