Uploading Time Log to Field Experience Binder
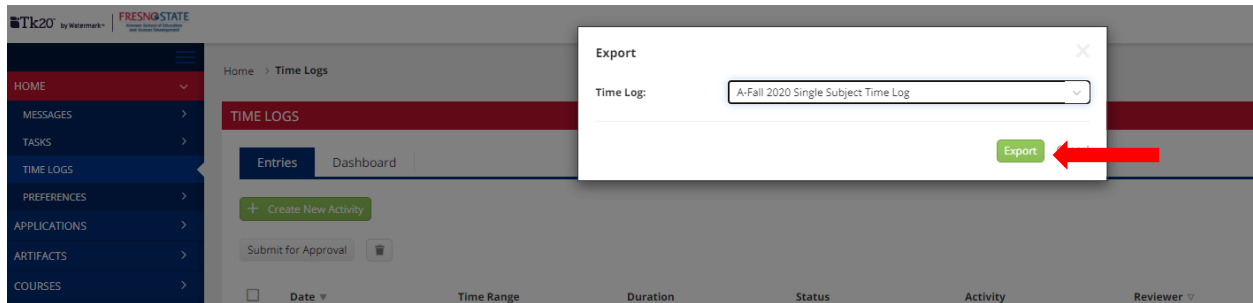
Open your Time Log and click on EXPORT

Select your time log template and click on EXPORT

The EXPORT will download to EXCEL. Make sure to save to your desktop.

Once saved to your desktop, go to your binder and click on the ADDITIONAL DOCUMENT tab and click on SELECT

Click on ATTACH FILE or ATTACHED DOCUMENTS and select the EXCEL spreadsheet from your desktop.

Click on ADD