Quickbase Hours Reporting Instructions

Updated 6/15/2023

Website link: https://extension.arizona.edu/yavapai-master-gardeners

Click on **Report Hours Electronically**

Two reporting options:

- Single entry form

- Multi-entry form

Single Entry Form

Cooperative Extension

Yavapai County Volunteer Hours Tracking Form

If you would like to enter multiple entries at once, please use this Multi-Entry form: **Open Multi-Entry Form**

Date * [mm-dd-yyyy 📅] ① **Enter date of activity**

UA Net ID * [   ] ② **Enter NetID (found in right column on MGA directory, password not required)**

Please indicate whether this entry is Volunteer or Continuing Education hours. * [⌄] ③ **Select Volunteer or Continuing Education**

Hours (Only enter whole or quarterly fractions of an hour. For example, .25, .50, .75) * [   ]

☐ No Confirmation E-mail

[**Submit**]

2

Single Entry Form continued

Yavapai County Volunteer Hours Tracking Form

If you would like to enter multiple entries at once, please use this Multi-Entry form: **Open Multi-Entry Form**

Date *

UA Net ID *

Please indicate whether this entry is Volunteer or Continuing Education hours. *

④ **Selecting "Volunteer" will give these options; select one; see Pg 9 for examples**

Help Desk
Public Garden/Landscape/Greenhouse
School
Event Table (eg Farmer's Market)
Other

Yavapai Categories — Help Desk

Volunteer Help Desk — Camp Verde

⑤ **Enter explanation in the next drop-down**

Hours (Only enter whole or quarterly fractions of an hour. For example, .25, .50, .75) *

☐ No Confirmation E-mail

Submit

Single Entry Form continued

⑥ **Example of Volunteer entries**

⑦ **Check if you do not want a confirmation email**
Click Submit to send your hours

Multiple Entries

Click on Open Multi-Entry Form

Multiple Entries Form

⑤ To submit, click "SAVE" or "Apply Changes"
Save will submit and take you to another screen.
Apply Changes will submit and keep you on the same page in case you need to leave and come back in a few minutes.

Yavapai Submissions   Multi Entry Form (YAV)

Please use this form to submit multiple entries of volunteer hours. Be sure to confirm the entries. If you do not wish to receive a confirmation email, please click the box "No Confirmation Email".

For the Hours entries, please enter whole hours / quarter-hour increments (.25, .50, .75).

Please click "Save" when you are done entering hours.

Save   Apply Changes   Cancel

New Submission   More ▼   0 Submission records

Date *	UA Net ID *	County	CE vs. Vol.	Hours *	Volunteer Help Desk	Volunteer Public Garden/Landscape /Greenhouse	Volunteer School	Volunteer Event Table	Volunteer Other (Explain)	CE Explanation	No Confirmation E-mail
05/23/2023	barnesm	Yavapai	Volunteer	3	Prescott						☐
05/23/2023	barnesm	Yavapai	Volunteer	1.5					Set-up for May 24th Session		☑
6/5/2023	barnesm	Yavapai	Continuing Education	1						YouTube Companion Plants	☐
		Yavapai									☐

①Enter date, NetID, Vol vs CE & number of hours

②Enter volunteer activity   or   ③Enter CE Activity

④ If you ✓ *No Confirmation Email* you will NOT be sent an email confirmation; if you DO NOT ✓ *No Confirmation Email* you will be sent an email confirmation for each line entered. See pg 9.

6

Examples to give you an idea of where to post your volunteer activities - only need a few words

Volunteer Hours

Help Desk Column
Camp Verde desk
Prescott Lunch & Learn *(or could also be reported as CE)*
Prescott – tallying contacts
Camp Verde remote email
Prescott research for HD

Event Table Column
Chino Valley FM
XX Garden Club plant sale info table
Check-out supplies

School Column
XX school – after school program
School Lesson Plan project

Other Column
Write Connections article
Meet a MG
Meeting with mentee
Seed project
MGA committee meetings
Officer / committee activities
Plant database
NHI data entry
Plant sale activities
Extension office landscape maintenance
Advice to neighbors
Speaker Bureau Zoom co-host
Prepared/delivered presentation on _____
MGA business meeting

