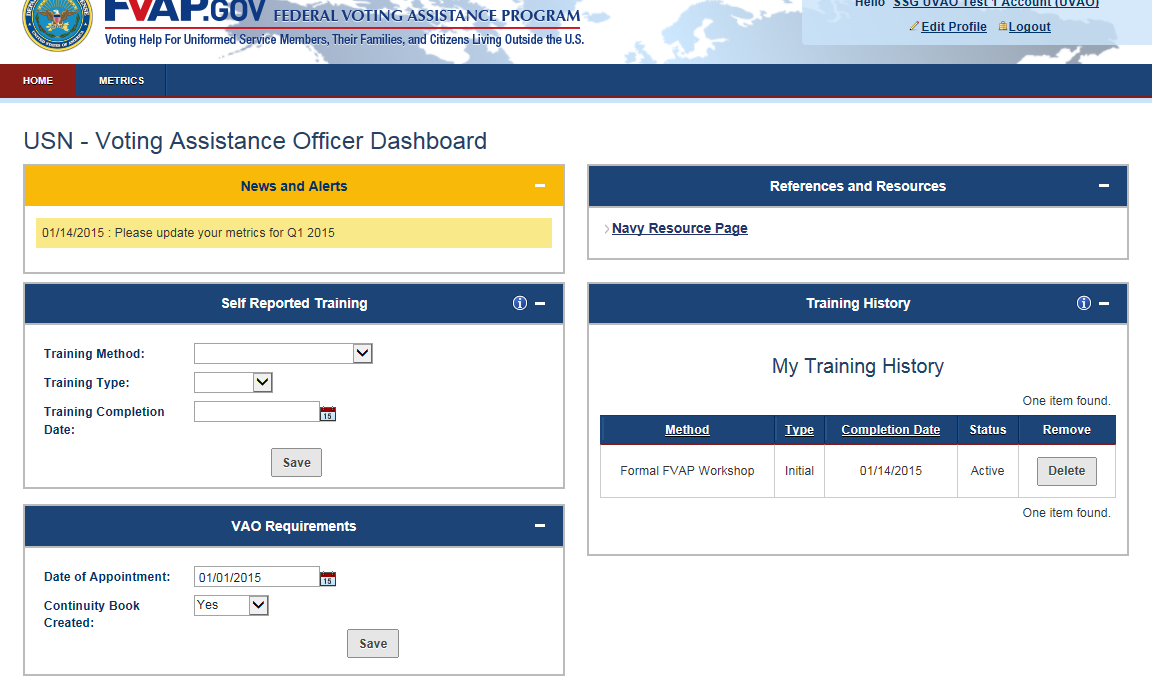
**UVAO view**

Below is the activity/functionality that the Portal offers to you as of 1/15/2015.

**HOME**

* Upon logging in to the Portal, this is the view of your Dashboard
* News and Alerts that your SVAO has posted for your Service will display here
* References and Resources your SVAO shares are accessible here
* Enter your Training method, type and completion date; methods include in-person workshops and online
* Input your Date of Appointment and if you have a Continuity Book (to learn more about the Continuity Book , please visit <http://www.fvap.gov/vao/continuity>)

