**The Ark Documentation.**

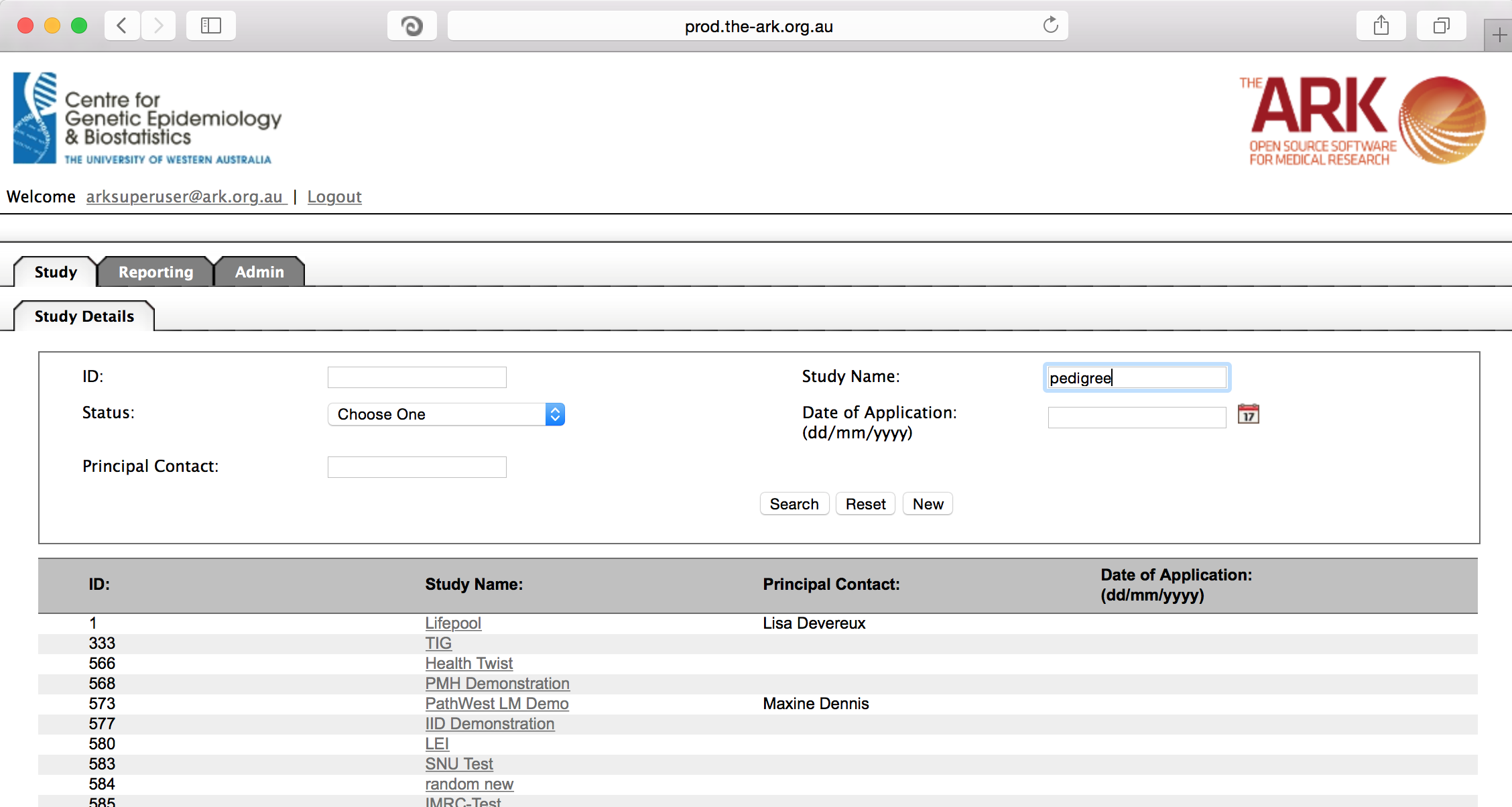
**Work Request**

Log in and select your study by clicking the hyperlink corresponding to the name of your study.

