

BOD Admin Volunteer Hours Report Generator



This guide is to help you get started on using the Automated BOD Administrative Volunteer hours Report Generator.

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Intent of This BOD Administrative Hours System

This BOD Administrative Hours Reporting System is for the OET Board of Directors and Staff to report their Administrative hours that are Volunteered on State based Projects/Events. Chapter based Project/Event Administrative Hours are reported at the Chapter level. Chapter members (non-BOD/Staff members), who volunteer time on a State based Project/Event will need to report their State based Project/Event hours to their Chapter Chair or a BOD/Staff member for reporting those State dedicated volunteer hours.

The Admin Volunteer Hours Reporting Spreadsheet uses the free Google Sheets cloud based application. The BOD account provides access to **Groups** , **Calendar** , **Drive** (providing access to the BOD Hours Reporting Spreadsheet), **Sheets** (used to add Event Data to the BOD Hours Reporting Spreadsheet), and a number of other Google Cloud Based Applications.

The automated Admin Volunteer Hours Reporting Spreadsheet, referred to as the **SS-VolHoursRpt**, is a Google Spreadsheet with an attached program that is used to automate the building of reports from volunteer hours data. The intent is to provide an easy way to generate Administrative volunteer hour reports for our partner agencies to communicate OET's volunteer worth for the past reporting year. Simply enter Admin volunteer hours data in one place, and from a menu item run the report program. The report program then sorts and totals the data creating different reports providing a simple and easy way to generate Administrative volunteer hour reports for agency partners.

Managing your SS-VolHoursRpt

Each BOD & Staff member will access the SS-VolHoursRpt via your OET Google account. This file will store your DATA entries. There is no need to make a copy. There should only be the **one** SS-VolHoursRpt to enter your Admin hours data.

NOTE: Each BOD/Staff member can enter Data at any time without interfering with another's Data entries. While in the spreadsheet you may notice entries appearing from another BOD or Staff member who happens to be in the spreadsheet and entering Data at the same time as yourself. This should not interfere with your data entering.

Please report any problems that may occur to our Webmaster, Marty Devall, at webmaster@oregonequestriantrails.org.

Step 1: Log into your OET Google Account to access your Administrative Volunteer Hours Reporting Spreadsheet: “SS-VolHoursRpt”

The SS-VolHoursRpt must be accessed and run over the internet. This is a cloud based application and can't be installed and run on a local PC. An advantage of a cloud based application is multiple users have accessibility to a single application and its data, plus BOD & Staff Admin volunteer hours data can be collected automatically for State use.

When you initially log into your BOD Google account you are required only to enter your BOD or Staff OET email address and password.

1. Open the Google Chrome web browser on your computer. If you don't already have Google Chrome you can open any other browser and download Google Chrome for free. It's just another web browser that can be set as the default for convenience.
2. Once Google Chrome is open, type in "Google login" and pick the Google login/sign-in option or you may see a login option in the upper right hand corner. Enter your BOD or Staff OET email address and password.
3. Now in the upper right corner of your screen you will see a 'person' icon, this indicates if you're logged on, and to which account (if you have a separate personal account). You can hover your cursor over the icon to see what account is active and to change to the OET Google account if need be.
4. Next see the small square of dots in the upper right hand corner of the Google page next to the 'person' icon. When you pick it, a drop-down will appear. Pick "**Drive**" to access your OET Google account "**My Drive**".
5. Now double pick the 'My Drive' folder to show the "**OET Shared Drive**".
6. Double pick the 'OET Shared Drive' folder to show the "**BOD Admin Hours**" folder where you'll will find the "**SS-VolHoursRpt**" spreadsheet.
7. To access the SS-VolHoursRpt spreadsheet in future sessions, open Google Chrome internet browser and Login to your OET Google account.
8. Double pick to open the SS-VolHoursRpt spreadsheet to enter your Admin Hours data on the "DATA" sheet.

Note: If you delete this file name by mistake, you are only deleting the file link and not the actual file itself that was shared to your account. Another link to the Master file can be acquired.

