How to Guide Series:

Editing Revised Activities

Presented by
Sabrina Hayles – Data Training Specialist

Objective:



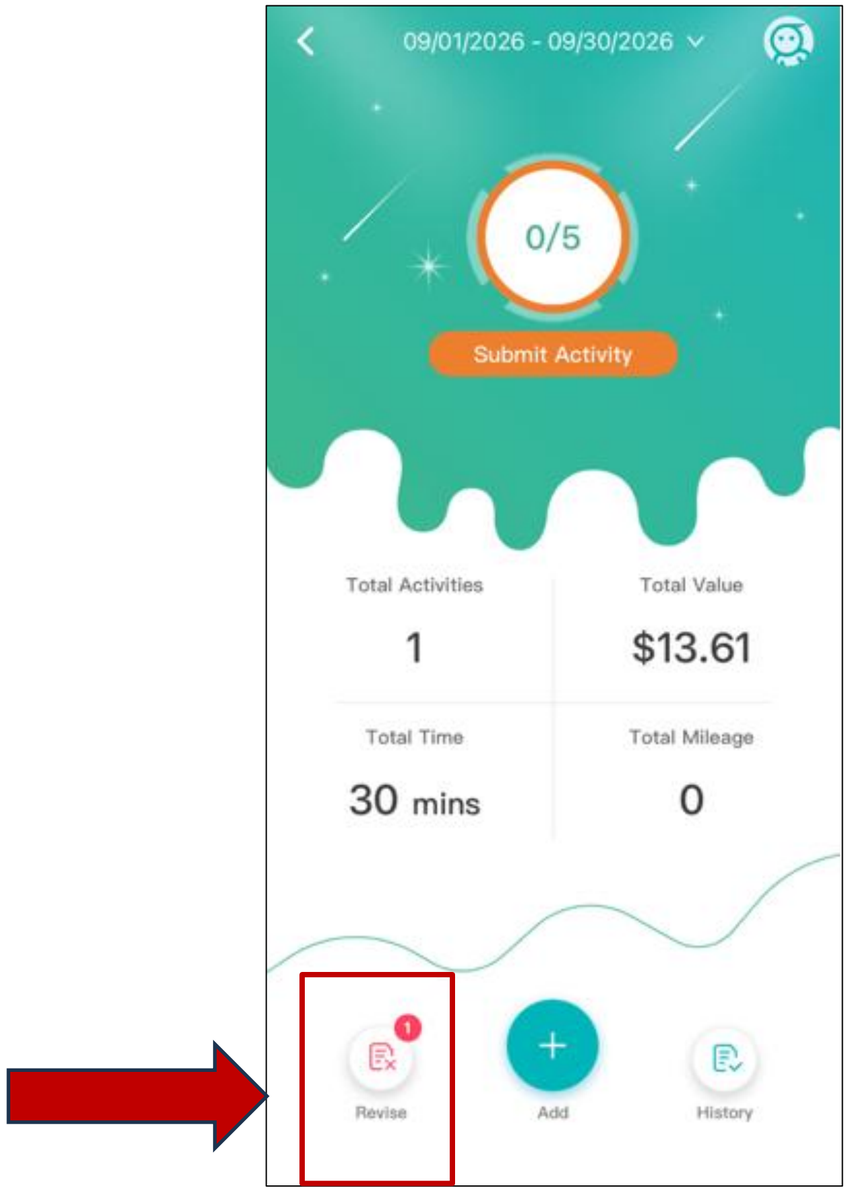
Know how to:

a) Edit revised activities

Step 1:

