

Report State Related OET Volunteer Admin Hours

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Login to assigned OET Cloud Account

Open Google Drive

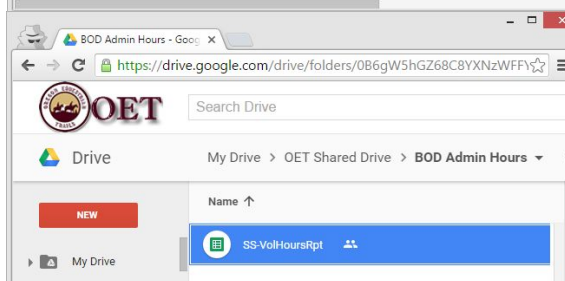
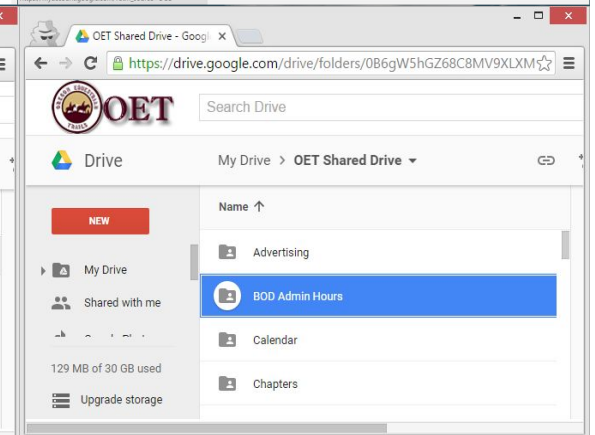
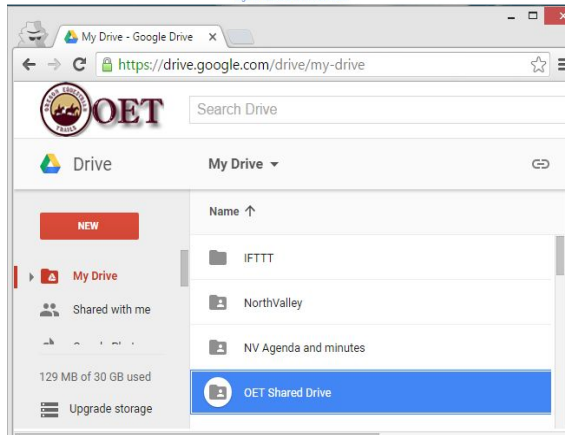
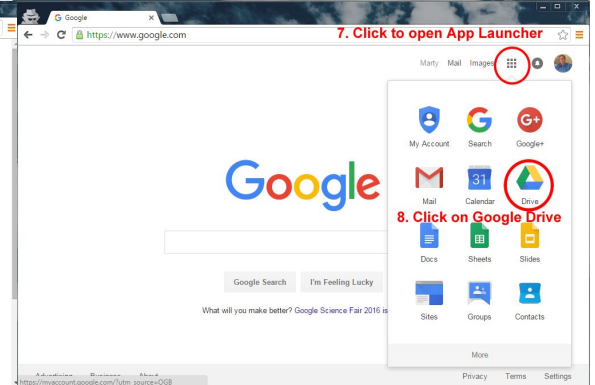
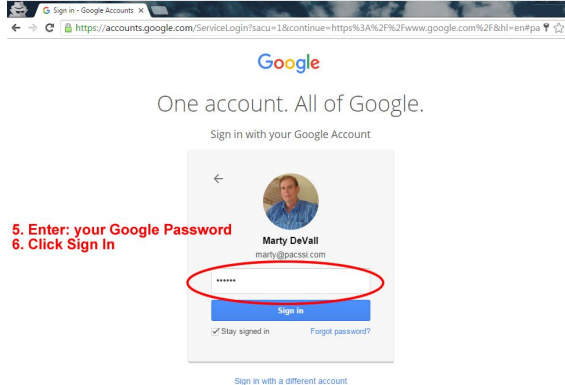
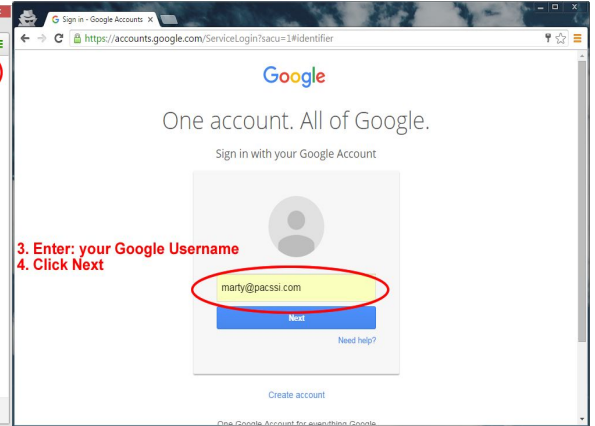
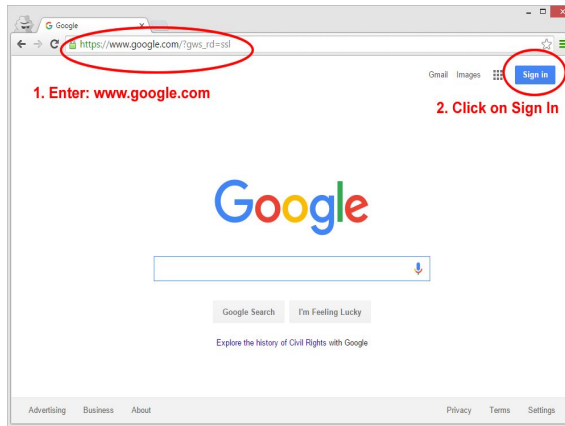
Open OET Shared Drive Folder

Open BOD Admin Hours Folder

Open File SS-VolHoursRpt

Enter Volunteer Hours on Sheet Named Data

From Menu Select Build Reports -> By Individuals & Agencies



*Required Fields	Project Name	*Activity Date	*Agency	District or Location	Skilled Work Hours	Basic Work Hours	Adr Edu Hr
1	Marty DeVall	Online Hours Report	3/2/2016	OET			
2	Marty DeVall	Online Hours Report	3/1/2016	OET			
3	Terri Jo Hade	Q1 BOD Meeting	3/28/2016	OET			

by Individuals & Agencies
Clear Report Sheets