

School:	controlGen
Service Area:	Leadership
PO Number:	1010
Worklog Recipient:	Jacques Lavandre
Email:	jhlavender@gmail.com

These fields are pre-populated from HubSpot and cannot be changed. If they are wrong, you need to contact Brooke or James or Jack to help correct them.

These are the primary fields for you to complete for this work log.

Work Date * **Days On Log**

Choose Date 1.0

Type of Time *

Days Hours

This field is also pre-populated and should NOT be changed unless you have specific instructions from Brooke or James to do so.

In addition to the two fields above, you must also attach a work log to the submission. It will be included in the PandaDoc document that you will need to sign.

Upload Work Log *

Drag and Drop (or) [Choose Files](#)

This is for adding your work log for electronic signature. You must upload a work log to be able to start the process.

Upload other file(s)

Drag and Drop (or) [Choose Files](#)

Some deals require other files to be included. For example, ONPS deals often require an Agenda to be included. Others may require a sign-in sheet. Upload as many additional files as needed here.

Certain deals require other files to be attached (e.g., agendas and sign-in sheets). This field allows for multiple, additional files to be uploaded. Once uploaded, they will also be embedded in the PandaDoc document for signature.

Confirmation

I have confirmed that the information above, about the project and the work performed, is correct.

It's easy to click the Confirmation check box quickly without making sure everything is correct. Keep in mind that once you click the final button, the PandaDoc document will be created and CANNOT be edited. Best to take a moment to review what's being submitted.