Step 2: Data Entry - Entering data onto the Data sheet of your Administrative Volunteer Hours Spreadsheet

The data can be entered in any chronological order but do not leave blank rows in between entries. You can insert rows so you can group your data how ever you want to make it easier for you. Or widen columns. The report program does not care.

NOTE: Initially the spreadsheet will come with a Sample Data sheet. It just allows the report to run so it can produce sample reports. As soon as you enter anything on in the 'Data' sheet, the Sample Data sheet will be ignored by the report building program.

1. With the SS-VolHoursRpt spreadsheet open, look at the bottom of the screen and pick the 'Data' sheet if it is not already open. This is the only place to enter your BOD Admin Vol. Hours data.
2. On the 'data' sheet, start on the first line and enter your name.
3. Then fill in the appropriate fields for each reporting time/event. Be sure to spell your name the same every time it's entered. (Copy & paste makes this fast and easy.) A misspelled name gives hours to a separate person instead of the real owner.

Note: that *Activity Date, *Agency & *Chapter Name are required fields. Use "OET" as the Agency to report Admin hours. Some fields have pull-downs.

4. There is no 'save' function. Whatever you enter is saved automatically. You can close the window at any time and what you've entered will be preserved. You can return and make edits or deletions to correct mistakes in future sessions.
5. To add additional Admin hours, start entering those on the next available line. Do not skip any lines between event entries.
6. If you wish, you can Build Reports at anytime. See Step 3.

Read below to see explanations of the Data Fields, i.e., Full Name, Project Name, Activity Date, etc., and more information about Errors, Running the Report program and descriptions of the different Report Sheets created after running 'Build Reports' under "More Valuable Information" on Page 5.

Step 3: Running the “Build Reports” Program

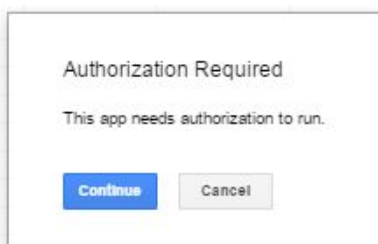
Associated with the spreadsheet is a report building program you can run at anytime to see the results of your entered data and to determine if you’ve made any mistakes.

NOTE: Each time the report building program is run, it will reset/erase and recreate all the report sheets in the spreadsheet. The individually created report sheets can be copied to another spreadsheet, printed, saved as a PDF, or downloaded as an Excel Spreadsheet. The intent is to create these reports so we can provide them to the Agencies we work with. **DO NOT MAKE CHANGES TO THESE NEWLY CREATED SHEETS OTHER THAN TO ENTER YOUR ADMIN HOURS DATA ON THE *DATA* SHEET.**

1. To run the report, select **Build Reports->By Agencies and Individuals** from the menu at the top of the spreadsheet. The worksheet will do some blinking & flashing while it reads the ‘Data’ tab and creates the new totals tabs.
2. If you get an error message, such as indicating you have not entered data for certain agencies, read it closely and determine if you’ve left out pertinent information or not. If so, you can fix that after the report building is done.
3. To get past the error report hit ‘**ok**’. When the report finishes, a prompt will indicate the report completed successfully. You can add or fix any information, if need be, and rebuild the report.

The first time the spreadsheet report program is run, the spreadsheet report program will cause your account to ask to allow the spreadsheet report program access to run under your account. To enable the OET volunteer hours report generator to run you must give it permissions for it to run.

In the first prompt select “Continue” and on the second window click on “allow”.



More Valuable Information:

Data Fields Descriptions

The following data fields are provided.

Full Name - This is a required field. The program does not look for different spellings of a volunteer's name, they must be spelled the same for each person every time they're entered. The names are automatically capitalized and any space at the end and beginning of the field are removed. The report program does check for an empty entry (line without a name), and will display a popup error window.

Project Name - Any description here can be used. The program removes any space at the end and beginning of the field. Currently there are no reports created based on the Project. It is there only to help with viewing the raw data.

Activity Date - This is a required field. This is a date field and provided with data enter is a down arrow to click on enabling a calendar entry app to open to make it easier to pick a date from a calendar. The program does check for a valid date and the field will also indicate if the date value was entered correctly. This field is used to determine if this item is included in the Fiscal Year data or the Calendar Year data sheets.

