



## **Tutorial for AmeriCorps Members**

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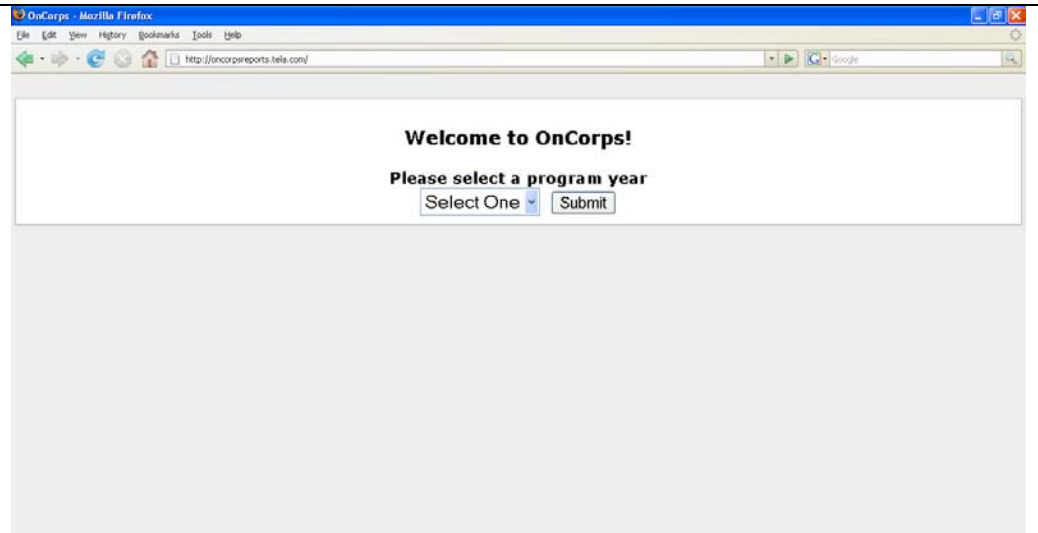
## Getting Started



### Select a Program Year

OnCorps Reports works best in Mozilla Firefox or Microsoft Internet Explorer internet browsers.

Select a program year from the drop down menu and then select "Submit."



### Statewide Portal

The Statewide Portal includes links to the login pages for Members, Site Supervisors, Regional Coordinators (where applicable), Program Directors, and State Commission Staff.

Select "AmeriCorps Member" below the name of your Program.



## Member Tutorial

### OnCorps Reports: Log in

To add new data, update data, or view reports, you must login first.

**1** To login to OnCorps Reports, enter your login name and password in the two boxes in the upper left hand corner. Then, select "Login."

**2** If you do not know your password, enter your e-mail address in the box below "Forgot your password?" and your login name and password will be e-mailed to you.

