Logging on

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| 1 | Using either Microsoft Internet Explorer or Google Chrome, go to https://xxxxxxxxxxxx |
| 2 | Enter your User ID (email address) and Password. For URC employees the password is your regular network password |

Adding or editing site indicator observation data

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| 1 | Go to the IID Home Page (click on **Home** link in upper left side of screen) |
| 2 | Find the Site entry in the **Assigned Sites** grid and click on the Data icon |
| 3 | In the **Aims & Indicators** navigation tree on the left, select the desired Indicator |
| 4 | In the **Enter Data** grid, select the date period (scroll if necessary) and click the Update Data icon  (if data exists) or the Add Data icon  (if entering data for a new observation data period) |
| 5 | Enter the data as prompted, according to the labels (N)umerator, (D)enominator, (I)ndicator Click the Save button  to save your changes or the Cancel button  to cancel the changes and return to the previous screen |
| 6 | Optional – at any time from the **Aims & Indicators** navigation tree you can navigate to the Charts screen by clicking on the Chart icon |

Searching for activities or sites

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| 1 | Click on **Search** link in upper left side of screen. In the prompting dropdown, select either Activity or Site |
| 2 | Enter desired search criteria in the **Search options** and click the Search button |
| 4 | The search results will be displayed – clicking on individual item will take you to the detail screen for that entry |

Viewing Rank By Improvement for an activity

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| 1 | Go to the IID Home Page (click on **Home** link in upper left side of screen) |
| 2 | Find the Activity entry in the **Assigned Activities** or in **My Activities** and click on the Rank By Improvement icon |

Viewing Coach’s Report for an activity

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| 1 | Go to the IID Home Page (click on **Home** link in upper left side of screen) |
| 2 | Find the Activity entry in the **Assigned Activities** and click on the Coach’s Report icon |

Navigating to Chart Screen for an activity

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| 1 | Go to the IID Home Page (click on **Home** link in upper left side of screen) |
| 2 | Find the Activity entry in the **Assigned Activities** and click on the Chart icon |
| 3 | Select the desired **Chart Options** entry |

Working with charts

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| 1 | Select the desired **Chart Options** values for the initial line (Line 1) |
| 2 | Indicate whether or not Chart Rules should be applied via the **Run Chart Rules** checkbox |
| 3 | If additional lines are desired, click the Add Line icon  for a set of **Chart Options** for the new line |
| 4 | Click the Chart button to draw the chart line(s) as requested |
| 5 | To save the chart as defined, click on the Save icon . Once saved, the chart will appear in your **My Charts** grid on the Home page |
| 6 | To create and export an image of the chart, click the Export button |