Agency - This is a required field. This is an agency acronym that can be manually typed or selected from a drop down menu. The sheet field will also indicate if the agency value was entered correctly. The report program does check for a valid entry and will display a popup error window if not valid.

District or Location - Provides a place to enter a descriptive name for an agency district or location of event. The program removes any space at the end and beginning of the field.

Chapter Name - This is a required field and is automatically set. The Chapter name can also selected from a drop down menu.

These fields, **Skilled Work Hours, Field Work Hours, Admin. & Education Hours, Public Meetings Hours, Travel Time Hours, Driver's Vehicle Miles, Stock Hauling Miles, Power Equipment Hours, Heavy Equipment Hours, Donations Material Value, Stock Days, and Stock Used** correspond to the volunteer related work and travel hours described on the OET standard paper Volunteer Hours Report sheet filled out at events. The data here is not checked, a number should be entered for any of these fields. Round up to the nearest hour.

What if I Get an Error or Have a Problem

Your BOD Admin volunteer reporting spreadsheet in use is automatically shared to the OET VP of Field Service and the OET Web Administrator. If you have questions on entering data or happen to get an error while running the report generator program we can directly access your active BOD Admin spreadsheet and quickly resolve any question, problem or error you may have run into.

Additional help with getting started with Google Apps.

- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

Report Sheets Explanation

The spreadsheet includes 3 different types of formatted sheets. Some are initially created to provide the basic look of the final reports, most others are created automatically. The Totals sheet, the Report sheets and Data sheets. The tabs at the bottom of the spreadsheet allow you to select a particular sheet. The Totals sheet derives totals from the "Ind" Report sheet. For each Report sheet there is a corresponding Data sheet. For example the "nn Ind" Report sheet gets the totals values from the "nn-I" Data sheet where 'nn' represents your Chapters initials. "SS" is the abbreviation for the State Spreadsheet: SS-VolHoursRpt. So SS-Ind, includes ALL hours for an individual, but on the SS-OET report there are no Admin hours included. State BOD & Staff won't see this difference. The Chapter's will because they have Field hours as well as Admin hours.

Descriptions of the Information in the Report Sheets

The only sheet on the spreadsheet you enter volunteers hours in is called "Data". The others are generated automatically. PLEASE DO NOT ENTER ANYTHING ON THE OTHER SHEETS. Below is a short description of the sheets on the BOD/Staff SS-VolHoursRpt.

TOTALS sheet - Includes the totals of all volunteer work categories showing your BOD/Staff Admin volunteer hours and the \$ dollar value totals, for Jan. 1st to Dec. 31st

Ind (Individuals) sheet - Volunteer Totals By Individual, for Jan. 1st to Dec. 31st. This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total. This is a calendar year report.

OET sheet - This report sheet does not include the Admin volunteer hours in the totals. This is a calendar year report, Jan. 1st to Dec. 31st.

Agency sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member agency along with an overall total. This is a calendar year report, Jan. 1st to Dec. 31st.

FS sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total that volunteered time at the State level on US Forest Service District 6 managed land projects for the Fiscal Year, October 1st thru September 31st. If there is no FS data this report will not be included.

BLM sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total that volunteered time at the State level on Bureau of Land Management (BLM) land projects for the Fiscal Year, October 1st thru September 31st. If there is no BLM data this report will not be included.

OPRD sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total that volunteered time at the State level on Oregon Parks & Recreation Department (Oregon State Parks), (OPRD) land projects for the Calendar Year, January 1st thru December 31st. If there is no OPRD data this report will not be included.

ODF sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total that volunteered time at the State level for Oregon Department of Forestry (ODF) managed land projects for the Calendar Year, January 1st thru December 31st. If there is no ODF data this report will not be included.

ODFW sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total that volunteered time at the State level for Oregon Department of Fish & Wildlife, (ODFW) managed land projects for the Calendar Year, January 1st thru December 31st. If there is no ODFW data this report will not be included.

CNTY sheet - This report sheet includes the total volunteer hours for each BOD/Staff (or Chapter), member along with an overall total that volunteered time at the State level for the County (CNTY) managed land projects for the Calendar Year, January 1st thru December 31st. If there is no CNTY data this report will not be included.