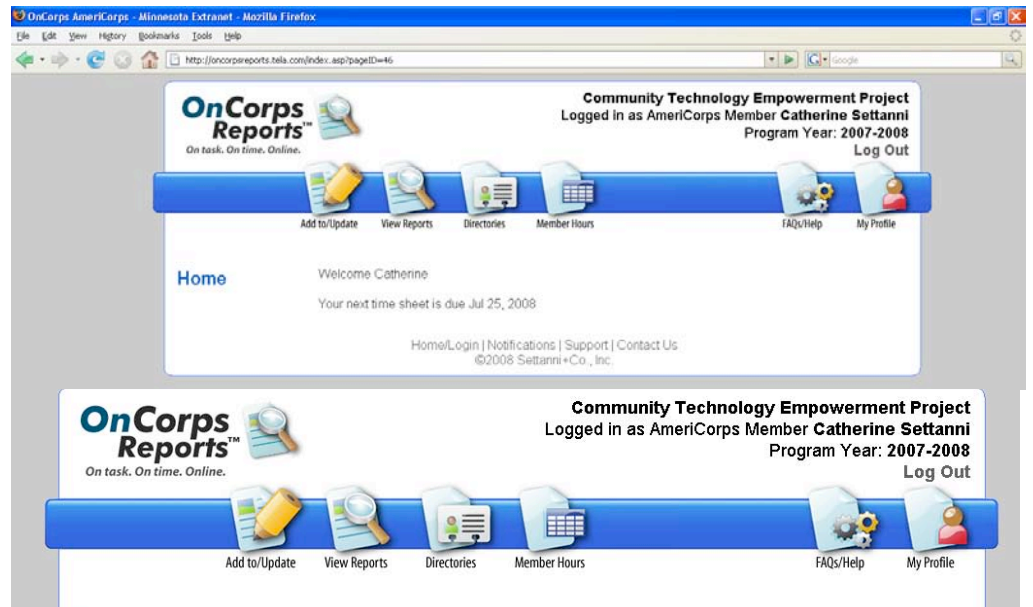
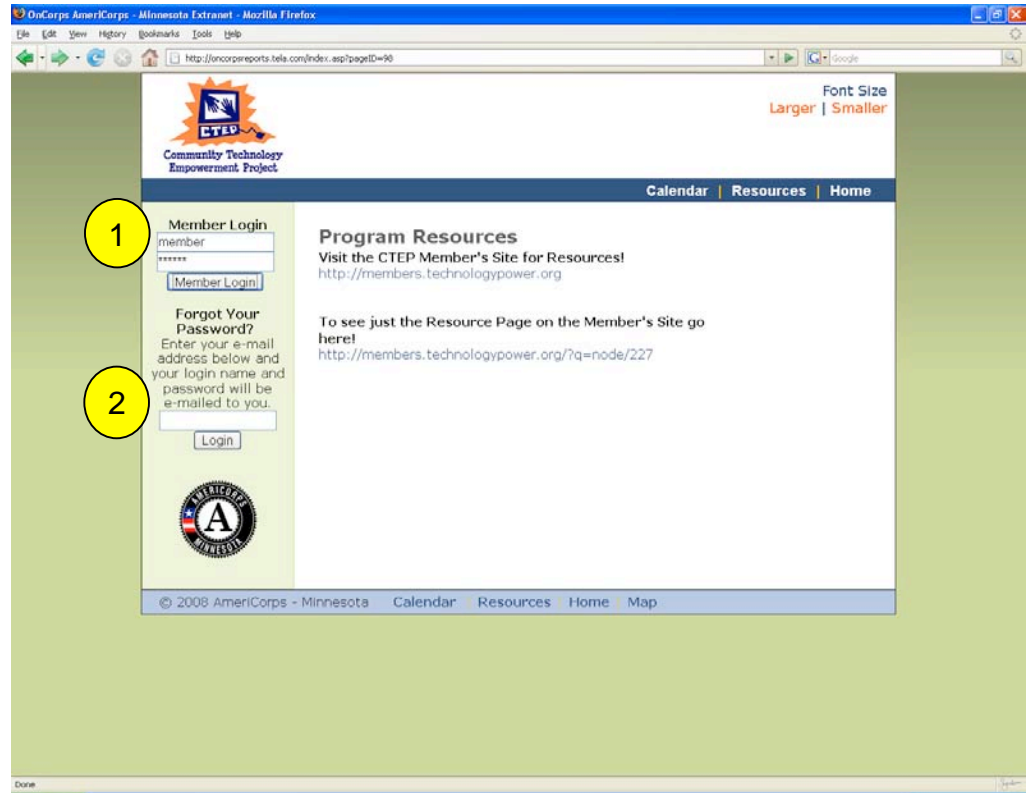
If you do not have a login name and password, please contact your appropriate Site Supervisor, Program Director, or State Commission Staff member.

### Notifications Page

After login, the browser is directed to the Notifications Page.

### Main Navigation Menu

The main menu is at the top of every page of OnCorps Reports.



## Add to/Update



Add to/Update

**Add/to update** is where users enter program information, edit records and submit reports.

### Add to/Update Navigation

Select a record from the left side menu to add to or update.



### Great Stories

To create a new Great Story record, select “Add a New Great Story.”

Select the “Edit” button next to a Great Story to view or change the record.



## Member Tutorial

### Adding a New/Editing a Great Story

Enter information in the fields. When finished, select "Update."

The screenshot shows a web browser window displaying the OnCorps Reports website. The browser title is "OnCorps AmeriCorps - Minnesota Extranet - Mozilla Firefox". The address bar shows the URL: "http://oncorpreports.tela.com/index.asp?pageID=79&memberID=6&quarterID=6&memberStoryID=0".

The website header includes the "OnCorps Reports" logo with the tagline "On task. On time. Online." and the text "Community Technology Empowerment Project". It also indicates the user is logged in as "AmeriCorps Member Catherine Settanni" for the "Program Year 2007-2008" and provides a "Log Out" link.

A navigation bar contains icons for "Add to/Update", "View Reports", "Directories", "Member Hours", "FAQs/Help", and "My Profile".

The main content area is titled "Great Stories" and features a form with the following elements:

- A "Name:" text input field.
- A "Date:" text input field.
- A large text area with the placeholder text "Please describe your great story here...".
- "Update" and "Cancel" buttons at the bottom of the form.

On the left side of the page, there is a sidebar titled "Add to/Update" with a list of categories: Great Stories, Direct Service Activities, Volunteer Mobilization, Reflection Logs, Civic Engagement, and Activities.

## Member Tutorial

### **Direct Service Activities**

To create a new Direct Service record, select “Add a Direct Service Activity.”

Select the “Edit” button next to a Direct Service Activity event to view or change the record.

OnCorps Reports™  
On task. On time. Online.

Community Technology Empowerment Project  
Logged in as AmeriCorps Member **Catherine Settanni**  
Program Year: **2007-2008**  
Log Out

Add to/Update View Reports Directories Member Hours FAQs/Help My Profile

**Add to/Update** Direct Service Activities

[Add a New Direct Service Activity](#)

Activity Name	Date	Duration	People Served	
Computer Refurbishing Workshop	Apr 09, 2008	Monthly		<a href="#">Edit</a>
MADD	Apr 29, 2008	One Time		<a href="#">Edit</a>

Great Stories  
Direct Service Activities  
Volunteer Mobilization  
Reflection Logs  
Civic Engagement  
Activities

### **Add a New/Edit an Existing Direct Service Activity**

Enter information in the fields and select from the drop down menu. When finished, select “Update.”

