## Officer Activity Log Instructions

**Step 1:** Go to https://wtsc.smartsimple.com and log in or register if needed as a law enforcement user. If you haven't done so in a while, *it's important to click on the My Profile link and update your profile*. Some information from your profile is used to auto populate fields on the activity log.

**Step 2:** Create a new activity log by clicking on the New Activity Log button. You can also see statewide and your region's grant funded enforcement activities on this screen. Find your previously created activity logs located in the table at the bottom of the screen.
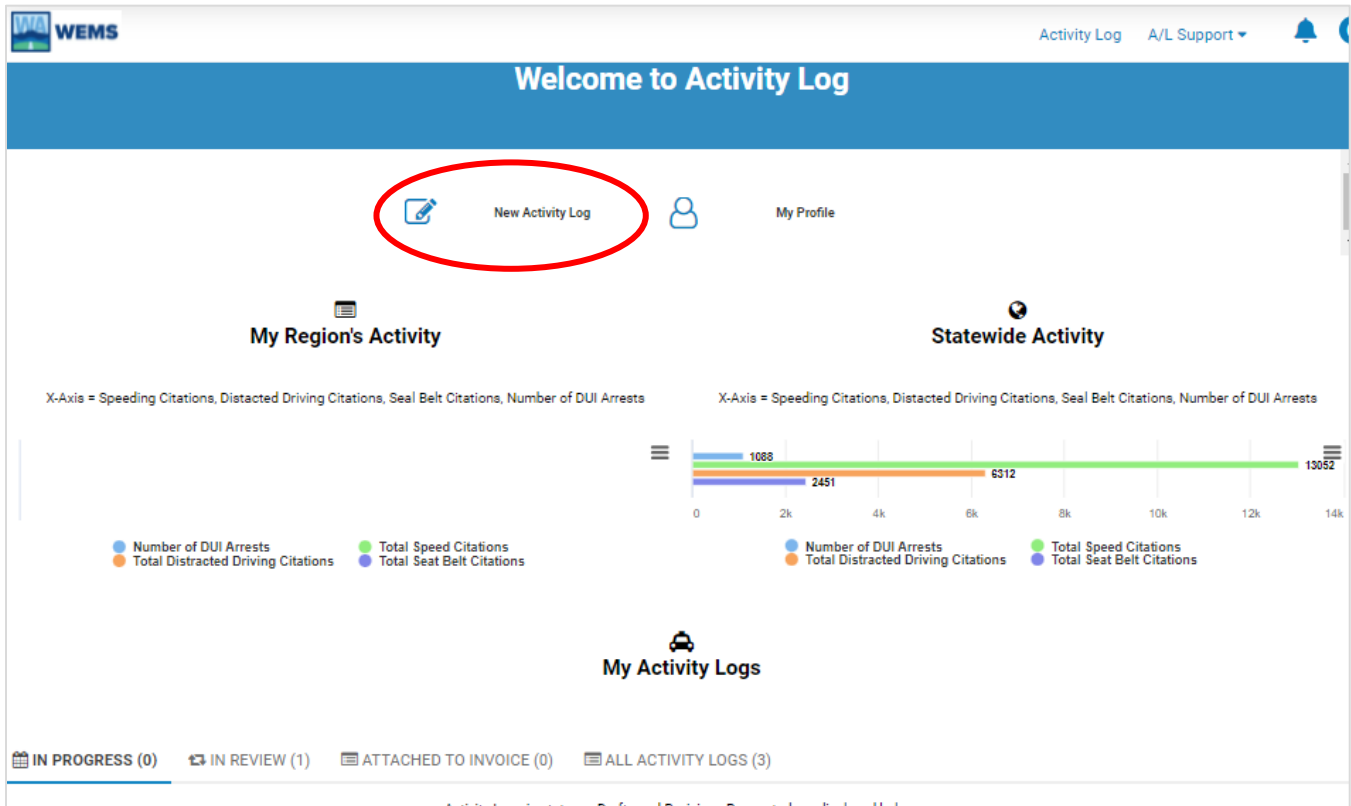


**Step 3:** After opening a new activity log, verify your organization and change if needed. Select "continue" when done.
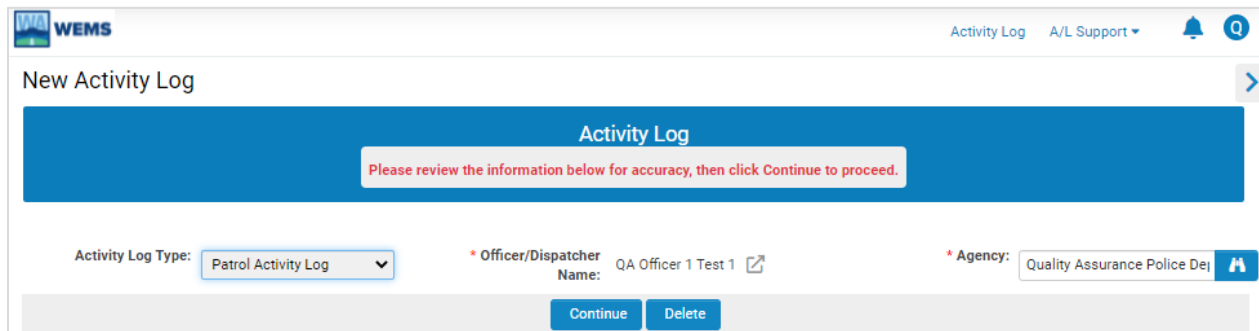
**Step 4:** *Before completing the activity log, click Save Draft.* This will create a unique number for this activity log. Save any changes that you make and you can exit and return as needed.

