

Entering Technical Assistance

The Professional Activity type: ***Technical Assistance*** is used to capture a variety of types of outreach. If you shared your expertise in any of the following ways, they can be recorded as Technical Assistance.

- Site Visits
- Phone Calls
- Emails
- Diagnostic Services
- Served in an advisory role for a community grant



For questions or assistance, please contact
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or call 706-542-8837



UGA Elements
UNIVERSITY OF GEORGIA

Entering Technical Assistance

Log in to UGA Elements at <https://elements.uga.edu/>

On the *Home* page, find the section *Professional Activities* and click the **+ ADD NEW** link.

The screenshot displays the UGA Elements homepage interface. At the top, there is a red navigation bar with the UGA Elements logo and the text "UGA Elements UNIVERSITY OF GEORGIA". Below this, the main content area is titled "Homepage".

On the left side, there is a vertical sidebar with icons for home, user profile, and a list view. The main content area is divided into several sections:

- MY ACTIONS (3)**: A section containing three action items:
 - Set up your search settings**: "Add extra name variants and information about your past affiliations to help us more accurately find your past works across the web. [View >](#)"
 - Add your ORCID iD**: "Adding your ORCID iD can help us find your scholarly & creative works across the web. You can also choose to send your scholarly & creative works from UGA Elements to your ORCID account. [Add >](#)"
 - Link your scholarly & creative works to funding**: "Linking your scholarly & creative works to the associated funding captures this information ready for reporting activities. [Link >](#)"
- User Profile**: A circular profile picture of Sunshine Jordan, Staff, with the email address suni@uga.edu and an **EDIT MY PROFILE** link.
- Scholarly & creative works**: A section with a "Claimed" status, listing "1 internet publication" and "1 professional/scholarly presentation...". It includes "+ ADD NEW" and "VIEW ALL" links.
- Sponsored projects**: A section with a "Claimed" status, stating "You have no claimed sponsored projects." It includes "+ ADD NEW" and "VIEW ALL" links.
- Professional activities**: A section with a list of activities: "1 administrative effort", "7 educational/outreach presentations", and "3 memberships: committee...". A large red arrow points to the "+ ADD NEW" link at the bottom of this section. It also includes "VIEW ALL" link.
- Instruction**: A section stating "You have no instruction." It includes "+ ADD NEW" and "VIEW ALL" links.

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A list of activity types will appear. Select **Technical Assistance**.

Add a new professional activity



Select professional activity type

Administrative effort	Broadcast interview	Clinical/Diagnostic service	Congressional testimony
Consulting	Distinction/Award	Editorship	Educational event
Educational/Outreach presentation	Employee supervision	Event administration	Event judging
Event participation	Expert witness	External organization/program review	Extracurricular advising/mentoring
Gift & fund development	Legal brief	Library/Archive/Museum services	Marketing/Public relations
Media distribution	Membership: Association/Society/Club	Membership: Board	Membership: Committee
Print interview	Professional development	Professional mentoring (non-student)	Proficiency/Skill
Project (e.g., applied research/instructional initiative)	Promotion/Tenure assessment	Recruitment	Reviewing/Refereeing: Conference
Reviewing/Refereeing: Curriculum	Reviewing/Refereeing: Grant proposal	Reviewing/Refereeing: Journal	Reviewing/Refereeing: Manuscript (other than journal)
Technical assistance	UGA program/unit review		




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Enter details in the *Essential Information* section.
Note – Fields with asterisks are required.


Essential Information


*** Project name**

Co-contributors

Organization type 

Description of assistance

*** Start date** 

End date 

*** Client type**

Add a person:





Last name (required)	First name(s)
<input type="text"/>	<input type="text"/>

[None]

- Advocacy
- Agribusiness
- Artists, musicians, performers
- Business and professional
- Civil rights activities
- Conservation and environment
- Consumer services
- Cultural or historical
- Employee membership benefit
- Family services
- Farmers/Producers
- Farming and related
- Government
- Health services and related
- Housing
- Inner city or community
- Instructional and training
- Legislative and political
- Litigation and legal aid
- Military
- Mutual
- Religious
- School or college
- Scientific research
- Sports and recreation
- Student activities/clubs
- Youth activities

[Select an option]

- Business/Industry
- Civic/Government
- College students
- Educators
- Faculty/Staff
- Families
- Farmers/Producers
- General public
- Homeowners
- Non-profits
- Professional organizations
- Professionals
- Seniors
- Trainers
- University administration
- Volunteers
- Youth
- Other



Entering Technical Assistance

Location ?

