

Supervisor Activity Log Approval Instructions

Step 1: Go to <https://wtsc.smartsimple.com> and log in. Contact your TZM if you have not already registered and have a password.

Step 2: Make sure that you are in the Activity Log portal. Click on the Activity Log button at the top of the screen if your screen does not look like the image below. If it is your first time using the Activity Log portal in WEMS, you will see the prompt to update your profile. You can do this by clicking on the My Profile button.

You can find all activity logs for your agency in the tabs at the bottom of this screen. Select the Supervisor Review tab to find activity logs ready to be reviewed.

Welcome to Activity Log

Please visit My Profile and certify the information on record is accurate.

My Regions Patrols

X-Axis = Total Contacts, Speeding Citations, Distracted Driving Citations, Seat Belt Citations, Number of DUI Arrests
Y-Axis = Hours

Category	Hours
Number of DUI Arrests	1
Total Speed Citations	12
Total Distracted Driving Citations	7
Total Seat Belt Citations	1

Statewide Activity Logs Chart

X-Axis = Total Contacts, Speeding Citations, Distracted Driving Citations, Seat Belt Citations, Number of DUI Arrests
Y-Axis = Hours

Category	Hours
Number of DUI Arrests	21
Total Speed Citations	83
Total Distracted Driving Citations	141
Total Seat Belt Citations	25

My Agency's Activity Logs

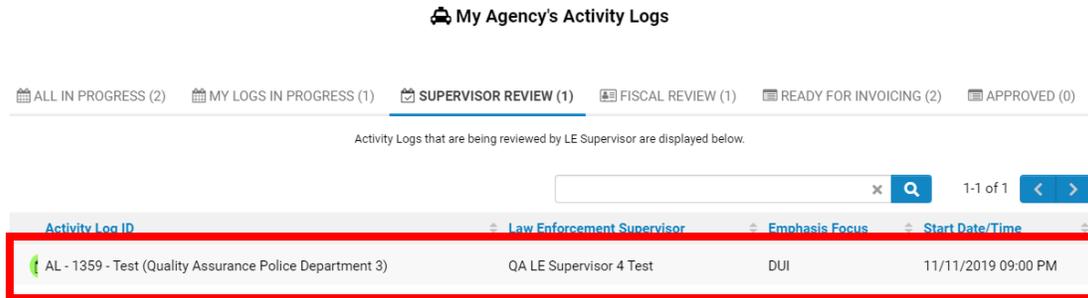
ALL IN PROGRESS (2) MY LOGS IN PROGRESS (1) **SUPERVISOR REVIEW (1)** FISCAL REVIEW (1) READY FOR INVOICING (2) APPROVED (0)

Activity logs being reviewed by LE Supervisor are displayed below.

Activity Log ID	Law Enforcement Supervisor	Emphasis Focus	Start Date/Time
AL - 1359 - Test (Quality Assurance Police Department 3)	QA LE Supervisor 4 Test	DUI	11/11/2019 09:00 PM



Step 3: After clicking on the Supervisor Review tab, you will see all activity logs ready for review. Click on each activity log to open and review it.



Step 4: After opening the activity log, read the instructions on the main page. The activity log has 6 sections, accessible by tabs underneath the instructions: Main, Traffic Infractions, Arrests, DUI, Totals, and Certification. Review the data in each tab for accuracy. You can make changes to the log as needed. Click Save Draft to save changes and update the auto-calculated totals. When done, click on the Certification tab and check the certification box to complete your review and certify the activity log is correct and ready to invoice.

AL - 1359 - Test (Quality Assurance Police Department 3)

Supervisor Approval of Activity Log Details

1. Verify that the activity entered on the log is correct. Update as needed and click "Save Draft" to save.
2. Once everything is correct, on the Certification tab, click the statement to certify the time worked and click "Submit to Fiscal".
3. If you wish to send it back to the officer for correction, provide Revision Comments on the Main tab. Then, click on "Revisions Requested".

MAIN TRAFFIC INFRACTIONS ARRESTS DUI TOTALS CERTIFICATION

Step 6: When you complete your review, there are two options for next steps:

1. Submit the activity log for fiscal review (to be attached to an invoice), or
2. Send it back to the officer to make revisions. If you are requesting revisions by the officer, note your reasons in the Revisions Comments box on the Main tab.

Click on the respective button at the bottom of the screen based on your decision.