Setting Report Year and Other Control Values

There is an exception to any rule! We do say DO NOT CHANGE ANYTHING on the spreadsheet other than to enter the data. In this case the TOTALS sheet is also used to tell the report program which year to make the report for, so the sheet labeled "TOTALS" controls the year of the report and the dollar amount valued for OET's volunteer time. We may add other controls here in the future to provide some other user control on how reports are generated.

For the volunteer dollars we use the values shown here at this web site, https://www.independentsector.org/volunteer_time. For the year 2015 the latest value is estimated to be \$23.07. On the "TOTALS" sheet change the dollar values to be current.

Edit this column to change the published values

| | | |
|---------------------------------|-------------|--|
| Current Rate per hour/mile/day: | | |
| \$23.07 | | |
| \$34.61 | 1.5 X Basic | |
| \$23.07 | | |
| \$23.07 | | |
| \$23.07 | | |

To change the Year of the generated report, change the year value shown on the "TOTALS" sheet. The Report Program pulls the year value to determine which data entries to use. If the Year set on the "TOTALS" sheet contains no data associated with it in the "Data" sheet, the report will produce an error popup. In the test example the data is for 2016 (Oct. 1, 2015 to end of 2016).

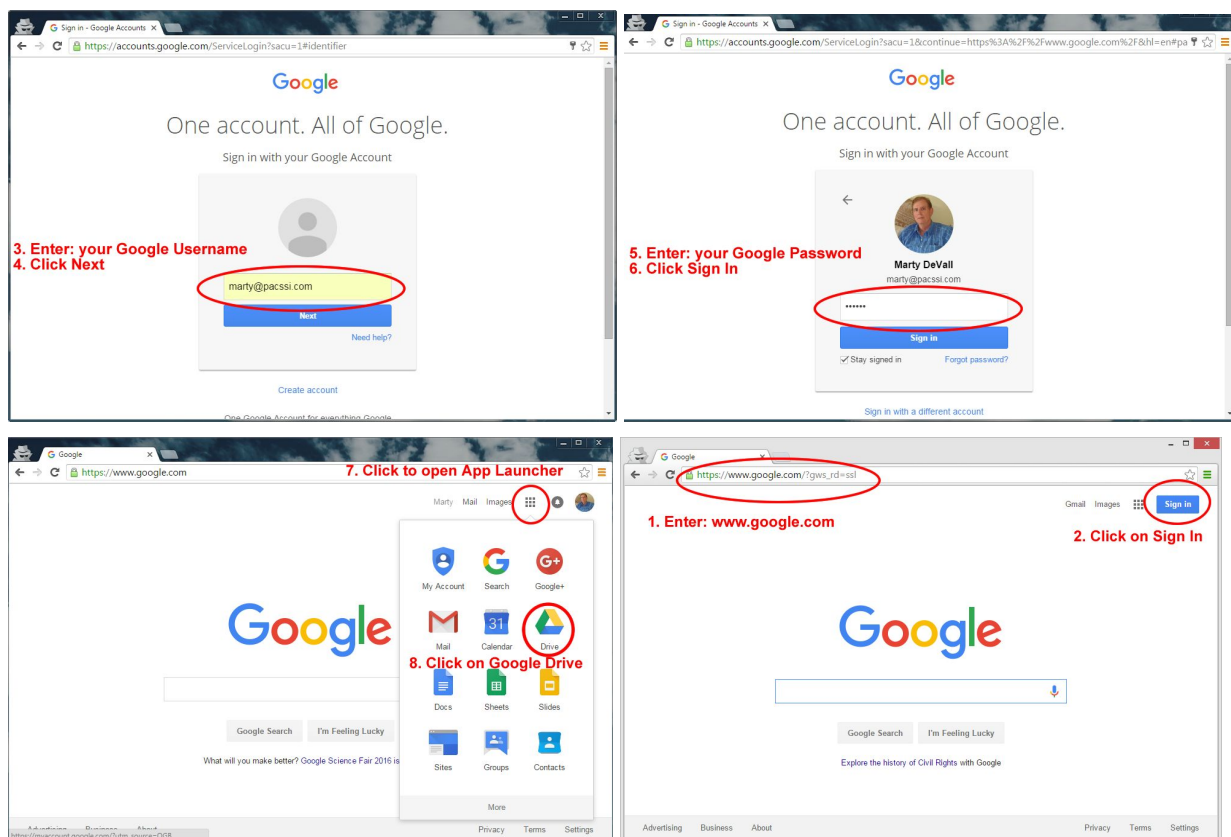
| Oregon Equestrian Trails | | | | | |
|---------------------------------|--|--------|---------------------------|-------------|---------------------|
| Volunteer Hours Report for 2015 | | | | | |
| North Valley Chapter | | | | | |
| | | Totals | Rate per hour/mile/day | Total Value | |
| Total Basic Hours | | 283.5 | \$23.07 | \$6,540.35 | Calculated per hour |
| Total Skilled Hours | | 1452 | \$34.61 | \$50,246.46 | Calculated per hour |
| Total Education | | 94.5 | \$23.07 | \$2,180.12 | Calculated per hour |
| Total Public Meetings | | 59 | \$23.07 | \$1,361.13 | Calculated per hour |
| Total Travel Time | | 657.25 | \$23.07 | \$15,162.76 | Calculated per hour |

