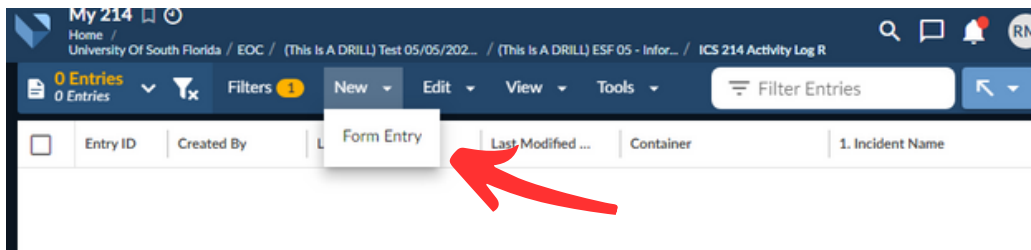
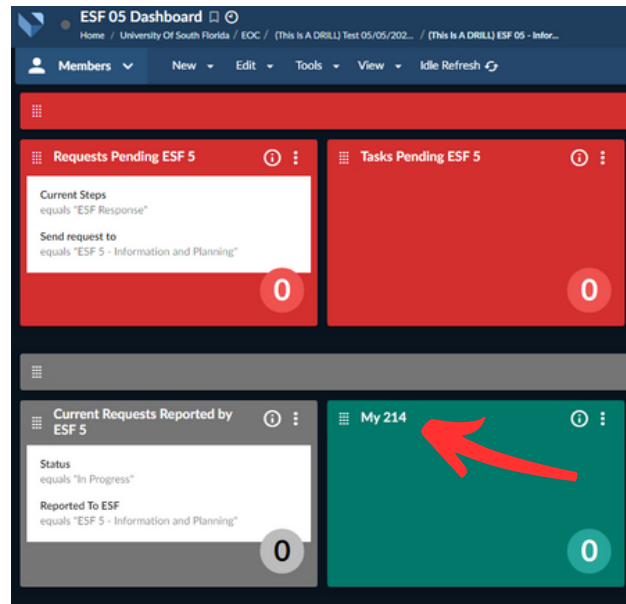


## FINDING YOUR 214

- From your ESF Side Room Dashboard, select **My 214**
- Select **New Form Entry**



## COMPLETING YOUR 214

Complete the Following 214 Sections:

- 4. ESF/Institution:** Select the ESF you fall under
- 5. Department or Agency:** Type the USF department you work for
- 6. Resources:** Enter any people you managed/supervised
- 7. Equipment:** Enter physical equipment used during operational period
- 8. Activity Log:** Add specific work-related activities you completed during operational period and when you started performing them
- 10. Prepared By:** Enter your Job Title
- 11. Date/Time:** Enter the date/time you completed this 214 entry

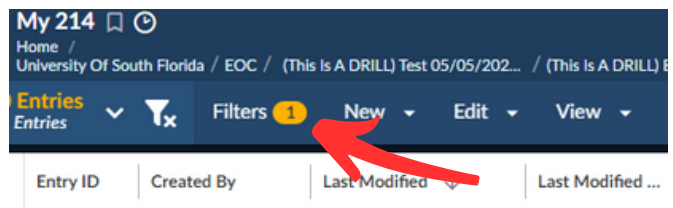
Once you have completed your form, click **Submit**.

**NOTE:** A new 214 form should be completed for every operational period you work.

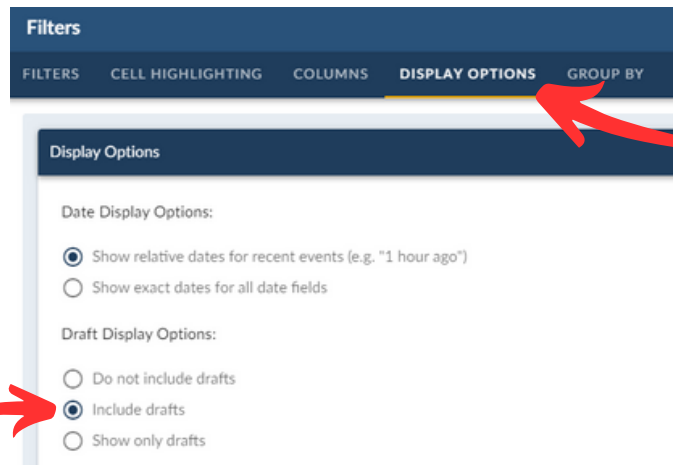
## SAVING A DRAFT

- You can also choose to save your 214 as a draft and come back to it later before submitting.
- This allows you to enter activities, resources and equipment throughout the operational period as necessary.

- To find a saved draft, navigate back to My 214.
- From the top menu, select **Filters**



- Select **Display Options**
- Under **Draft Display Options** select **Include Drafts**
- Click **Apply**



- All your un-submitted 214 drafts will be visible
- Select the draft you want to submit and click **Edit** on the bottom right corner.
- Once your draft is complete, click **Submit**