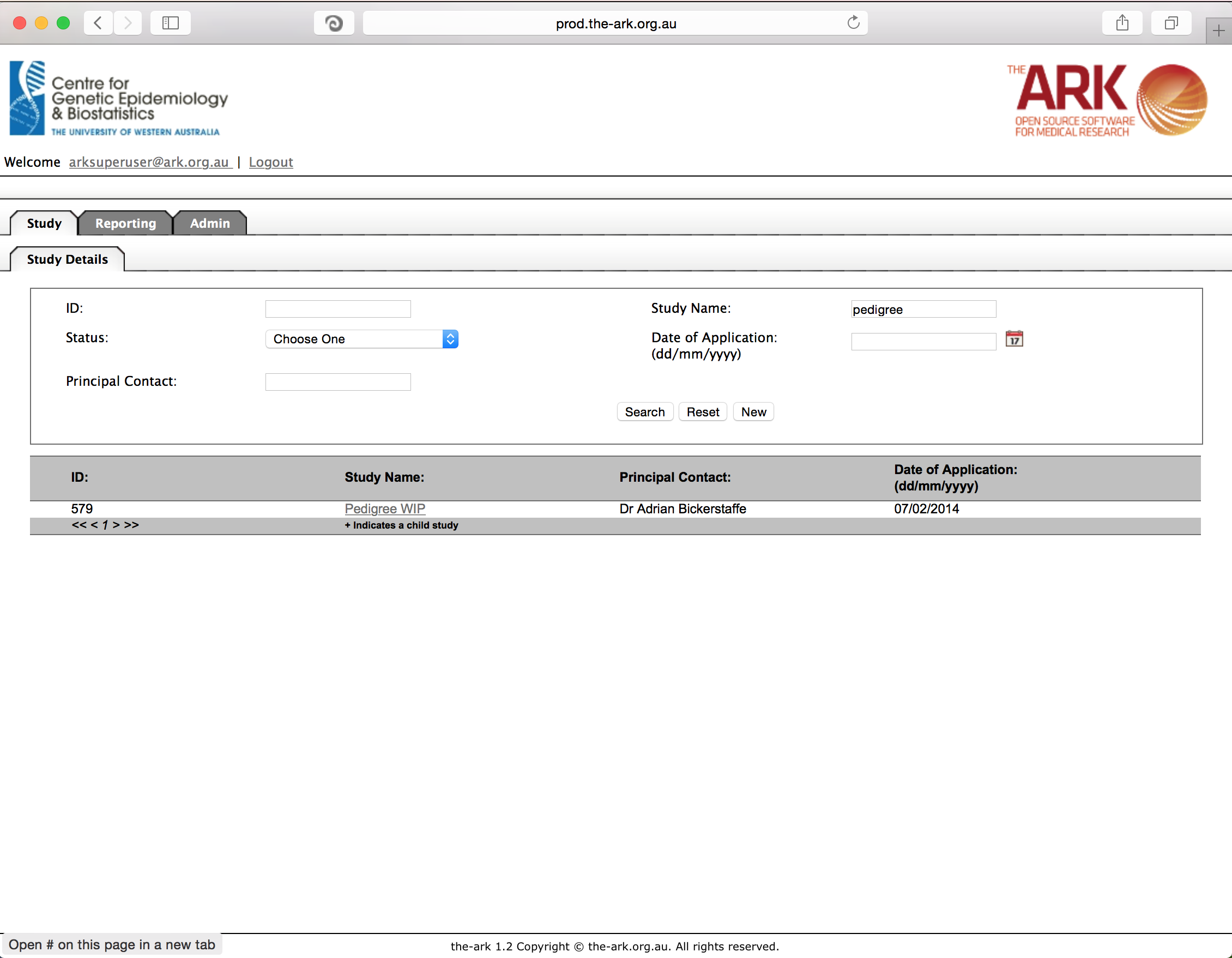
Once you have chosen your study we will be able to adjust study details or select modules and functions available in that study (for which you have privileges).



