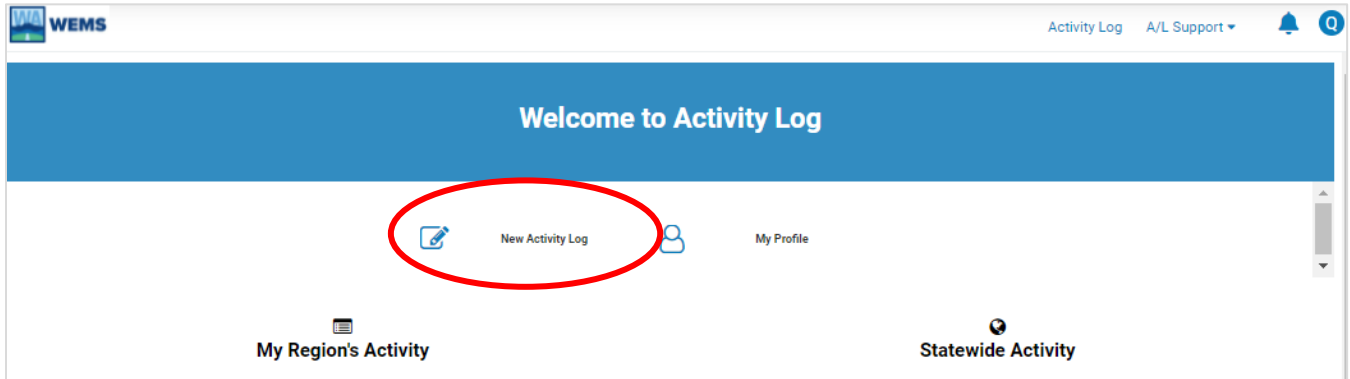




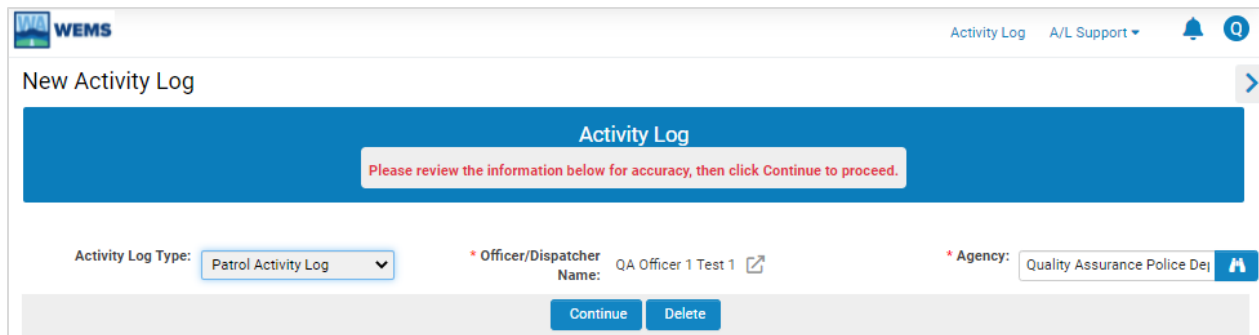
Dispatcher Activity Log Instructions

Step 1: Go to <https://wtsc.smartsimple.com> and log in or [register](#) if you do not already have an account. Dispatchers will use the law enforcement user registration.

Step 2: Create a new activity log by clicking on the New Activity Log button. Find your in-process and completed activity logs at the bottom of the screen.

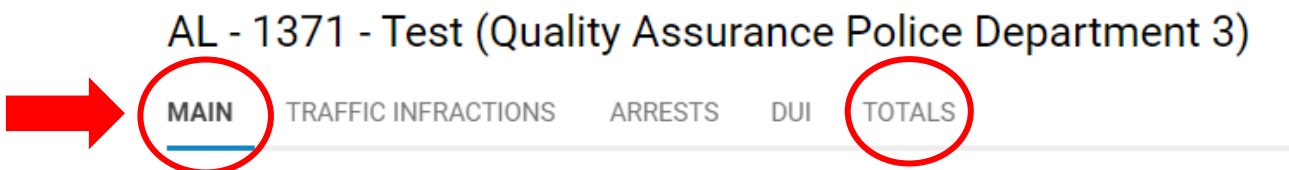


Step 3: After opening a new activity log, verify your organization and change if needed. Select “continue” when done.



Step 4: Before completing the activity log, click Save Draft. This will create a unique identifier for this activity log. Save any changes that you make and you can exit and return as needed.

Step 5: Complete the Activity log. The activity log is divided into 5 sections, listed as tabs at the top of the screen. **You only need to complete the Main and Totals tabs. See Steps 5(a) and 5(b).**



Step 5(a): Main Tab

- Enter the name of the supervisor who will approve this activity.
- Complete the fields in the Patrol Information section. **In the comments field at the bottom of this section, write “I was a dispatcher for this patrol”.**
- Note – for DUI and Distracted Driving patrols, you might be required to select an exception to program requirements. If this occurs, please select the Dispatcher exception from this drop-down list.

Step 5(b): Totals Tab


- Enter 0 in the Contacts field
- Click Save Draft

Step 6: Run validation check (optional)

- The validation button checks to make sure all required fields are completed and helps to identify those that still need to be finished.
- Do a final check on the Main tab to make sure the end time and total hours are correct.
- Click the Validate button at the bottom of the screen. This will check to make sure all required fields are completed. Complete any required fields identified by the validation check.

Step 7: Submit Activity Log

- Click the Submit to Supervisor button to submit this activity log. After clicking on the submit button, you will view the penalty of perjury statement shown below. After agreeing to this statement, the activity log is now submitted, and the supervisor selected in **step 5(a)** will be notified to review it.

 **Alert**

By submitting this activity log, I certify under penalty of perjury that I meet the training requirement of having received BAC and SFST training within the last 3 years, unless I am in an excepted group (dispatches, corrections officers, motorcycle officers, or I have received another exception provided by WTSC).

I certify that I worked overtime or straight time (as indicated) on the dates and times as reported on this activity log. I further certify that the number of contacts, citations, and warnings recorded here are true and accurate.

At any time, NHTSA, WTSC, or their agents may request computer aided dispatch logs or the like to audit activity.