


How to File a Disbursement of Public Monies Bi-monthly Report in the JCOPE Online Lobbying Application ('LA')

Please refer to the Tool Tip icons  located throughout the Filing for more detailed information.

There are **two** different options available on a Filer's Dashboard to create a Disbursement of Public Monies ('DPM') Report:

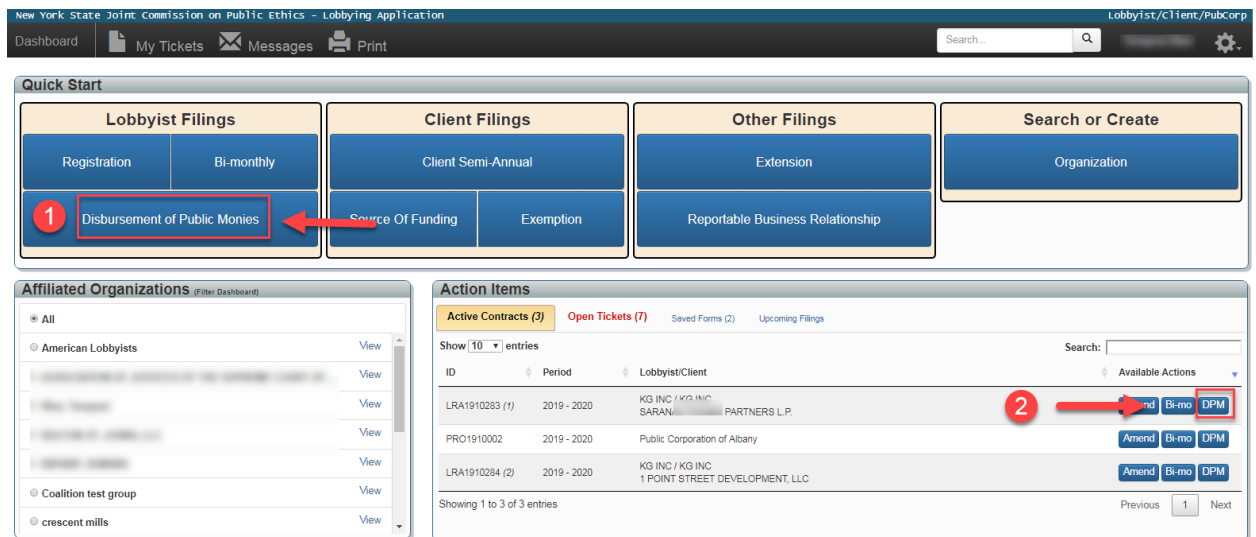
1. From the 'Action Items' window, select the 'DPM' button that corresponds to the applicable Lobbyist/Client relationship you wish to file a Disbursement of Public Monies for. This method avoids having to manually select the Principal Lobbyist, Contractual and Beneficial Client information.

- This method avoids having to manually select the Lobbyist/Contractual Client/Beneficial Client information. (*JCOPE preferred method.*)

OR

2. Click the 'Disbursements of Public Monies' button from the 'Lobbyist Filings' quick start menu;

- This method requires you manually select the Principal Lobbyist, Contractual Client and Beneficial Client(s).



The screenshot displays the JCOPE Online Lobbying Application interface. At the top, the header reads 'New York State Joint Commission on Public Ethics - Lobbying Application' and 'Lobbyist/Client/PubCorp'. Below the header is a navigation bar with 'Dashboard', 'My Tickets', 'Messages', and 'Print'. A search bar is also present. The main content area is divided into two sections: 'Quick Start' and 'Action Items'.

The 'Quick Start' section contains four panels: 'Lobbyist Filings', 'Client Filings', 'Other Filings', and 'Search or Create'. The 'Lobbyist Filings' panel has buttons for 'Registration', 'Bi-monthly', and 'Disbursement of Public Monies'. A red circle with the number '1' is around the 'Disbursement of Public Monies' button, and a red arrow points to it from the 'Client Filings' panel.

The 'Action Items' section shows a table with columns: 'ID', 'Period', 'Lobbyist/Client', and 'Available Actions'. The table lists three entries. The first entry, 'LRA1910283 (1)', has a red circle with the number '2' around the 'DPM' button in the 'Available Actions' column. A red arrow points to this button from the 'Disbursement of Public Monies' button in the 'Quick Start' section.