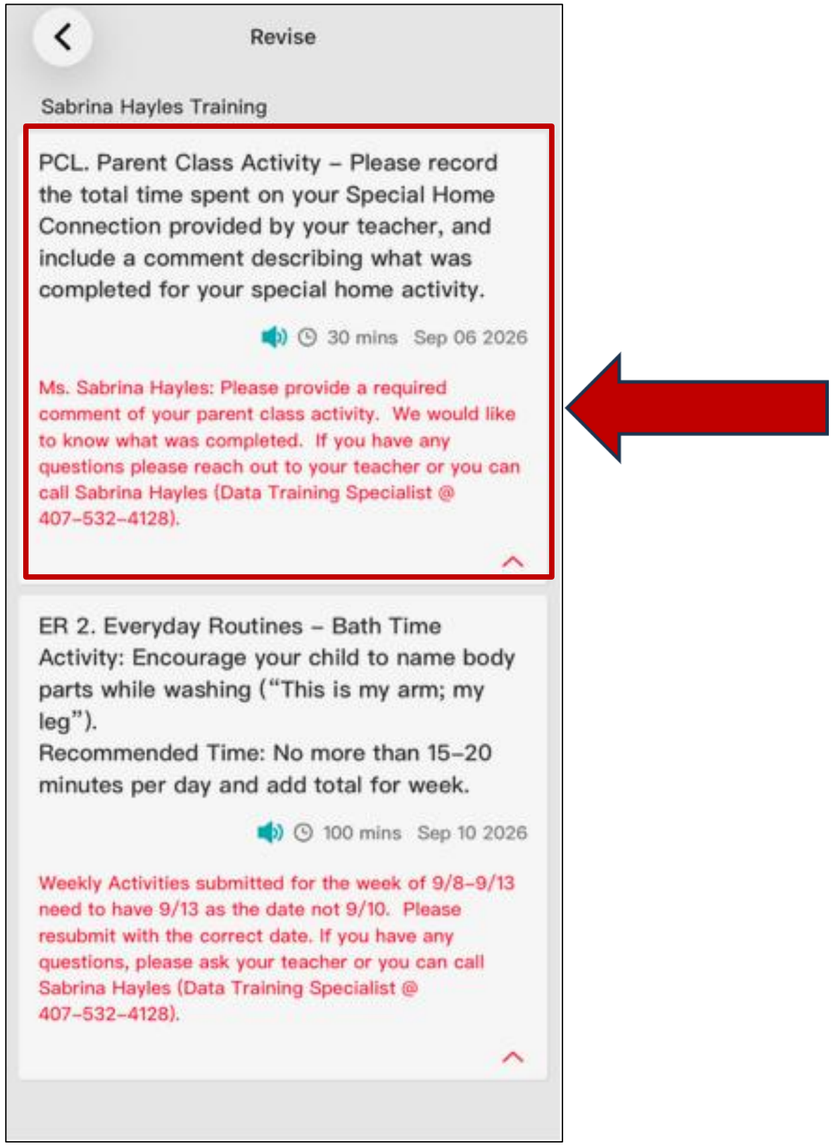
- Go to the In-Kind section
- Tap on the (

) icon to revise.