Public Garden / Landscape / Greenhouse Column
Yavapai College Greenhouse
Highlands Center Board
Highlands Center Landscape
Heritage Zoo Garden
Sharlot Hall Museum
Sedona Heritage Museum
Sedona Childrens' Garden
HOA Landscape
_____ Community Garden
City of Sedona Landscape Project
VA (grounds, greenhouse, CLC)

Continuing Education Hours

CE Explanation Column
IPM webinar
YouTube "Eating Beauty"
MGA mtg Microgreens
Attended hydroponics class

Input Tips

➤ To copy NetID on subsequent lines on Multiple Entry Form

    1.   Enter Net ID on first line

    2.   Drag curser from entry to subsequent lines so they are highlighted

    3.   Right click mouse

    4.   Select "Fill Down"

➤ When you enter the date, either you enter the entire date, e.g. 8/21/21 or click on the calendar to select the date. **Be sure that the correct year gets entered**. **This is important if you are reporting hours for the previous calendar year. The default is the current calendar year.**

➤ There is no edit on NetID – be sure it is entered correctly. You NetID is on the MGA Directory.

➤ If entering bulk hours for the month, e.g. maintaining Sharlot Hall landscape, enter the date of the last day of the month, e.g. 7/31/22 and the total hours for that month. No need to make separate entries for each date of same activity.

➤ If you start to make entries on a line on the Multiple Entries form and decide not to fill in that line, you may receive an error message when you try to Save, as the systems thinks you forgot to finish. In that case enter 0 in the hours field. When I review the entries, I will delete that line of partial data.

➤ Please still try to have your hours submitted by the 5th of the following month so reports can be pulled, nametags can be ordered, etc.

➤ If you want to print your screen entries before saving/submitting

    1.   **PC - Press the main Win key and PrtSc at the same time**. This will take a screenshot of the entire current screen. The screen may flash or dim to let you know the shot was successfully taken. OR, you can press the Alt and PrtSc keys. Image will be saved to your Screenshots folder.

    2.   **MAC** – **Press Shift-Command-3** keys in combination. Screenshots are saved to MACs desktop in PNG format.

Email Reports

If you did not check *No Confirmation Email,* you will receive a confirmation email – example:

Hi, Mary!

Thank you for entering your recent hours! This e-mail is to confirm that **3.5 hours** have been recorded for the date of **08-23-2021**. If this is inaccurate or you need to make any corrections to this submission, please contact your local county office to have your entry corrected. Be sure to reference **Submission ID# 243993** to ensure the right record is corrected.

If you have an "active" status you will receive an email report on the 1st of each month – it will include:

- o all time (cumulative) volunteer & continuing education hours
- o current fiscal year volunteer & continuing education hours
- o all individual hours reported for the 2 most recent years

This will allow you to see what has been posted and request corrections if needed.

Notify Mary Barnes if you **do not** want to receive the report or if you are not receiving the report.

Submission Corrections

You cannot make changes after submitting your hours. Contact Mary Barnes if changes are needed. She will make the changes and send you a message containing your corrected record. Example of the printout:

Date	County	UA Net ID	Hours	CE vs. Vol.	Help Desk	School	Public Garden/Landscape/Greenhouse
07-31-2021	Yavapai	crj3	8	Volunteer			HOA landscape
06-30-2021	Yavapai	crj3	1.5	Volunteer			
05-31-2021	Yavapai	crj3	1.5	Volunteer			
04-30-2021	Yavapai	crj3	1.5	Volunteer			
03-31-2021	Yavapai	crj3	2	Volunteer			
02-28-2021	Yavapai	crj3	2	Continuing Education			
02-28-2021	Yavapai	crj3	4.5	Volunteer			
01-31-2021	Yavapai	crj3	9.5	Continuing Education			
01-31-2021	Yavapai	crj3	2	Volunteer			
12-31-2020	Yavapai	crj3	20	Continuing Education			
12-31-2020	Yavapai	crj3	161.75	Volunteer			
			214.25				

Note: January to June 2021 hours will not show reasons.
The reasons for Vol and CE begin with the 7/1/21 fiscal year.

12/31/2020 entries are your cumulative hours up to that date.