3. Review the Principal Lobbyist, Contractual Client, and Beneficial Client names are all correct. You will not be able to change them once you begin the Filing. If you need to add additional Beneficial Client names, you may do so by entering the first few characters of the Beneficial Client in the search text field.

4. Select the appropriate **'biennial filing year'** from the drop-down menu.
5. Click the **'Start'** button for the applicable filing year and reporting period. **Example:** '2019 January – February'

The screenshot shows the 'Disbursement' form. It has three main sections for client information: 'Lobbyist/Client Organization Info', 'Contractual Client Info', and 'Beneficial Client Name(s)'. Each section contains a text box with 'KG INC' and address details. Below these are dropdown menus for 'Lobbyist/Public Corporation Name', 'Contractual Client Name', and 'Beneficial Client Name(s)'. A 'Year' dropdown is set to '2019 - 2020'. At the bottom, a 'Period' dropdown is set to '2019 January - February'. A red box highlights the 'Start' button in the 'Start/View Form' section.

CO/SUB-LOBBYIST(S) INFORMATION (IF APPLICABLE)

If applicable, enter the names of a **'Co-Lobbyist'** or **'Sub-Lobbyist'** by typing the first few characters of the name in the respective search text field. Otherwise, continue to the Beneficial Client(s) tab.

- A Co-Lobbyist and/or Sub-Lobbyist is NOT a Designated Lobbyist, Individual Lobbyist, Employee ('in-house') Lobbyist, or Retained Lobbyist.

The screenshot shows the 'Co/Sub Lobbyist(s) Information (if applicable)' form. It has two main sections: 'Co-Lobbyists' and 'Sub-Lobbyists'. Each section has a search box labeled 'Add Co-Lobbyist Search' and 'Add Sub-Lobbyist Search'. Below the search boxes are 'Co-Lobbyists Added' and 'Sub-Lobbyists Added' sections. A 'Continue' button is at the bottom left. The form is part of the 'Lobbyist Disbursement of Public Monies Form' for the 'Reporting Period: 2021 January - February'.

BENEFICIAL CLIENT(S) TAB

To add a new Beneficial Client, enter the first few characters of the **'Beneficial Client'** name in the text search box. To remove a Beneficial Client, click the red and white circle 'X'. Please note that at least one Beneficial Client must be listed on a Disbursement of Public Monies filing.

The screenshot shows the 'Beneficial Client(s)' tab in the 'Lobbyist Disbursement of Public Monies Form' for the reporting period of 2021 January - February. On the left is a sidebar with navigation links: 'Cor/Sub Lobbyist(s)', 'Beneficial Client(s)', 'Individual Lobbyists', 'DPM Comp & Expenses', 'Lobbying Activities', 'Attestation', and 'Activity'. The main area has a title 'Beneficial Client(s)' with a help icon. Below it is a search box labeled 'Add Beneficial Client Search' with the instruction 'Enter Client Name or Type * to View list'. A red arrow points to this search box. Below the search box is a table titled 'Beneficial Clients Added' containing one entry: 'Downtown Saratoga Events' with address '540 Broadway, Albany, NY 12207, United States', phone 'p. +1 518-408-3976', and email 'e. downtownsaratoga@gmail.com'. A red 'X' icon is in the right column of the table. At the bottom left is a 'Continue' button with a right arrow.

INDIVIDUAL LOBBYIST(S) INFORMATION

List the name(s) of any Individual Lobbyist that performed Public Monies Lobbying Activities on behalf of the Principal Lobbyist for the benefit of the Client during the specific DPM Bi-monthly reporting period. The names of Individual Lobbyists included in your Organization Profile will be available for selection. An Individual Lobbyist that has not already been included on the Organization Profile of the Principal Lobbyist may also be added directly to the Bi-Monthly.

