

# WIC TIME STUDY

All SA and LA WIC staff must complete a monthly time study. This is done the **first full week after the first Sunday of each month**.

1. Internet Explorer 8 (IE8) or higher is required.
2. Use the following URL web browser to access the Time Study Reporting Tool:  
<https://wicspirit.maine.gov/Production/TimeStudy/Account/Login.aspx>

The following screen will appear:

Version 24

Version 24

DATA ENTRY

Enter Time Study Date:  Copy: Select date > select copy > then select date and save Total Time:

KGALLAGHER 01/03/2017 WIC MAINE AGENCY Save Log Off

Time Slot	Client Services				Client Service Support			Program Management						Other			BFP/Non-WIC	
	Certification	Nutrition Edu CS	Breastfeeding CS	Food Delivery	General	Travel	Admin	Nutrition Edu PM	Breastfeeding PM	Special Formula	FMNP	EBT	Lunch	Break	Leave	BFP	Non-WIC	
7:00 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7:15 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7:30 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7:45 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:00 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:15 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:30 AM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:45 AM	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9:00 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9:15 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9:30 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9:45 AM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10:00 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10:15 AM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10:30 AM	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10:45 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11:00 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11:15 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11:30 AM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11:45 AM	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

5. Enter the total time within the activity performed in 15 minute increments by clicking each radio button.

6. Repeat these steps for each different activity performed throughout your work day, completing the sheet with your end time.

**NOTE:** The total time will calculate as you fill or unfill radio buttons.

7. Click "Save" or hit "Enter" to save your form.

DATA ENTRY

Enter Time Study Date:  Copy: Select date > select copy > then select date and save Total Time:

KGALLAGHER 01/03/2017 WIC MAINE AGENCY Save Log Off

Time Slot	Client Services				Client Service Support			Program Management						Other			BFP/Non-WIC	
	Certification	Nutrition Edu CS	Breastfeeding CS	Food Delivery	General	Travel	Admin	Nutrition Edu PM	Breastfeeding PM	Special Formula	FMNP	EBT	Lunch	Break	Leave	BFP	Non-WIC	
7:00 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7:15 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7:30 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7:45 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:00 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:15 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:30 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8:45 AM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9:00 AM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

The Data has changed, do you want to save?

Save and Continue    Don't Save and Continue    Don't Continue

8. If attempt is made to **change the date or log off** before saving the form, a prompt will appear as shown in the picture to the left.

The **Copy** feature allows the user to select a previously entered date and copy the form contents to the current (new) date. To use the copy feature:

1. Select a previously completed time study date from the dropdown calendar. This will retrieve the completed form for that day's activities.
2. After the selected date's information has been retrieved into the time study, check the "Copy" box above the date field.

The screenshot shows the WIC TIME STUDY interface. At the top, there is a header with the Maine Center for Disease Control and Prevention logo and the text "WIC TIME STUDY". Below the header, there is a "DATA ENTRY" section. In the "Enter Time Study Date:" field, the date "12/05/2016" is selected, and a dropdown calendar is open showing "January, 2017". The "Copy" checkbox is checked. The "Total Time" field shows "08:30". The "Save" and "Log Off" buttons are visible. A blue arrow points from the "Copy" checkbox to the date dropdown calendar.

3. Select the new date on the dropdown calendar.
4. This will copy the contents of the first selected date into the new Time Study Form as shown below.

The screenshot shows the WIC TIME STUDY interface. The "Enter Time Study Date:" field now shows "01/04/2017". The "Copy" checkbox is unchecked. The "Total Time" field still shows "08:30". The "Save" and "Log Off" buttons are visible. The date dropdown calendar is closed.

5. Make any changes or edits to your new form and click "Save" when completed.
6. Click "Log Off" to exit the Time Study Tool.

**NOTE: Data for dates in the future cannot be entered. If attempted, the following message will appear in red:**



Version 24

DATA ENTRY

Copy: Select date > select copy > then select date and save
 Total Time:

Enter Time Study Date: 
Please enter a valid date!

