

Quickbase Hours Reporting Instructions

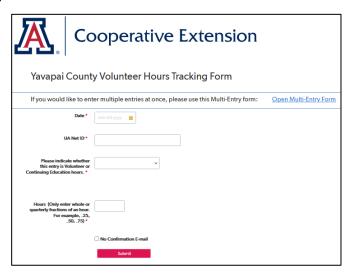


Updated 6/15/2023

Website link: https://extension.arizona.edu/yavapai-master-gardeners
Click on Report Hours Electronically

Two reporting options:

Single entry form



Multi-entry form

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".

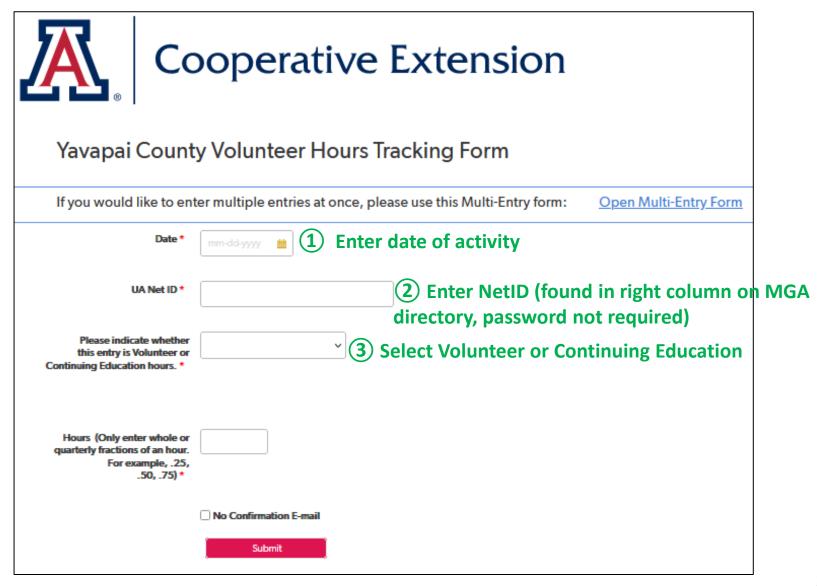
For the Hours entries, please enter whole hours / quarter-hour increments (.25, .50, .75).

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

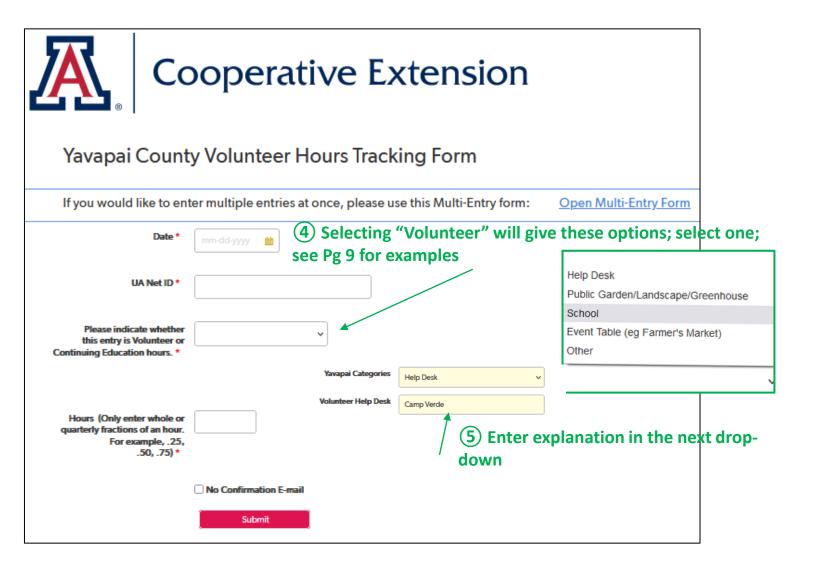
Yavapai Submissions Multi Entry Form (YAV)

New Submission More ▼ 0 Submission records												mission 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

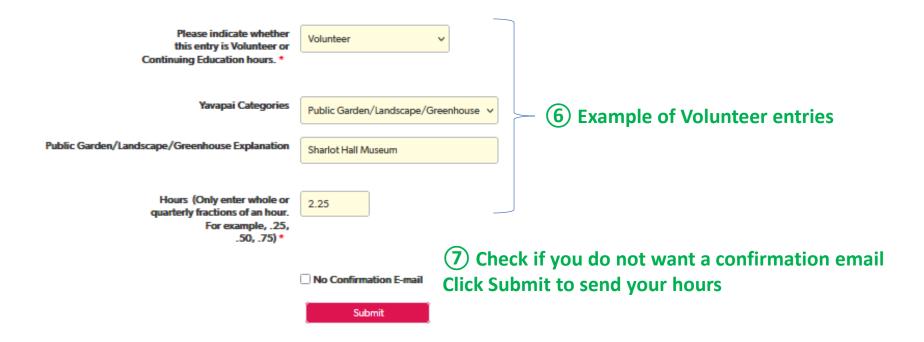
Single Entry Form



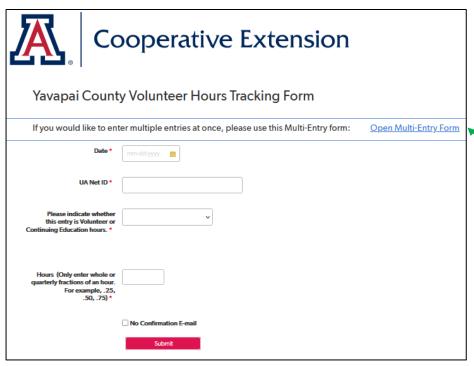
Single Entry Form continued



Single Entry Form continued



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"

Save Apply Changes Cancel

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

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

New Submission	More ▼ 0 Submiss											
	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 Confirmatio 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	0
		_		_			'		'			
	(1)Ent			D, Vol vs C hours	E &		2 Enter v	olunteer	activity	or 3E	nter CE Activit	ty

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.

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

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)

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

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
- 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	cri3	8	Volunteer			HOA landscape			
06-30-2021	Yavapai	cri3	1.5	Volunteer						
05-31-2021	Yavapai	cri3	1.5	Volunteer	=	5				
04-30-2021	Yavapai	cri3	1.5	Volunteer	Note: Jan	Note: January to June 2021 hours				
03-31-2021	Yavapai	<u>cri3</u>	2	Volunteer	will not show reasons.					
02-28-2021	Yavapai	cri3	2	Continuing Education		The reasons for Vol and CE begin with the 7/1/21 fiscal year.				
02-28-2021	Yavapai	<u>cri3</u>	4.5	Volunteer						
01-31-2021	Yavapai	cri3	9.5	Continuing Education	with the <i>i</i>	//1/21 t	iscal year.			
01-31-2021	Yavapai	cri3	2	Volunteer						
12-31-2020	Yavapai	cri3	20	Continuing Education	12/31/202	0 entries	are your			
12-31-2020	Yavapai	<u>cri3</u>	161.75	Volunteer	cumulative	e hours u	s up to that date.			
		10-	214.25				'			