- To add an 'Individual Lobbyist' from the names of **Individual Lobbyists already listed in your Organization Profile**

1. On the **Individual Lobbyist(s)** tab, select the **'Modify'** button.

The screenshot shows the 'Individual Lobbyist(s)' tab in the 'Lobbyist Disbursement of Public Monies Form' for the reporting period of 2019 January - February. The sidebar is the same as in the previous screenshot. The main area has a title 'Individual Lobbyist Information' with a help icon. Below it is a subtitle: 'List each individual associated with the principal lobbyist who engaged in public monies lobbying activities for this client during this period.' Below the subtitle is a table with four columns: 'Name', 'Phone', 'Email', and 'Designated'. A red box highlights a 'Modify' button in the top right corner of the table. At the bottom left is a 'Continue' button with a right arrow.

2. Individual Lobbyist(s) added through your Organization Profile will display on the left-side of your screen – labeled **'Lobbyists listed on Organization Profile'**.
3. Click the **name of the Individual** you want to add to your DPM Bi-monthly Report. Once selected, the Individual Lobbyist(s) will be added to the right-side of your screen – labeled **'Lobbyists authorized on DPM'**.

4. Select the 'Save Changes' button to return to the previous screen.

Individual Lobbyists

Lobbyists listed on Organization Profile

Show 25 entries

Filter:

Name
GORE, WEST
Jones, Tempest
Keaton, Client Ben
Marley, Zennifer

Showing 1 to 4 of 4 entries

Lobbyists authorized on DPM

Filter:

Name
Marley, Zennifer

Showing 1 to 1 of 1 entries

Save Changes Add New Individual Lobbyist Close

5. For every Individual Lobbyist listed, indicate if they are a 'Designated Lobbyist' by clicking on the 'Designated' checkbox.

Lobbyist Disbursement of Public Monies Form

Reporting Period: 2

Individual Lobbyist Information

List each individual associated with the principal lobbyist who engaged in public monies lobbying activities for this client during this period.

Name	Phone	Email	Designated
Marley, Zennifer	+1 518-555-1212	ZMarley@gmail.com	<input checked="" type="checkbox"/>

Continue

➤ To add a **NEW Individual Lobbyist** NOT listed in your Organization Profile

The names of any Individual Lobbyist added within the DPM Bi-Monthly filing **will NOT copy over to the Organization profile**. The preferred method is to add new Individual Lobbyists directly to your Organization profile to avoid duplicating the below steps.

1. On the 'Individual Lobbyists' tab, select the 'Modify' button
2. Select the 'Add New Individual Lobbyist' button
3. Enter the required contact information (denoted by a red asterisk)
4. Provide an 'Effective Date'

The Individual Lobbyist's 'Effective Date' is the earliest date that Individual was authorized to engage in Lobbying Activities for the Principal Lobbyist on behalf of at least one of the organization's clients. The date is used to determine that Individual's online ethics training requirement. This date can be before the 2019-2020 biennial period.

5. Select the 'Add' button

Individual Lobbyists

Last Name: Doe

First Name: Janet

Middle Name:

Suffix:

Email: janet.doe@lobbying.com

Business Phone: +1 518-555-5555

Ext:

Effective Date: 12/18/2018

Add Manage Lobbyists Close

6. If any of this information you entered matches the name and/or contact information of Individuals who already have existing Profiles in LA, a list of possible matches will display. Carefully review the name of each possible match to avoid creating a duplicate profile in the LA.
7. Select the 'Add Lobbyist' button to select the name of an Individual with an existing profile in LA. Otherwise, select the 'None Match' button to create a new Profile for the Individual Lobbyist you are attempting to add. This *new* Individual Lobbyist will be immediately available for selection on other Filings.

The screenshot shows a dialog box titled 'Individual Lobbyists'. It contains a list of potential matches, each with a green 'Add Lobbyist' button. The matches are:

- d, 121231231, 12312
+1 231-231-2312
2d12dasdasd@22as.cocm
- Doe, James
+1 518-408-3976
jdoe@gmail.com
- Doe, Janet
+1 518-408-3976
janetdoe@gmail.com (This row's 'Add Lobbyist' button is highlighted with a red box)
- Doe, Lucy
+1 518-408-3976
ldoe@gmail.com
- Doe, Nancy
+1 518-408-3976
ndoe@gmail.com
- Farrell, Pete
+1 518-555-5555
peter.farrell@its.ny.gov

At the bottom of the dialog, there are two buttons: 'None Match' (highlighted with a red arrow) and 'Back'.