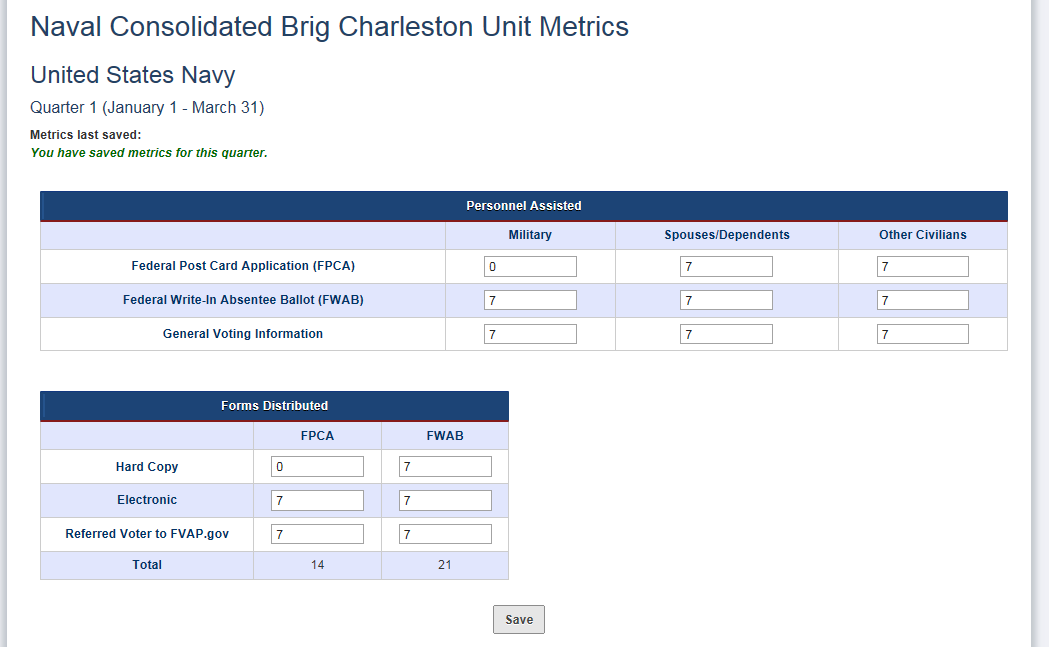


**METRICS**

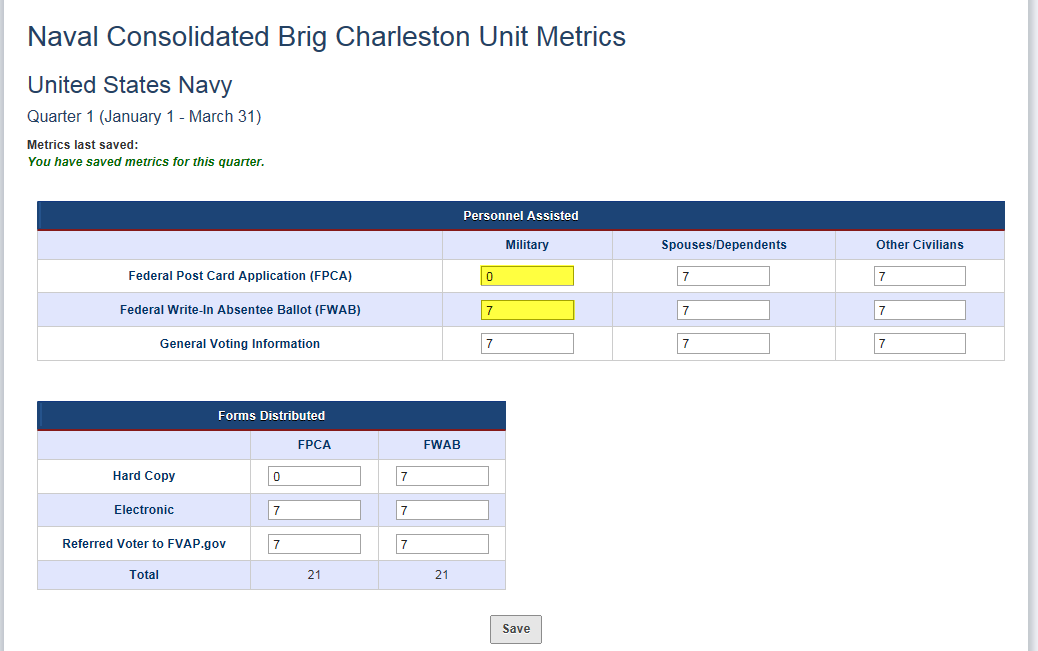
* Input your quarterly voting assistance metrics by selecting the Metrics tab



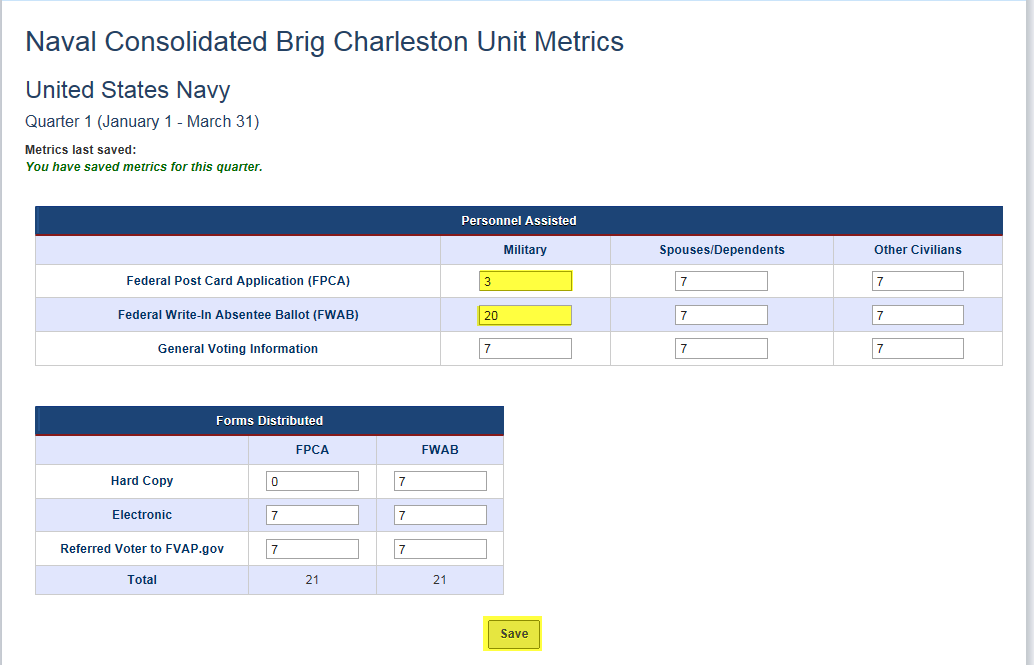
* + Metrics are collected on a Quarterly basis, current quarter is indicated in top Left Corner
  + When you login to input your metrics, you will see a screen with text fields where you can enter in your metrics. All your metrics are cumulatively stored here.



* + Enter in your new total metrics in the appropriate data field. For example, let’s say that this week you assisted 3 Military Personnel with FPCAs and 13 Military Personnel with FWABs. Enter the data by adding what is currently in this view with your new numbers. So you would enter in 3 for Military Personnel with FPCAs (0 + 3) and 20 for Military Personnel with FWABs (7 + 13). Then select Save. In this example I have highlighted the 2 fields to populate.
  + Before entering in new metrics:



* + After entering in new metrics:



* + At the end of each Quarter, the metrics input form will close and submit by 12am ET on the last day of the Quarter (if you have adjustments that need to be made, they must be made by your Service Voting Action Officer <http://www.fvap.gov/vao/svao>)