Alternatively if you have a very long list of studies under your management you may use the search pallette/panel at the top of the page. You can search/filter by id, name, principal contact, status of the study or date of application. Once you have added your filtering criteria, click the search button;



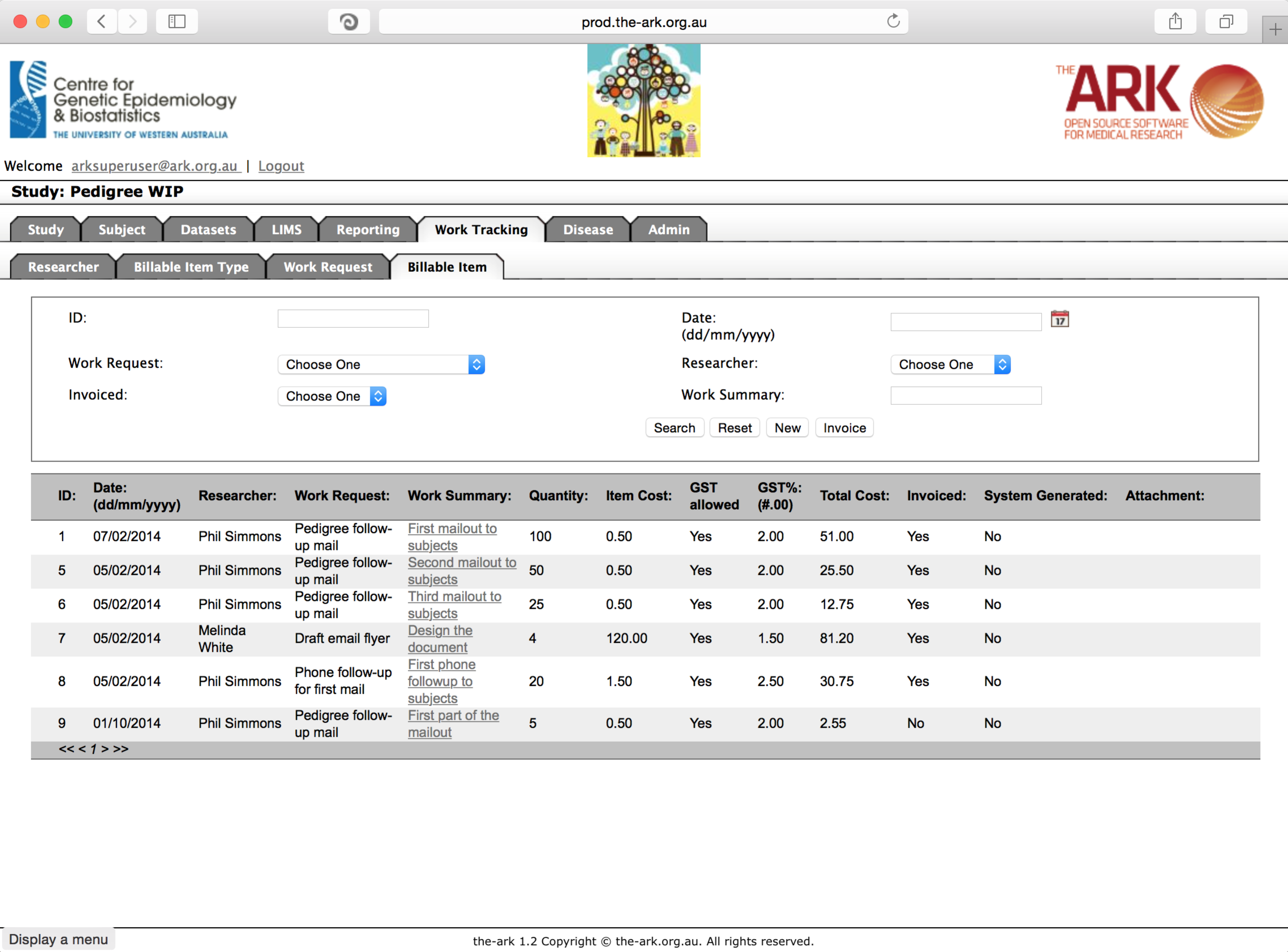
As you can see the filter has helped us find our chosen study and we can click the hyperlinked study name as discussed before;



Once you have chosen your study we will be able to adjust study details or select modules and functions available in that study (for which you have privileges). The module we wish to select is Work Tracking – Billable Item.

Work Tracking module is created with the intention of allowing collaborating researchers to log work and charges (billable items) to studies/researchers.