8. Click the 'Save Changes' button.

The screenshot shows the 'Individual Lobbyists' dialog box with two columns:

- Lobbyists listed on Organization Profile:** Shows a list of names: GORE, WEST; Jones, Tempest; Keaton, Client Ben; Marley, Zennifer. A filter box is present.
- Lobbyists authorized on DPM:** Shows a list of names: Marley, Zennifer. A filter box is present.

At the bottom right, there are three buttons: 'Save Changes' (highlighted with a red box), 'Add New Individual Lobbyist', and 'Close'.

COMPENSATION AND EXPENSES

DPM Compensation & Expenses: Compensation and Expenses must be disclosed during the reporting period in which they are expended, received or incurred.

The **DPM Compensation and Expense** section of the DPM Bi-Monthly is comprised of two different reporting sub-categories: ‘**Compensation and Reimbursed Expenses**’, and ‘**Expenses**’. Only report the Compensation and Expenses that occurred during the applicable reporting period.

- Information included in the **Compensation and Reimbursed Expenses** section:

Compensation:

Enter the Compensation (dollar) amount in the ‘**Compensation (Current Period Only)**’ text box.

Reimbursed Expense(s)

Enter the Reimbursed Expense (dollar) amount in the ‘**Reimbursed Expenses (Current Period Only)**’ text box.

The screenshot shows the 'DPM Compensation & Expenses' section of the 'Lobbyist Disbursement of Public Monies Form' for the reporting period of 2021 January - February. The form has a sidebar on the left with navigation links: 'Co/Sub Lobbyist(s)', 'Beneficial Client(s)', 'Individual Lobbyists', 'DPM Comp & Expenses' (selected), 'Lobbying Activities', 'Attestation', and 'Activity'. The main content area is titled 'DPM Compensation & Expenses' and contains a 'Summary of DPM Compensation and Reimbursed Expenses for this period'. It has two input fields: 'Compensation (Current Period Only)' and 'Reimbursed Expenses (Current Period Only)', both with a value of 0. A 'Continue' button is at the bottom left.

- Information reported in the ‘**Expenses**’ section:

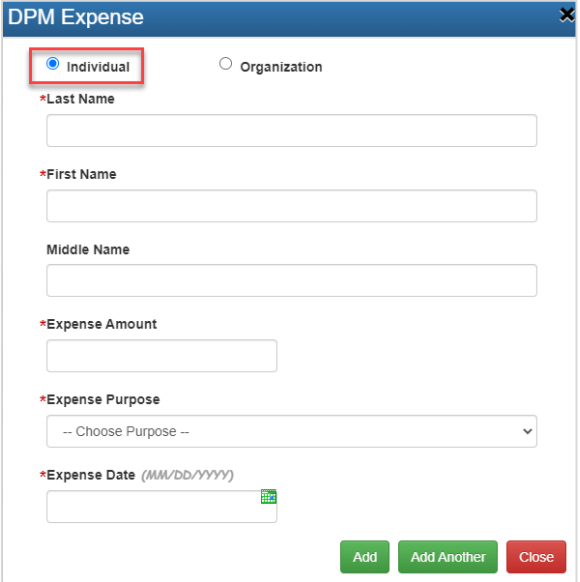
1. To indicate you ‘**Do not have DPM expenses to report**’ for the applicable reporting period, click the checkbox.
2. To report DPM Expenses, click the green ‘**Add**’ button.

The screenshot shows the 'DPM Expenses for Reporting Period Specified' section of the 'Lobbyist Disbursement of Public Monies Form' for the reporting period of 2021 January - February. The form has a sidebar on the left with navigation links: 'Co/Sub Lobbyist(s)', 'Beneficial Client(s)', 'Individual Lobbyists', 'DPM Comp & Expenses' (selected), 'Lobbying Activities', 'Attestation', and 'Activity'. The main content area is titled 'DPM Expenses for Reporting Period Specified' and contains a checkbox labeled 'I have no DPM expenses to report for this period' which is checked. Below it is a table with columns 'Name', 'Date', 'Purpose', and 'Amount'. A 'Total Expenses' field shows '\$0'. A green 'Add' button is highlighted in the bottom right corner.

