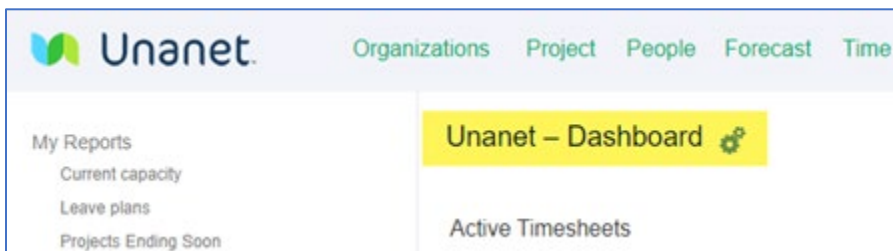


Unanet Instructions

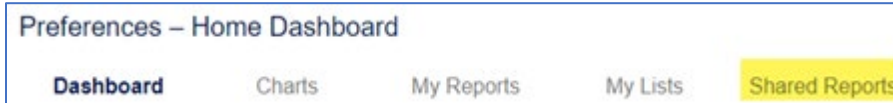
1. Login to Unanet and you should be on the “Unanet – Dashboard” or main page. If not, select the Unanet logo in the top left corner.



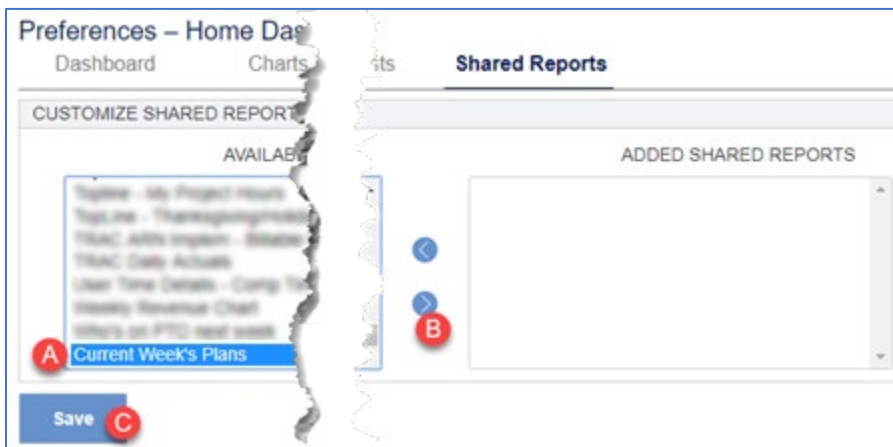
2. In the center of the page is the text “Unanet – Dashboard” with an image of wheel cogs for configuration. Select the image.




3. You should see a new page entitled – “Preferences – Home Dashboard”
4. Select the “Shared Reports” tab.



5. In the “Available Shared Reports” section, find and select “Current Week’s Plans” (A).



6. Click the arrow (B) to move the report to “Added Shared Reports”.

7. Click the "Save" button (.
8. Click the Unanet logo link at the top left of your screen.
9. The Current Week's Plans report should now be visible under the "Shared Reports" text.
10. Select report to view your project plans/actuals for the current week.