How To Add Activities in the Updated Euna

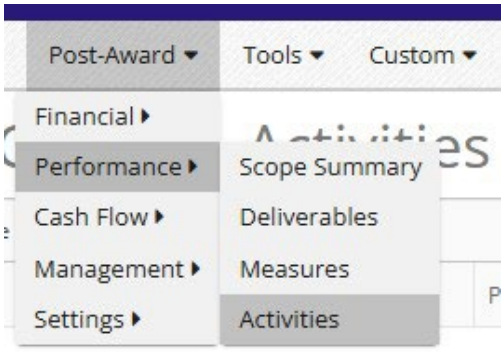
Terminology Changes

Old	New
Goals	Measures
Strategies	Deliverables
Achievements	Activities

Activities are reports of actual work completed against a measure. Key fields include:

- **Reporting Period** — When the work occurred and the Activity End Date
- **Number Complete** — How much work was accomplished
- **Description** — Description of the work
- **Attachments** — Supporting documentation (optional)

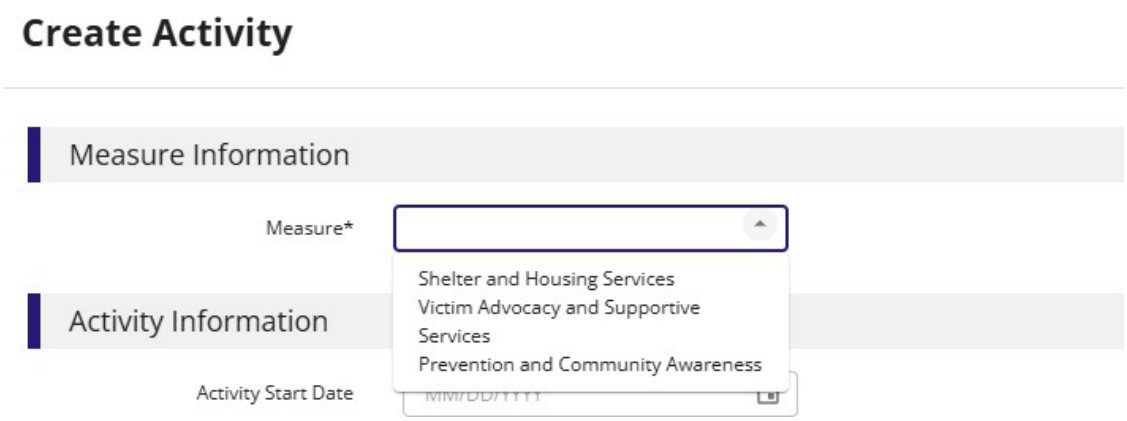
1. Open **Grant Management** > **Grants** > **All Grants**.
2. Click a **Grant Name**.
3. Open the **Post-Award** tab > **Performance** > **Activities**.



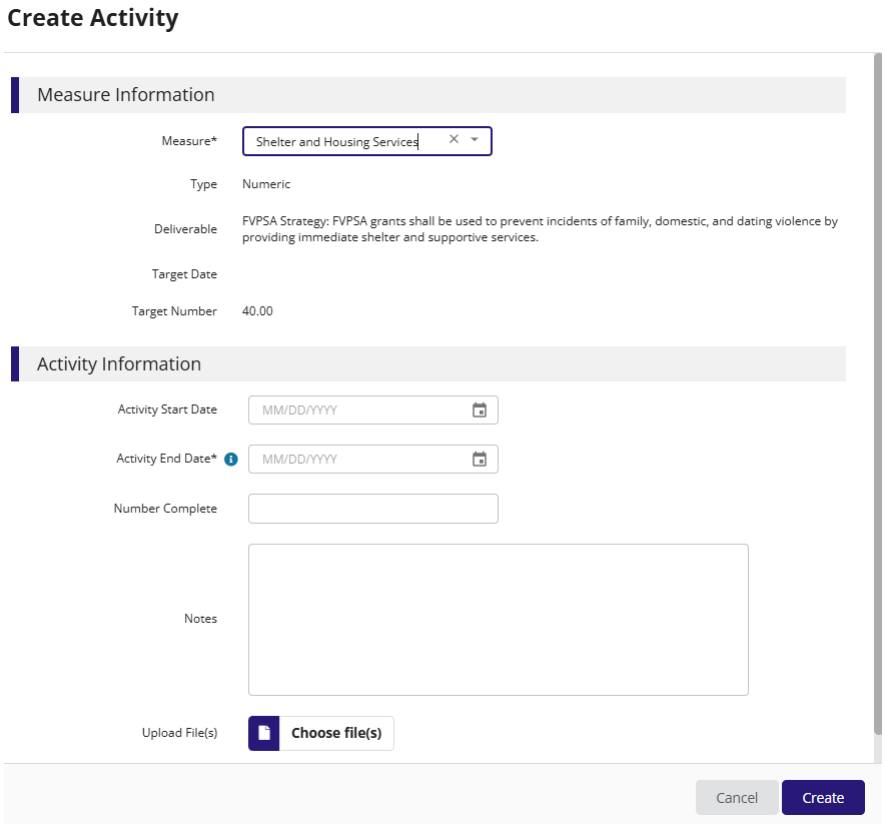
4. Click the (**Create icon**) in the Icon Bar.



5. Select a Measure from the dropdown menu.



6. Add an **Activity Start Date** (optional).
7. Add an **Activity End Date**.
8. Note number completed.
9. Add Notes (optional).
10. Upload files (optional).
11. Click **Create**.



Monitor how your activity is rolling up to measure progress and completion status.

Prerequisites: The award must have a measure with activity added by the grantee.

1. Click **Grant Management** > **Grants**
2. Click on a **Grant Name**
3. Click **Post-Award** > **Performance** > **Measures**
4. Locate the measure you want to track
5. Observe the Progress column:
    a. **Milestone**: Shows as *Complete* once at least one activity is marked complete; otherwise appears as *In Progress*
    b. **Number**: Shows sum of all activity (e.g., "45 of 50")
    c. **Percent**: Shows calculated percentage (e.g., "90%")