3. Every 'DPM Expense' disclosed requires the following information be provided:

➤ **Reporting Itemized expenses paid to an Individual:**

1. Select the 'Individual' radio button.
2. Enter the 'Last name', 'First name', and 'Middle name' (optional) of the individual in the applicable text box.
3. Enter the 'Expense Amount' in the text box.
4. Indicate the 'Expense Purpose' from the drop-down menu. Refer to the comprehensive list of expense purposes below.
5. Indicate the 'Expense Date' by clicking the calendar icon, or by typing the date using the MM/DD/YYYY format.
6. Click 'Add' to save your changes and return to the previous screen. If you have more than one itemized expense to report, click 'Add Another' instead.



The screenshot shows a web form titled "DPM Expense". At the top, there are two radio buttons: "Individual" (which is selected and highlighted with a red box) and "Organization". Below the radio buttons are several input fields: "*Last Name", "*First Name", "Middle Name", "*Expense Amount", "*Expense Purpose" (a dropdown menu with "-- Choose Purpose --" selected), and "*Expense Date (MM/DD/YYYY)" (with a calendar icon to its right). At the bottom right of the form are three buttons: "Add" (green), "Add Another" (green), and "Close" (red).

➤ **Instructions for Itemized expenses paid to an Organization:**

1. Select the 'Organization' radio button.
2. Enter the 'Organization Name' in the text box.
3. Enter the 'Expense Amount' in the text box.
4. Indicate the 'Expense Purpose' from the drop-down menu.

Select an expense purpose from the drop-down menu.

- | | |
|--|---|
| <ul style="list-style-type: none">• Advertising – Billboards• Advertising – Consulting• Advertising – Design | <ul style="list-style-type: none">• Advertising – Newspaper Inserts• Advertising – Print |
| <ul style="list-style-type: none">• Services for Media Buy• Advertising – Flyers/Posters• Advertising – Media | <ul style="list-style-type: none">• Media/Publishing Fees over \$500• Advertising – Social Media |
| <ul style="list-style-type: none">• Relations and Strategy• Advertising – Multi-Platform Media Buy (Print, Online, TV, Web) | <ul style="list-style-type: none">• Platforms (Facebook, Twitter, Instagram, etc.)• Advertising - Television |

- Advocacy – Civic Engagement/ Community Organizing
- Advocacy – Email Marketing/Email Blasts
- Advocacy – Legislative Bill Tracking
- Advocacy – Legislative Research
- Advocacy – Mass Mailings/Bulk Mailing
- Advocacy – Phone Advocacy
- Advocacy – Postage over \$500
- Advocacy – Technology (Cell Phones, iPad, Hotspots)
- Social Event – Booth Rentals/Meeting Space Fees
- Social Event – Buses/transportation for Lobby Day
- Social Event – Catering/Meals for Lobby Day
- Social Event – Civic Engagement/ Community Organizing
- Social Event - Consulting
- Social Event – Equipment and A/V Rentals
- Social Event – Event Sponsorship
- Social Event – Lodging
- Social Event – Parking Fees
- Social Event – Print Fees over \$500
- Social Event – Promotional Materials
- Social Event – Rallies
- Social Event – Reception/Banquet
- Social Event – Rental Fees
- Social Event – Travel Reimbursement (Train, Airfare, Car, Hotel)
- Social Event – Volunteer Training
- Social Media – Media Relations and Strategy
- Social Media – Online Advocacy (sponsored posts)

5. Indicate the **‘Expense Date’** by clicking the calendar icon, or by typing the date using the MM/DD/YYYY format.
6. Click **‘Add’** to save your changes and return to the previous screen. If you have more than one itemized expense to report, click **‘Add Another’** instead.
7. To return to the previous screen, click **‘Close’**.

LOBBYING ACTIVITIES

For every DPM filed, you must indicate the ‘**Type of Lobbying Relationship**’, ‘**Level of Government Lobbied**’, provide a brief ‘**description**’, and list the parties lobbied for the DPM.