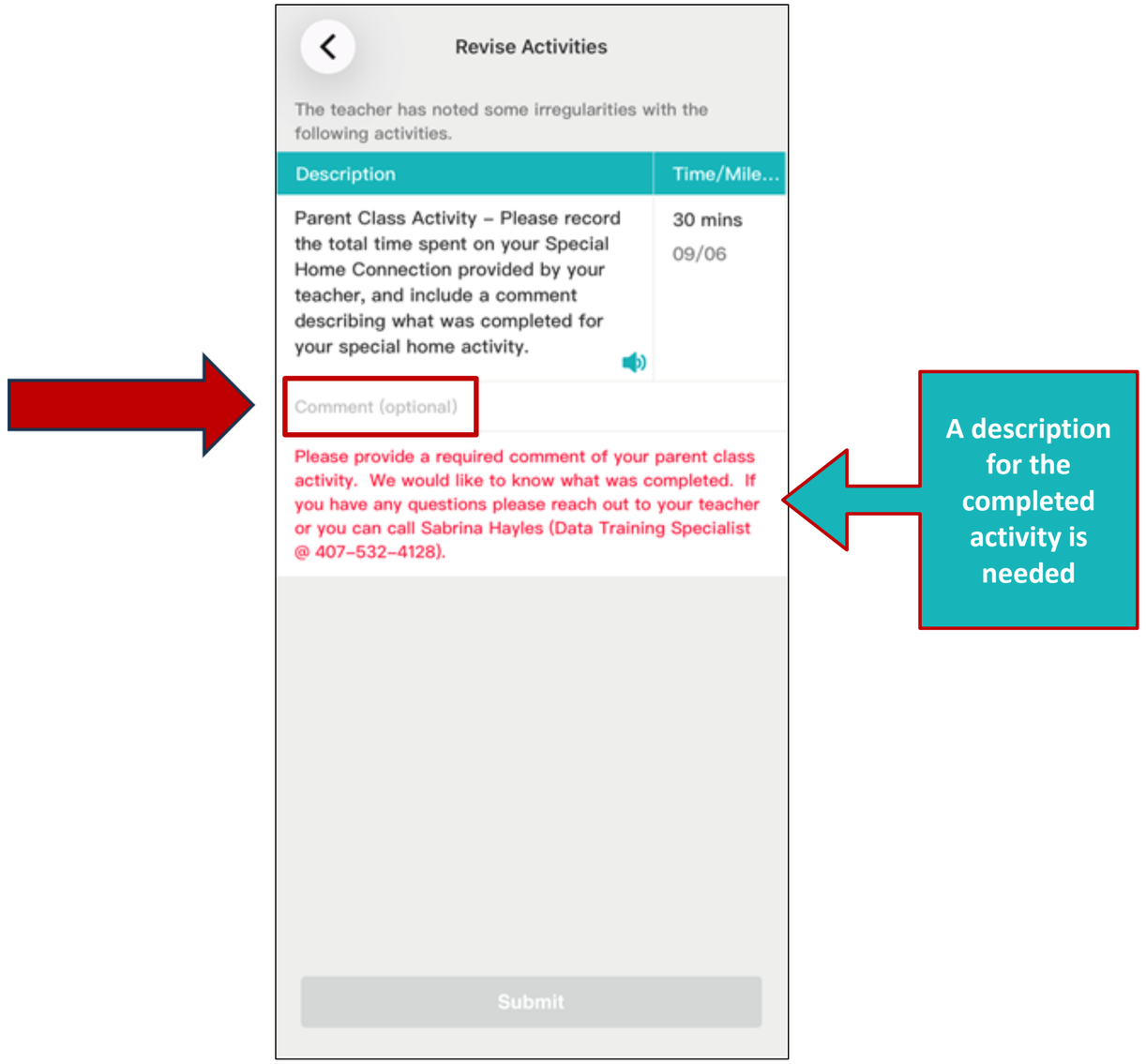
Step 2:

- Tap on the section you would like to revise.



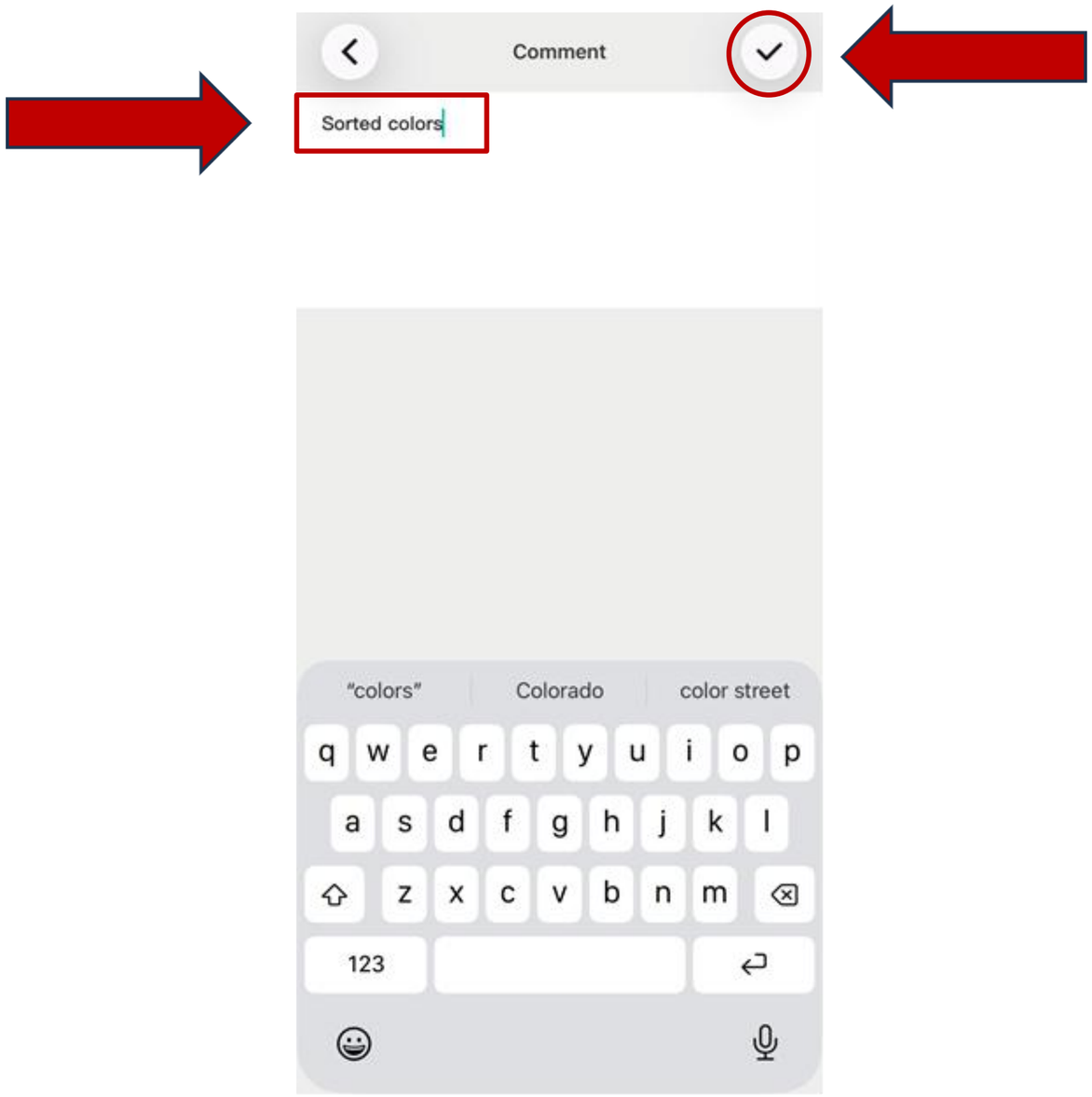
Step 3:

- Read what needs to be revised (in red).
- Tap on ‘Comment’ to add the required comment.



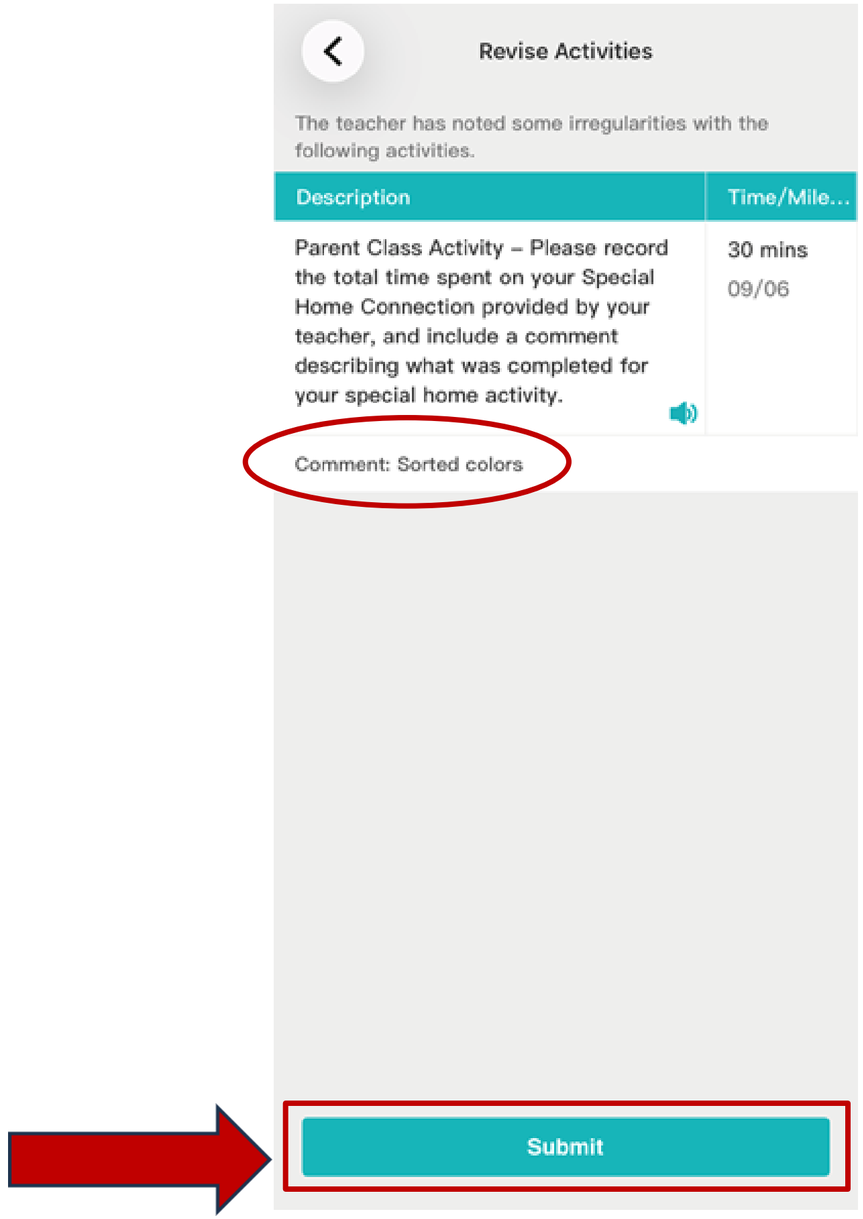
Step 4:

