How-To Add a Performance Site in KC Bluesheet

1. On the ‘Proposal’ tab, in the ‘Organization/Location’ section, you will find the area titled ‘Performance Site Locations’.

2. To search for and add the location where you will be performing the project/analyzing the data, click the magnifying glass icon next to ‘(Select)’.
3. On the search page, enter your first name in the ‘First Name’ field and your last name in the ‘Last Name’ field. Then click search.
4. If there are no results, or you cannot find the address you are looking for, click ‘here’ in the line of text—“Can’t find what you are looking for? Click here to add a new Rolodex entry.”—under the search area to add a new address. **Note: When you click ‘here’, a new tab will be opened. Your proposal/address search will still be open in the previous tab at the top of your internet browser.**

5. Complete the ‘Address Line’(s) 1-3 as needed, ‘City’, ‘Country Code’, ‘Postal Code’, and ‘State’ fields. Also, be sure to enter your first name in the ‘First Name’ field and your last name in the ‘Last Name’ Field so you can then find your address once you submit it. Once you have verified you have your address correctly entered. Press ‘Submit’ at the bottom of the page.
6. Once you press ‘Submit’ and receive the message “Document was successfully submitted.”, your address has been added, and you can close the tab. **Note: Be careful not to close the original tab that contains your work so far, as you will have to begin your proposal over.**

7. Now that you are back on the original tab with the address search, your name should still be entered from before, so simply click the ‘search’ button.
8. Your address should now be shown as a result, and you can click ‘return value’ in the leftmost column to return it into your proposal.

9. Finally, click the ‘add’ button on the right side by the yellow star to finalize the addition of your performance site to the proposal.

10. Congratulations! You have now added your performance site to your proposal!