**Step 5:** Complete the Activity log. The activity log is divided into 5 sections, listed as tabs at the top of the screen: MAIN, TRAFFIC INFRACTIONS, ARRESTS, DUI, and TOTALS. Click on each tab to view them. Note that each tab has instructions listed next to this symbol .
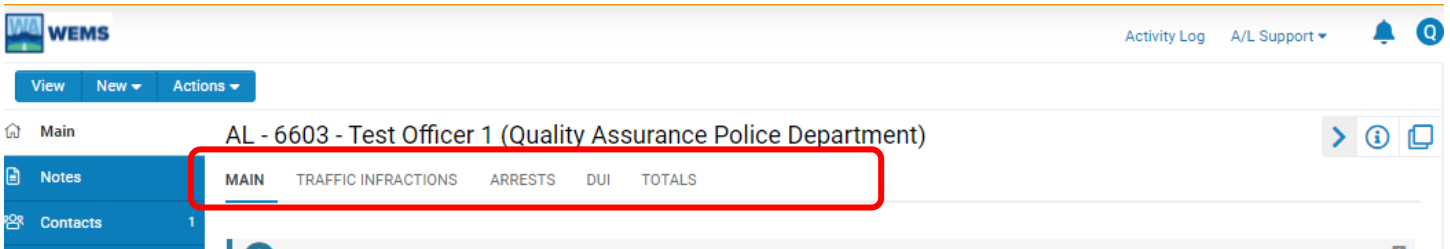


**Step 5(a): MAIN** Tab

- Complete all open fields on this tab. The Supervisor that you select must be someone with a WEMS account. They will be notified to review your activity log once it is submitted.
- Beginning in November 2021, new features have been added for DUI and Distracted Driving.
  - For DUI –
    - If you respond "No" to being ARIDE trained or DRE certified, you'll see a field to select an exception to this requirement. If you select the "other" option, a comment field will appear for you to manual enter this information.
  - For Distracted Driving –
    - If you respond "No" to the Spotter Patrol field, you'll see the same fields described above to select an exception to this requirement.

  Below is a screenshot of the Exception fields described above.
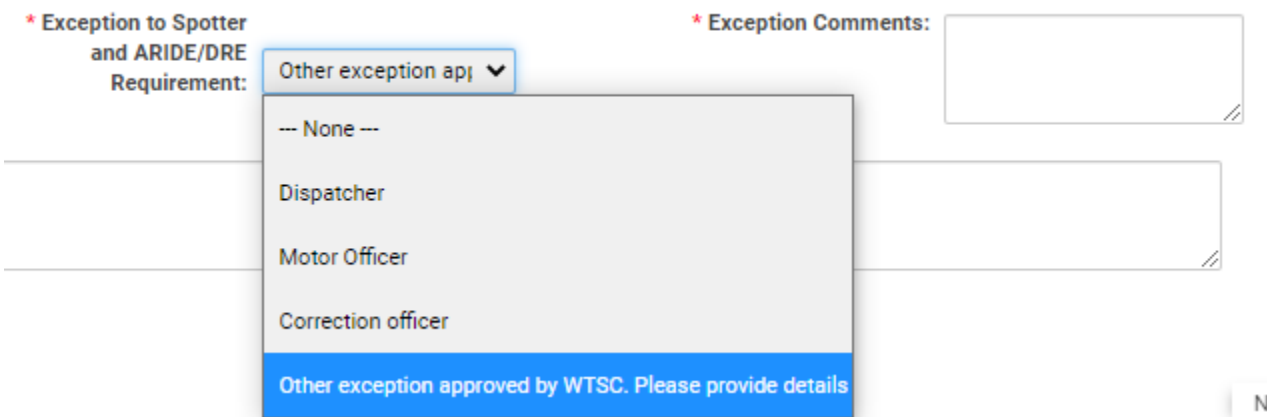
**Step 5(b):** **TRAFFIC INFRACTIONS**, **ARRESTS**, and **DUI** Tabs

- Click the blue button labeled "Add/Modify" on each of the tabs to enter the data.
- A pop-up window will appear with all fields available to edit.  Enter data, click Save and Close.  You can return to edit any of these sections before you submit the activity log.

**Step 5(c):** **TOTALS** Tab

- Infractions, Warnings, Arrests, and DUI Arrests are automatically calculated from the data entered in previous sections.
- Enter the total number of contacts: One contact per each vehicle stopped.  Also, add one contact for each person in addition to the driver who receives a citation/warning.
- If applicable, enter the number of motorcycle drivers contacted and number of motorcycles impounded.
- Click Save Draft to automatically calculate contacts per hour.

**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 receive notification.