- Type in the description of the activity completed
- Tap on the (✓) icon



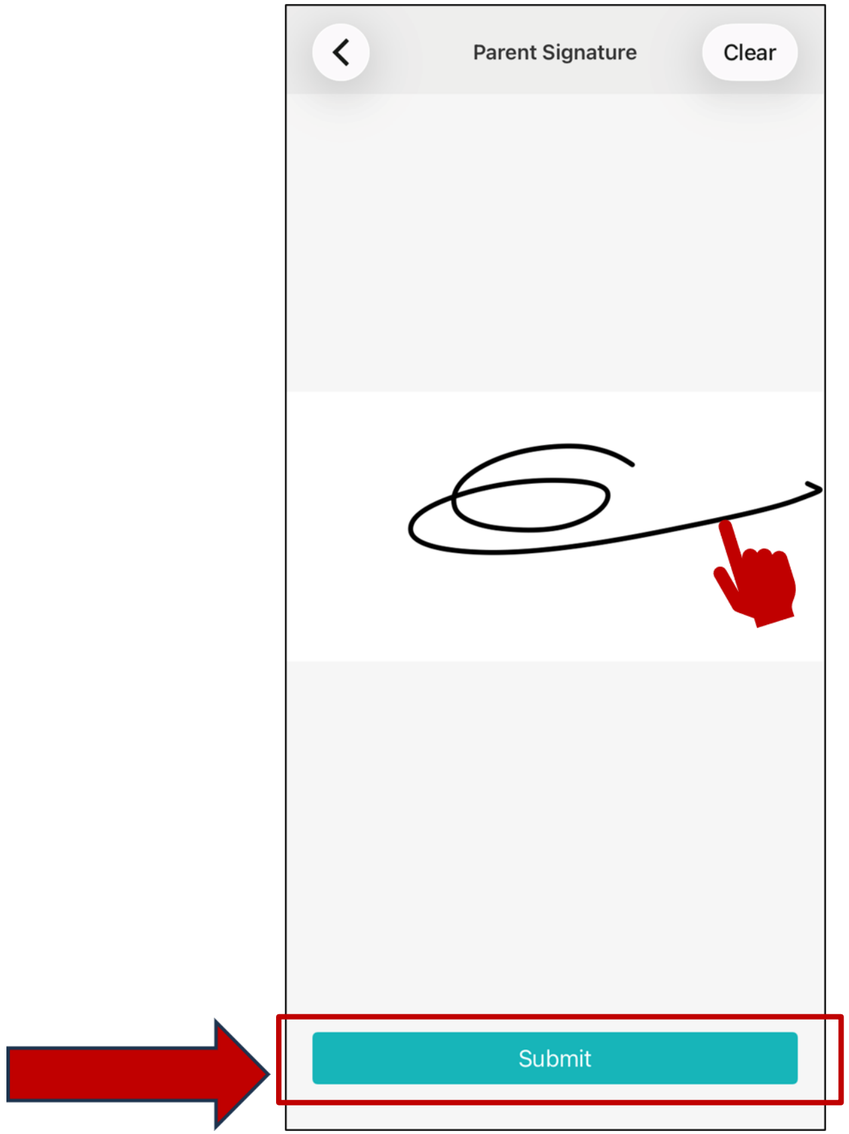
Step 5:

