

# 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 leftside menu to be taken to the

Volunteer Approval  
Simmons, Joe

Show records from  all folders  only current folder

Named Searches Search System

Find results for... Find Show All

Show:  Avail Vol Positions  Starting Date  Chapter Name Refresh

Opportunities:

<input type="checkbox"/>	OpportunityTitle
<input type="checkbox"/>	Real U: Inactive Mail, Sale
<input type="checkbox"/>	Heard: Public Outreach
<input type="checkbox"/>	Heard: Trail Guide
<input checked="" type="checkbox"/>	Historical Data AT Hours
<input checked="" type="checkbox"/>	Historical Data Service Hours
<input type="checkbox"/>	Holfield

1 to 74 of 74 Opportunities

Requested Opportunities: Request Un-Request Approved Opportunities: Approve Unapprove

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 leftside 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

What type of Hours are you reporting?

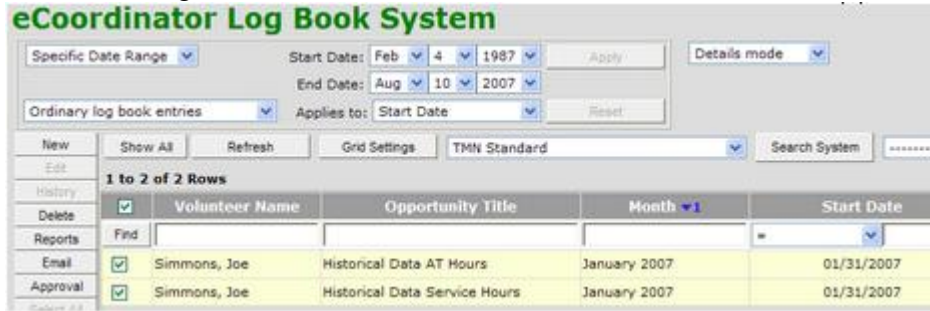
Service Date:

### Advanced Training

How many hours was the training?:

What did you think of the training?:

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



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



7. Exit