1. Indicate the ‘**Type of Lobbying Relationship**’ (Employed or Retained) from the drop-down menu.
2. Select the ‘**Level of Government Lobbied**’ (State Lobbying, Municipal Lobbying, Both) from the drop - down menu.
3. Click the green ‘**Add**’ button to display the description and Parties Lobbied pop-up window.

The screenshot shows the 'Lobbyist Disbursement of Public Monies Form' for the reporting period of 2021 January - February. The 'Lobbying Activities' section is active. It features two dropdown menus: '*Type of Lobbying Relationship' and '*Level of Government', both currently set to '-- Choose Type --'. Below these is a text area for 'Description of the grant, loan, or agreement involving DPM'. At the bottom of this section is a table with columns 'Description' and 'Parties Lobbied', and a green 'Add' button is highlighted next to it. A 'Continue' button is at the bottom left.

4. Enter a brief description of the grant, loan, or agreement involving the DPM in the ‘**Description**’ text box.

This is a pop-up window titled 'Description of the grant, loan, or agreement involving DPM'. It contains a text box for 'Description'. Below it is a section 'Add Party Lobbied' with a search box labeled 'Party Type the Party Name to choose from available options'. At the bottom is a table with columns 'Government Body', 'Name', and 'Additional Party Information'. 'Add' and 'Cancel' buttons are at the bottom right.

5. How to include ‘**Parties Lobbied**’ - enter the first few characters of the ‘Party Name’ name in the text search box. Any Party Lobbied listed in the LA Database identifies a government body and a party name.

This screenshot shows the same pop-up window as before, but with the search box containing 'Albany'. The search results are displayed in a list box, showing 'ALBANY AVENUE LIGHTING DISTRICT' (Town Special District), 'Albany City Industrial Development Agency' (Industrial Development Agency), 'Albany City School District' (NYS School Districts), and 'Albany City School District'.

- **Search Tips:** Every 'Party' listed in the LA Database contains two components: the 'Government body' and the main 'Party' name. Always search by the 'Party Name' when using the 'Party' search text field. In LA, the 'Government Body' is displayed in light grey italicized lettering, and the main 'Party Name' is indicated by the bold type letter.

Description of the grant, loan, or agreement involving DPM

Description

A grant on single stream recycling that impacts Albany.

Add Party Lobbied

Party Type the Party Name to choose from available options

Albany

ALBANY AVENUE LIGHTING DISTRICT
Town Special District

Albany City Industrial Development Agency
Industrial Development Agency

Albany City School District
NYS School Districts

Albany City School District
NYS School Districts

Albany Community Development Agency
State and Local Public Authorities and Local Development Corporations

Additional Party Information

Department of Recreation

Add Cancel

- Every main 'Party' name is categorized into specific **Government Bodies**. Below is a list of all government bodies represented in LA.
- Senate Committee
 - Assembly Committee
 - State Agency
 - NYS Assembly
 - NYS Senate
 - Executive Chamber
 - NYS School Districts
 - State and Local Public Authorities and Local Development Corporations
 - NYC Council Members and 'Communications sent to all [specific County] Legislators'
 - Industrial Development Agency
 - Village
 - Town
 - City
 - County
 - Improvement/Special Districts
 - County Special Districts
 - Town Special Districts
 - Consolidated Health District
 - Fire District
 - Independent Special District
6. If you select a Party Name and the below box appears with the following message, *'The party Name you selected requires additional information...'* you will be required to include additional information related to the chosen Party.

7. Click the green ‘Add’ button to include additional information related to the selected ‘Party’. You may either enter the:

- A. ‘Unit/Division/Department Lobbied (no acronyms)’ OR
B. ‘First Name/Last Name OR Title of Person Lobbied’.

Description of the grant, loan, or agreement involving DPM

Description

Selected Party ⓘ

Party Name: Albany

Gov Body: City

The Party Name you selected requires additional information. Click the green 'add' button to insert; then click the yellow 'process' button to complete.

