

VMS - How to Document or Print Out Your VMS Hours

We will eventually have a more convenient mechanism to document or print out an hours listing, but for now, the following will work

1. Log into the VMS system
2. Select View My Logbook



View My Log Book

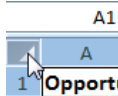
3. In the upper right, select the time period of interest. To get all your historical (pre-VMS) hours use a start year of 1985. Or you can pick any other period (the current year, for example, if you want to see if you've got the required 40/8 hours for the current year). Make sure you click the *GO* button.

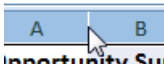
Start Date: Dec 10 1985
End Date: Dec 10 2015
Rows to display All of 225

4. Double click *Opportunity* and then press Ctrl-Shift-End followed by Ctrl-C (Copy)



5. Open an empty Excel spreadsheet, click on Cell A1 and press Ctrl-V (paste)
6. For the best formatting, click the small upper left triangle to select everything



and then hover between the Column-A and Column-B Headers  so that the arrow cursor turns to a double-arrow-cursor and double-click. This will format all column widths to the optimal width.

7. At this point you have the entire report in an Excel sheet to format, print and save however you want.