VMS-Admin-03 – How To Manually Add NEW Historical Hours

3. Log in as ADMIN
4. Make sure you have Blackland Prairie Folder and the Volunteer tab selected

These instructions should never have to be used. Historical hours entry was a one-time event that is over and done with. However, there were two instances where they did not transfer due to a data glitch and this may become apparent again at some point for some other person. This How-to covers that case.

3. Clear all filters and type in user’s last name
4. Add the Historical Data Opportunities to the user’s dropdown list by
   1. Check/select desired user from Volunteers tab
   2. Click Request/Approve on the left side menu to be taken to the

   ![Volunteer Approval](image)

   3. Select only current folder
   4. Select Historical Data AT Hours and Historical Data Service Hours
   5. Click Approve under Approved Opportunities
   6. Click Finish

5. Add the Historical Service Hours and Historical AT hours for the user
   1. Make sure the user is still selected
   2. Click Log Book on the left side menu and use only selected volunteers
   3. Select New
   4. Enter the Historical Data AT Hours with the TMN Report Hours survey and click OK. Then fill out the entry form using 1/31/yyyy as the Service Date and a note saying what period this covers. Click OK

   ![Advanced Training](image)
5. Repeat Steps 3&4 for *Historical Data Service Hours*.

6. Still in the Log Book, switch to details mode, select both entries for historical hours and approve them.

   ![Image of Log Book System](image)

   **eCoordinator Log Book System**

   - Specific Date Range
   - Start Date: Feb 4, 1987
   - End Date: Aug 10, 2007
   - Ordinary log book entries
   - Details mode

   **Volunteer Name** | **Opportunity Title** | **Month** | **Start Date**
   --- | --- | --- | ---
   Simmons, Joe | Historical Data AT Hours | January 2017 | 01/31/2007
   Simmons, Joe | Historical Data Service Hours | January 2017 | 01/31/2007

   6. Remove the historical VH and AT entries from their logins
   1. Make sure the user is still selected
   2. click *Request/Approve* on the leftside menu
   3. Select both the historical hours and click *Unapprove* to remove them from the Member’s dropdownlist.

   ![Image of Approved Opportunities](image)

   **Approved Opportunities**

   - **Opportunity Title** | **Approved On**
   --- | ---
   Historical Data AT Hours | 10 Aug 2015 11:27 am
   Historical Data Service Hours | 10 Aug 2015 11:27 am

7. Exit