

Add Estimate

1. Hover over **MATCH** on the main menu. From the dropdown menu that appears, click **Time & Effort**.
2. Click on the + ADD ESTIMATE button

The screenshot shows the Compass DEMO interface. The top navigation bar includes icons for STUDENTS, PARENTS, STAFF, REPORTS, ED REPORTS, MATCH, DATA CENTER, SURVEYS, TEXTING, and SYSTEM. The 'MATCH' menu item is highlighted. Below the navigation bar, the page title is 'TIME & EFFORT' with a 'SELECT' dropdown and a search bar. A red arrow points to the '+ ADD ESTIMATE' button in the top right corner. Below the header is a table with columns: DATE, SERVICE, CONTRIBUTOR, DURATION, and FILES. The table contains three rows of data:

DATE	SERVICE	CONTRIBUTOR	DURATION	FILES
<input type="checkbox"/> 11/15/2023	Consultants & contracts (programmers, guest speakers...)	Becerra, Cynthia	45m	0
<input type="checkbox"/> 11/15/2023	Community outreach	Breslin, Abigail	3h	0
<input type="checkbox"/> 11/15/2023	Community outreach	Brown, Bobbie	3h	0

3. From the Add Time & Effort page, fill out the required fields (*).

The screenshot shows the 'ADD TIME & EFFORT' form. The form contains several required fields marked with an asterisk (*): Contributor, Employment, Reporting Year, Review, and Services. The 'Services' section includes 'Administrative support of GEAR UP 2', 'Combined service and monetary donations', and 'Community outreach', each with 'Hrs' and 'Mins' input fields. A red arrow points to the '+ UPLOAD FILE' button.

4. To attach a document click on the + UPLOAD FILE button. Once the document is attached click on the SAVE AND CLOSE button.

The screenshot shows the 'ADD TIME & EFFORT' form, identical to the previous screenshot. A red arrow points to the '+ UPLOAD FILE' button.