Log in to My Google Account and Open Google Drive

As when running Google Apps, it is best to use Google Chrome. In Google Chrome or other web browser application go to <http://www.google.com>, in the upper right corner click "Sign in". If you see something else you may already be logged in to a Google Account.

If you need to switch or change the account see the section below on switching to another account.

Also see the small square of dots in the upper right hand corner of the Google page. This is the Google App Launcher. When you pick it a drop-down window will appear showing a number of icons. Pick "Drive" to see and access your Chapter's active spreadsheet to enter your volunteer hours.

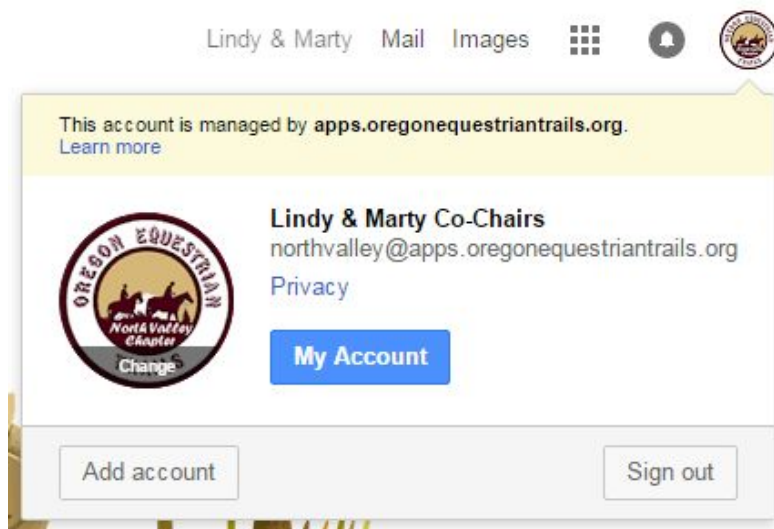


For additional help with getting started with Google Apps.

- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

Switch to a Different Google Account

If you already have a Google account or have initiated your OET BOD Google account, when you're on the Google home page, you will see the 'person' icon in the upper right hand corner in the web browser window. You can hover over



this to have it show your available accounts and then pick which account you wish to access. You can also click on the icon to enable you to logout or add another account. You can add a profile picture showing the upper torso and head or an icon logo.

The OET logo shown in this example has replaced the 'person' icon and opens the dialog box that gives you the option to

add an account or Sign out. Initiating or adding your OET BOD Account makes it accessible when signed into any of your Google accounts and provides access to your BOD Admin volunteer reporting spreadsheet.

Or you can Sign in with your OET account email & password each time you wish to access your BOD Admin volunteer reporting spreadsheet. Then sign out when your session in the spreadsheet is finished.

For additional help with getting started with Google Apps.

- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

After logging onto your Google account you will see a 'person' icon near the upper right corner of your screen. This indicates if you're logged on and to which account your logged into.