KGALLGHER

Time Slot	Client Services					Client Service Support		Program Management						Other			BFFC	Non-WIC				
	Certification	Nutrition Edu	CS	Breastfeeding	CS	Food Delivery	General	Travel	Admin	Nutrition Edu	PM	Breastfeeding	PM	Special Formula	PMNP	EBT	Lunch	Break	Leave	BFFC	Non-WIC	
7:00 AM	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7:15 AM	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7:30 AM	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

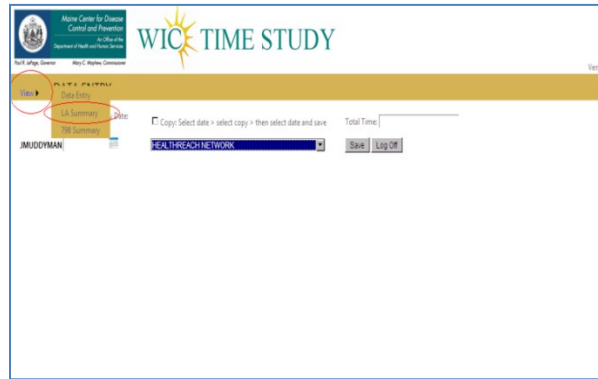
**Time study categories and descriptions**  
(Maine CDC WIC Policy FM-8)

Client Services	Certification	Performing height and weight measurements, blood test assessments, income, residency and identification verifications, health and diet assessments; completing certification forms, explaining the benefits of the Program, determining risk, documenting in the client file, obtaining and sending medical information; issuing food instruments; referring to other services.
	Nutrition Education	Providing individual counseling (including face-to-face, telephone or written correspondence) or group education and evaluating results; arranging for interpreter/translator services.
	Breastfeeding	Providing individual counseling, (including face-to-face, telephone or written correspondence), group education, peer counseling; electric breast pump authorizations and follow-up.
	Food Delivery	Printing and mailing food instruments.
Client Service Support	General	Maintaining files, medical, breastfeeding and other office supplies; food instrument registers, scheduling appointments.
	Travel	Travel to and from clinics
Program Management	Administration	Program planning and evaluation; managing day-to-day operations; supervising and training staff; caseload management including outreach and community collaborations; attending meetings and training; travel.
	Nutrition Education	Developing, implementing and evaluating education initiatives; attending meetings and training; travel.
	Breastfeeding	Developing, implementing and evaluating breastfeeding initiatives; staff training; attending meetings and training; travel.
	Special Formula	Tracking special formula authorization, follow-up and orders.
	FMNP	Farmers' Market planning and program management
	EBT	Planning, development and implementation of eWIC initiatives
Other	Lunch	
	Break	
	Leave	
BFPC	BFPC	Work related to and paid for out of Breastfeeding Peer Counseling Program funds
Non-WIC	Non-WIC	Work not paid for out of the WIC administrative grant

## Reports:

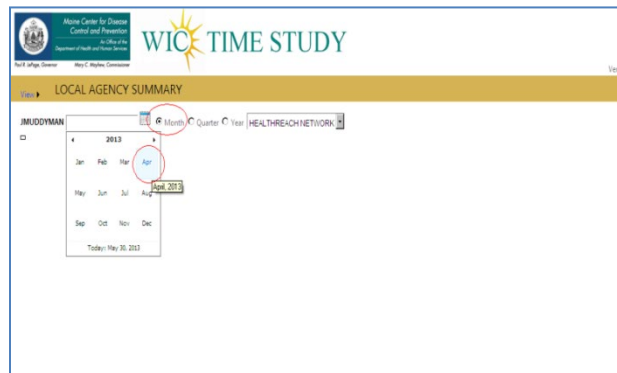
LA Summary Report: Local Agency Summary reports are available for the LA Directors. Each Director has access to their own agency's reports. Summaries available are monthly, quarterly and yearly. **NOTE: For the purposes of this document, all data displayed in the following screen shots is sample data and not "actual" data for reporting.** To access the reports:

1. Hover your mouse over the "View" option, and then select "LA Summary".



## Monthly Summary Report

2. At the Local Agency Summary screen, select the "Month" radio button then select a reporting month from the calendar dropdown.



By selecting the desired month/year, the report automatically generates the data for that month/year. The report heading will indicate the month and year selected. Each time the month/year is changed, the report automatically refreshes the data for the selected criteria.