- Review comment to make sure it is complete
- Tap on Submit

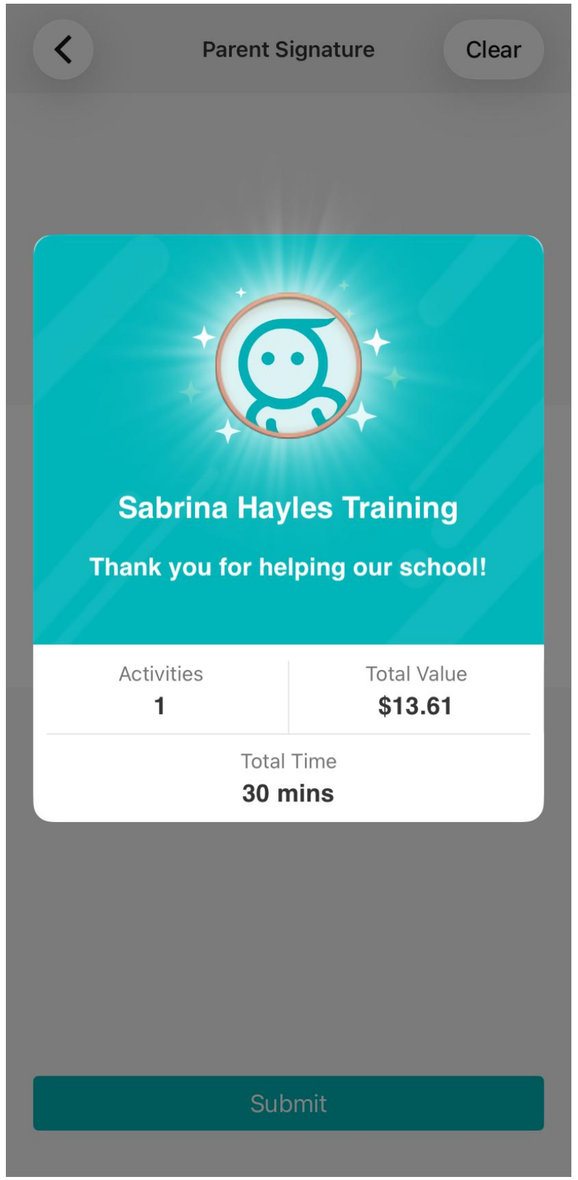


Step 6:

- Sign your name using your finger
- Tap on Submit

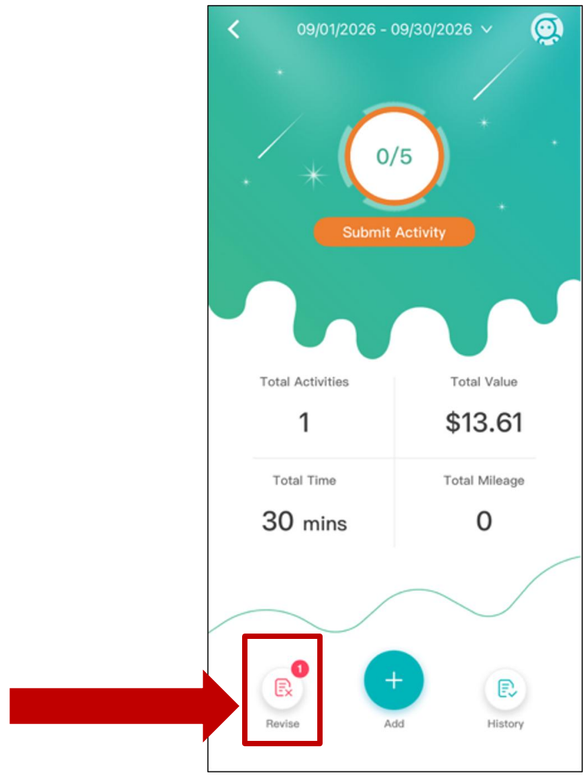


- Activity has been revised



What did we learn

How to edit an activity that needs to be revised



Thank you for joining us!

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You can also send us a message from our Contact Us Option. Select “In-Kind/Learning Genie”