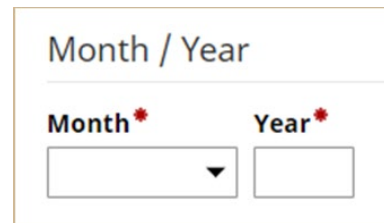


Month / Year*

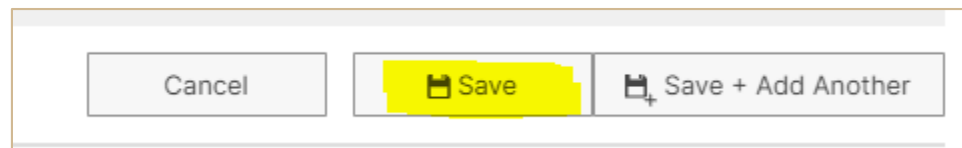


The screenshot shows a form titled "Month / Year". Below the title, there are two fields: "Month*" and "Year*". The "Month*" field is a dropdown menu with a downward arrow, and the "Year*" field is a text input box.

- Select month from drop down lists.
- Enter the year.

NOTE: Faculty and Extension Specialists **only** may choose to report for the month or to put totals for the year in December.

Save



The screenshot shows three buttons: "Cancel", "Save", and "Save + Add Another". The "Save" button is highlighted in yellow.

- Save the month in which you are going to report your “Other Activities.”

< Other Activities Search Other Activities Search Tips

This screen may be completed by Extension Educators, Specialists or Faculty. It is used for a specific list of metrics – consultations, community committees/boards/coalitions, popular press (educational articles in the newspaper, a newsletter, or TV/Radio spots), professional publications, and indirect contacts.

Questions? Email DMhelp@lists.purdue.edu or click on "?" in the top menu bar.
[Click here](#) for instructions.

Filters: None

<input type="checkbox"/>	Month, Month / Year	Year, Month / Year	Created	Last Saved
<input type="checkbox"/>	November	2021	October 20, 2021	October 20, 2021
<input type="checkbox"/>	October	2021	October 16, 2021	October 16, 2021

- Then select that month’s entry to open it and input your activities. This may seem like an extra step to save the month first. But it is helpful to have that month saved first, then move to the next level of entering your activities.