State of Maine WIC Time Study  
Summary Report for HEALTHREACH NETWORK  
For Month Of: April 2013  
Report Generated on 05/30/2013

Users	Total Hours	Client Services				Client Service Support		Program Management				Other		BIFC	Non-WIC	Total Minutes	
		Certification	Nutrition (G/C)	Woundwelling/C	Food Delivery	General	Target	Admin	Nutrition (G/PM)	Woundwelling/PM	Special events	TRMP	ERT				Lunch
ADAWE	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AMARCOUX	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BIDNELSON	42.50	0	0	0	185	2295	0	0	0	0	0	0	150	0	0	0	2550
BLAMBERT	51.00	720	615	525	1020	0	0	0	0	0	0	0	180	0	0	0	3060
DLEVESQUE	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGOTTARDO	42.50	735	780	225	690	0	0	0	0	0	0	0	120	0	0	0	2550
JMUDDYMAN	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KLONIGSTAFF	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LEWIS	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NGASKY	42.50	690	1355	420	15	0	120	0	0	0	0	0	150	0	0	0	2550
SHOVEY	42.50	0	0	0	225	2175	0	0	0	0	0	0	150	0	0	0	2550
TYGISE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>2145</b>	<b>2336</b>	<b>1170</b>	<b>2055</b>	<b>4420</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Quarterly Summary Report

By selecting the “Quarter” radio button, the report automatically refreshes the data for the quarter starting with the month selected. The report heading changes to match the new report selection. Notice the totals change automatically as well. The quarter parameters can be changed the by changing the report start month in the calendar dropdown.

State of Maine WIC Time Study  
Summary Report for HEALTHREACH NETWORK  
For Quarter Starting: April 2013  
Report Generated on 05/30/2013

Users	Total Hours	Client Services				Client Service Support		Program Management				Other		BIFC	Non-WIC	Total Minutes	
		Certification	Nutrition (G/C)	Woundwelling/C	Food Delivery	General	Target	Admin	Nutrition (G/PM)	Woundwelling/PM	Special events	TRMP	ERT				Lunch
ADAWE	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AMARCOUX	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BIDNELSON	76.50	0	0	0	255	4065	0	0	0	0	0	0	270	0	0	0	4590
BLAMBERT	51.00	720	615	525	1020	0	0	0	0	0	0	0	180	0	0	0	3060
DLEVESQUE	42.50	1050	900	450	0	0	0	0	0	0	0	0	150	0	0	0	2550
AGOTTARDO	42.50	735	780	225	690	0	0	0	0	0	0	0	120	0	0	0	2550
JMUDDYMAN	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KLONIGSTAFF	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LEWIS	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NGASKY	85.00	1725	2265	585	15	0	210	0	0	0	0	0	300	0	0	0	5100
SHOVEY	42.50	0	0	0	225	2175	0	0	0	0	0	0	150	0	0	0	2550
TYGISE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>423.00</b>	<b>4850</b>	<b>3905</b>	<b>2205</b>	<b>6240</b>	<b>210</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>270</b>

## Yearly Summary Report

By selecting the “Yearly” radio button, the report automatically refreshes the data for the year, starting with the month selected. The report heading changes to match the new report selection. If there is data dating back to the start month, your report will reflect this. The year parameters can be changed by changing the report start month in the calendar dropdown.

State of Maine WIC Time Study  
Summary Report for HEALTHREACH NETWORK  
For Year Starting: October 2012  
Report Generated on 05/30/2013

Users	Total Hours	Client Services				Client Service Support		Program Management				Other		BIFC	Non-WIC	Total Minutes	
		Certification	Nutrition (G/C)	Woundwelling/C	Food Delivery	General	Target	Admin	Nutrition (G/PM)	Woundwelling/PM	Special events	TRMP	ERT				Lunch
ADAWE	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AMARCOUX	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BIDNELSON	76.50	0	0	0	255	4065	0	0	0	0	0	0	270	0	0	0	4590
BLAMBERT	51.00	720	615	525	1020	0	0	0	0	0	0	0	180	0	0	0	3060
DLEVESQUE	42.50	1050	900	450	0	0	0	0	0	0	0	0	150	0	0	0	2550
AGOTTARDO	42.50	735	780	225	690	0	0	0	0	0	0	0	120	0	0	0	2550
JMUDDYMAN	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KLONIGSTAFF	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LEWIS	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NGASKY	85.00	1725	2265	585	15	0	210	0	0	0	0	0	300	0	0	0	5100
SHOVEY	42.50	0	0	0	225	2175	0	0	0	0	0	0	150	0	0	0	2550
TYGISE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>423.00</b>	<b>4850</b>	<b>3905</b>	<b>2205</b>	<b>6240</b>	<b>210</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>270</b>

**Note: To log out from the Local Agency Summary report, select Data Entry from the “view” menu and log out from the Data Entry screen.**