Unit/Division/Department Lobbied (no acronyms)	First Name/Last Name OR Title of Person Lobbied	
Unit/Division/Department	Name or Title	Add

Process Cancel

Parties Lobbied ⓘ

Government Body	Name	Additional Party Information
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Add Cancel

8. If you want to **disclose multiple rows of ‘additional information’** related to the SAME ‘Party’ for any State or Municipal level Party: **Example:** You met with the Compliance Auditor, a staff person named Jane Doe, and the Audit division from the City of Albany.

- Select the green ‘Add’ button. The ‘Add’ button will need to be clicked three times to allow you to display three different rows of information.
- A. Only the Title of ‘Compliance Auditor’ is disclosed.
- B. Only the Name of the staff member is listed.
- C. The **Department** of ‘Permits’ is listed.
- Click the ‘Process’ button when finished.

Description of the grant, loan, or agreement involving DPM

Description

Selected Party ⓘ

Party Name: Albany

Gov Body: City

The Party Name you selected requires additional information. Click the green 'add' button to insert; then click the yellow 'process' button to complete.

Unit/Division/Department Lobbied (no acronyms)	First Name/Last Name OR Title of Person Lobbied	
Unit/Division/Department	Compliance Auditor	A
Unit/Division/Department	Jane Doe	B
Permits	Name or Title	C

Process Cancel

- When all 'Parties' related to the DPM description have been included, click the green 'Add' button to save your changes, and return to the previous screen.

Description of the grant, loan, or agreement involving DPM

Description

Add Party Lobbied

Party Type the Party Name to choose from available options

Parties Lobbied

Government Body	Name	Additional Party Information
City	Albany	Mayor's Office
State Agency	Division of the Budget	Janet Doe

Add Cancel

➤ How to Update a Party Lobbied

- Click the 'Pencil Icon' next to the name of the specific Party.

Description of the grant, loan, or agreement involving DPM

Description

Add Party Lobbied

Party Type the Party Name to choose from available options

Parties Lobbied

Government Body	Name	Additional Party Information
City	Albany	Department of Recreation

Add Cancel

- The additional information you originally entered will be available for you to modify. If you want to include additional rows of information to disclose multiple persons, or units/divisions/departments related to the SAME party, click the 'Add' button. Once completed, click the 'Process' button to save your changes. The updated information will display in the **Parties Lobbied** section.

Description of the grant, loan, or agreement involving DPM

Description

Selected Party

Party Name: Albany

Gov Body: City

The Party Name you selected requires additional information. Click the green 'add' button to insert; then click the yellow 'process' button to complete.

Unit/Division/Department Lobbied (no acronyms)	First Name/Last Name OR Title of Person Lobbied
Department of Recreation	Name or Title

Process Cancel

➤ How to **remove** a 'Party'

1. From the 'Lobbying Parties' pop-up window, click the red and white circle 'X' icon next to the Party name you want to remove.

Description of the grant, loan, or agreement involving DPM

Description

Add Party Lobbied

Party Type the Party Name to choose from available options

Parties Lobbied

Government Body	Name	Additional Party Information
City	Albany	Department of Recreation

Add Cancel

➤ How to edit the 'Description' or 'Add' an additional DPM description

1. To **edit the DPM**, click the 'pencil' icon.
2. To **add a new DPM** for the same Principal Lobbyist/Contractual Client/Beneficial Client pairing, click the green 'ADD' button.
3. To **remove the DPM**, click the red and white circle 'X' icon.

Lobbyist Disbursement of Public Monies Form Reporting Period: 2021 January - February Full View

Lobbying Activities

Type/Level of Government

*Type of Lobbying Relationship *Level of Government

-- Choose Type -- -- Choose Type --

Description of the grant, loan, or agreement involving DPM

Description	Parties Lobbied	Add
A grant for single stream recycling in the City of Albany.	Albany Jane Doe Mayor's Office	+

Continue

ATTESTATION

Click the ‘**Attestation**’ checkbox and click ‘**Submit**’.

Lobbyist Disbursement of Public Monies Form

Reporting Period: 2021 January - February

Full View

Attestation ⓘ

☒

I declare under penalty of perjury that the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Filer Name ⓘ

Smith, Anne

CAO Name ⓘ

Smith, Anne

Continue ➡

Congratulations you are all done!