No Location - please add...

Name

Organisation

Department

Street address

City State or province

Country Zip code/postcode

Fees received

* Scope ←

County

Number of clients

Number of hours

5 additional fields ➤

[Select an option]
International
National
Regional
State
Local
University
School/College
Department

Expand the *Additional Information* section for more fields

Number of clients is the number of clients you served face-to-face for this report.

Number of hours is the cumulative amount of time you spent.



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Here you can record the number of client contacts you had over phone or email.

You can record your total number of site visits for this report.

You can record any informal diagnoses made that were not captured in official systems.

Note: There is a *Professional Activity* type called **Clinical/Diagnostic Services** for recording formal diagnostic services provided.

Clinical/Diagnostic service

Additional Information 5 additional fields ▼

Number of phone contacts	<input type="text"/>
Number of email contacts	<input type="text"/>
Number of site visits	<input type="text"/>
Number of diagnoses	<input type="text"/>
Community funds generated	USD · <input type="text"/>

?

Use the community generated funds field to record grant funds awarded for community projects where you served in an advisory role during the grant writing process.

CANCEL

SAVE

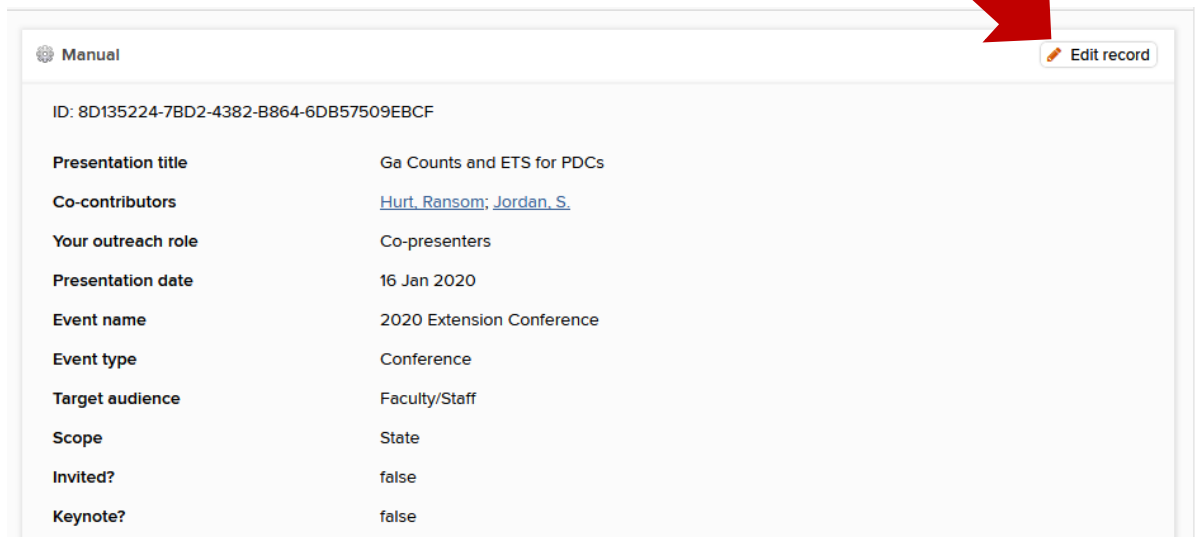
Once you are finished, click the SAVE button



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You will then see your completed entry. Click the ***Edit Record*** button to make changes to your entry.



The screenshot shows a web interface for a manual entry. At the top left, there is a gear icon and the word "Manual". At the top right, there is a button labeled "Edit record" with a pencil icon. A large red arrow points to this button. Below the header, the entry details are displayed in a table-like format.

ID: 8D135224-7BD2-4382-B864-6DB57509EBCF	
Presentation title	Ga Counts and ETS for PDCs
Co-contributors	Hurt, Ransom; Jordan, S.
Your outreach role	Co-presenters
Presentation date	16 Jan 2020
Event name	2020 Extension Conference
Event type	Conference
Target audience	Faculty/Staff
Scope	State
Invited?	false
Keynote?	false