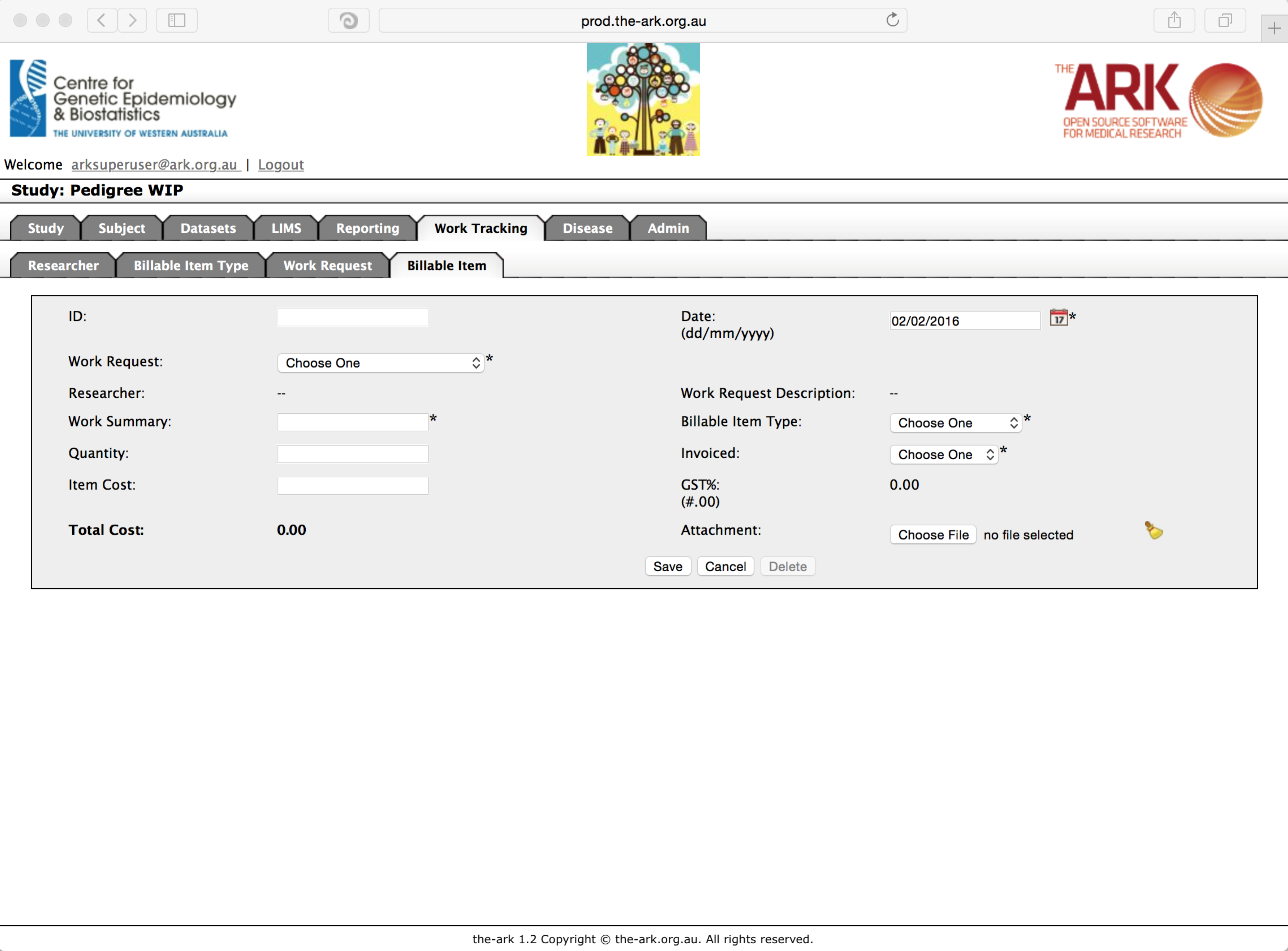
This simple page is for controlling the list of all actually charged/performed billable items (or you could consider them performed research tasks/operations that need to be tracked for the study). As you can see the same standard lay out of a list and filterable fields starts us off. You can see we have 9 charged groups of billable items listed so far.



