VMS Reminders - Melanie Schuchart
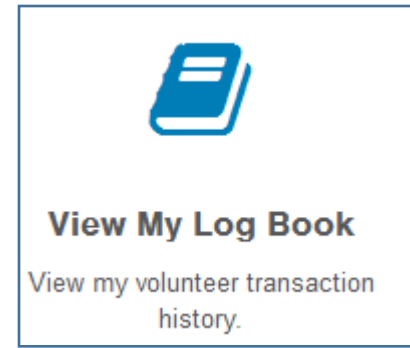
This and other info is available at vmshelp.bptmn.org

| Hours on or before Jun 25, 2015 may not be entered ||
You have until the end of	To enter Hours worked on
Today	Jun 26, 2015
Aug 13, 2015	Jun 29, 2015
Aug 27, 2015	Jul 13, 2015
Sep 10, 2015	Jul 27, 2015
Sep 24, 2015	Today

- 45 day to get hours in the system
- Plan for 2-3 days for opportunities to be added to your dropdown
- BPTMN: Other Pre-approved training (enter class name in comments)
  - Other existing items can be found in old-to-new cross-reference at http://vmshelp.bptmn.org
- Heard, LLELA, BPRC – all activities are now approved
- Make sure to pick the right Opportunity type
  - Advanced Training for AT
  - Service Project for volunteer hours
  - Chapter Administration for board/committee meetings

Using your Logbook to fix errors

View My Log Book

View my volunteer transaction history.

- You can only edit Non approved entries in your Logbook

- Approved entries can be edited by the admin only

- Changing an opportunity dropdown name requires you to delete your entry and reenter it. Everything else can be edited, including hours.

- If you hit enter before entering hours, you can add them in the logbook

- We are checking for common errors to help people learn the system
  - Emails have been sent to point out possible errors
  - If you have disapproved hours, please correct and re-enter. (We will no longer use this function as it is not obvious – you will receive an email instead)
  - Common Errors of this sort are primarily zero hours or the *opportunity name* does not match *opportunity type*

How many hours do I have?

- Set Date

  the default is one year back from when you logged in – change to year 2000 or earlier to see all of your lifetime hours

Start Date: Aug ▼ 10 ▼ 2014 ▼

End Date: Aug ▼ 10 ▼ 2015 ▼

Rows to display All ▼ of 24   Go

- Scroll to Summary at the bottom →

- Note that we do not immediately approve in order to give time for corrections.

Log Book Summary		
AT Hours		29.5
Service Performed		N/A
Trail Miles		0
Opportunity Type	Advanced Training:	2
	Chapter Administration:	7
	Service Project:	13
TMN Hours		328.5
Admin Activity	Board/Committee Work:	1
	Samaritan VMS Rollout:	3
	Hours Management:	2
	Chapter Meeting:	1
AT Evaluation	Liked It:	1
	Loved It:	1
Mileage round trip		180
TMN Initial Training		0

Only **Approved Hours** Are shown

Breakouts only Available after July For hours entered in VMS. Timeframe selected will limit hours.

The bracketed items are the # of entries, not the # of hours