

Viewing Log Book

From your Dashboard and select “View My Log Book”. Look in the upper right hand corner

1. You can change the Start and End Date if you want to see specific entries. In the below example I changed the dates to see the month of July.
2. In the upper right hand side of the screen, notice the ” View By” label. It defaults to “View by Date”. If you click in the box that says ‘date’, the “View By” changes to “Opportunity”

Log Book for: Patty Trimingham

Start Date: Jul 1 2019
 End Date: Jul 31 2019
 Rows to display: All of 40 Go

View by: date

Opportunity Summary
 All log book entries

Date	Approval Status	Approved Hours	Admin Activity	Service Performed	TMN
01 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership - ran Jun	
02 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership - ran/for	
03 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership duties: U	

The **View by opportunity** shows more information (ignore Approval Hours); volunteer hours(TMN Hours), AT hours and mileage are shown.

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Log Book for: Patty Trimingham

Start Date: Jul 1 2019
 End Date: Jul 31 2019
 Rows to display: All of 40 Go

View by: opportunity


Opportunity Summary
 Ordinary log book entries

Date	Approval Status	Approved Hours	Admin Activity	Service Performed	TMN Hours	Mileage round trip	AT Hours	Special
01 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership - ran Jun	2	0		
01 Jul 2019	Yes, Approved	0		Route 5	4	52		
02 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership - ran/for	2.5	0		
02 Jul 2019	Yes, Approved	0		Weeded pizza garden	3.5	25		
03 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership duties: U	3	0		

Viewing Log Book

If you scroll to the bottom of the page, there is a horizontal scroll bar. You can move the scroll bar to the right to see impact/contact data you entered.

29 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership - prepare	6	0
29 Jul 2019	Yes, Approved	0		Helped at registrati	7	52
30 Jul 2019	Yes, Approved	0	Board/Committee Work	Monthly Board meetin	4	31
30 Jul 2019	Yes, Approved	0	Board/Committee Work	Membership - prepare	6	0
30 Jul 2019	Yes, Approved	0		Assisted with squid	3.5	52
<input type="checkbox"/> 31 Jul 2019	Not Yet Approved	0	Hours Management	Prepared for chapter	2	0
31 Jul 2019	Yes, Approved	0		Cleaned monofilament	1	0
Total		0			139	758



Total	0	0	0	0	0	0	0	0
Youth Field Trips/Programs								
Galveston Bay Area Master N	Adult Sub Total	Youth Sub total	Adult Male Total	Adult Female Total	Adult White	Adult Black	Adult Hispanic	Adult Asian
30 Jul 2019	5	20	13	12	15	5	5	0
Total	5	20	13	12	15	5	5	0