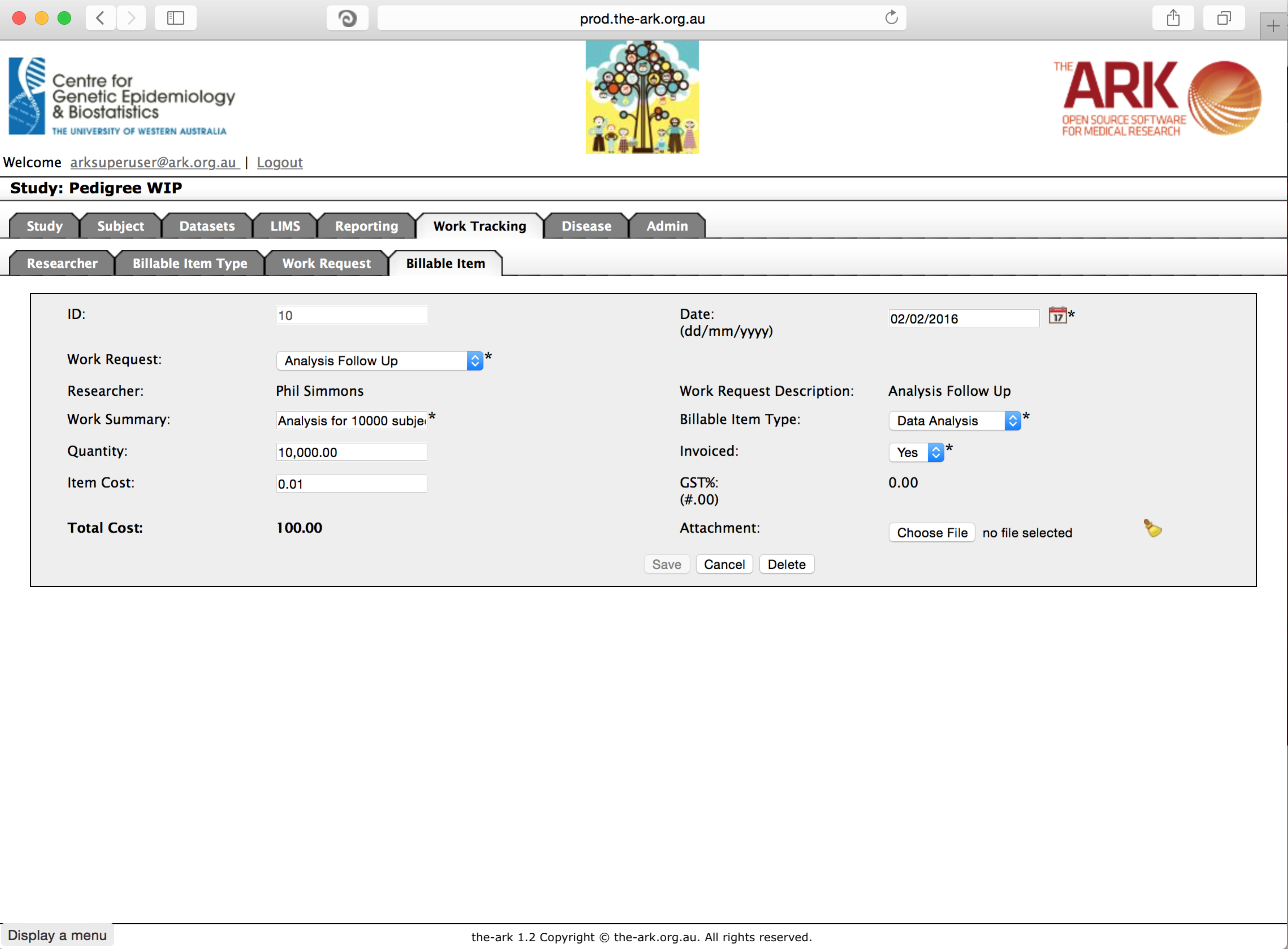
We will now add a 10th charged billable item.

Start by clicking the new button. The following will appear;

The fields are all self-explanatory. The only note is that any field with a “\*” is required/compulsory.



Enter all of the required fields, and any others you feel are relevant, then click save;



If you have no issues and it has correctly saved, the you will have a green message at the top of the page telling you so. If there were any issues (rare on this page), a message will show up in red describing what you have done wrong.