OnCorps Reports™  
On task. On time. Online.

Community Technology Empowerment Project  
Logged in as AmeriCorps Member **Catherine Settanni**  
Program Year: **2007-2008**  
Log Out

Add to/Update View Reports Directories Member Hours FAQs/Help My Profile

**Add to/Update** Direct Service Activities

Great Stories  
Direct Service Activities  
Volunteer Mobilization  
Reflection Logs  
Civic Engagement  
Activities

Name:  Date:

Duration:  People Served:

Please describe your volunteers' services and support activities in the field below.  
Add specific dates and hours if you have them.  
What did your volunteers do?  
How did they help support individuals (or schools, or non-profit agencies) within your community?

## Volunteer Mobilization

To create a new Volunteer Mobilization record, select “Add a New Volunteer Mobilization Event.”

Select the “Edit” button next to a Volunteer Mobilization event to view or change the record.

## Add a New/Edit an Existing Volunteer Mobilization

Enter information in the fields, select from the drop down menu and select “Update” to create a new or edit an existing Volunteer Mobilization record.

The screenshots show the OnCorps Reports web application interface. The top screenshot displays the 'Add to/Update' section for 'Volunteer Mobilization'. It includes a table of existing events:

Name	Date	Duration	Num Vols	Num Hours	
Computer Recycling	Jun 01, 2009	One-Time	2	4	<a href="#">Edit</a>
this is a test...	Jun 01, 2008	On-Going	25	100	<a href="#">Edit</a>

The bottom screenshot shows the form for adding or editing an event. It includes fields for 'Event Name', 'Date', 'Duration' (a dropdown menu), 'Number of volunteers', and 'Number of hours volunteers served'. Below these fields, there are checkboxes for 'Among these volunteers, how many are:' followed by categories: 'Disadvantaged children and youth', 'College students enrolled in a degree-seeking program', and 'Baby Boomers (individuals born between 1946 and 1964)'. The form concludes with 'Update' and 'Cancel' buttons.



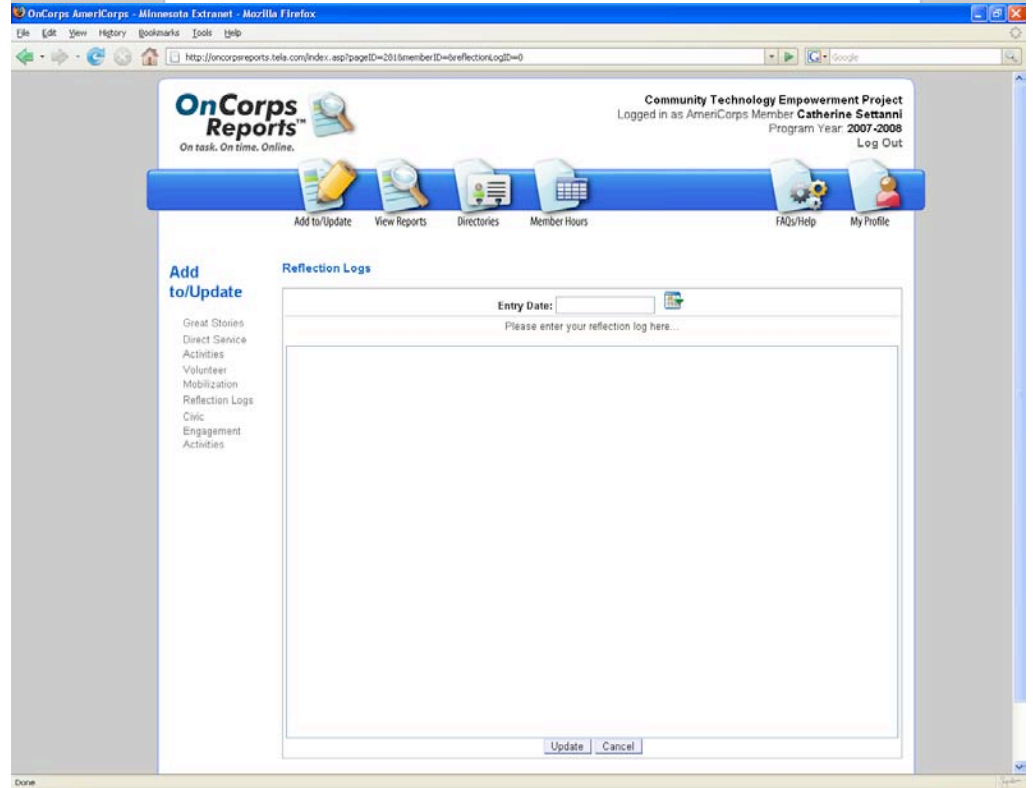
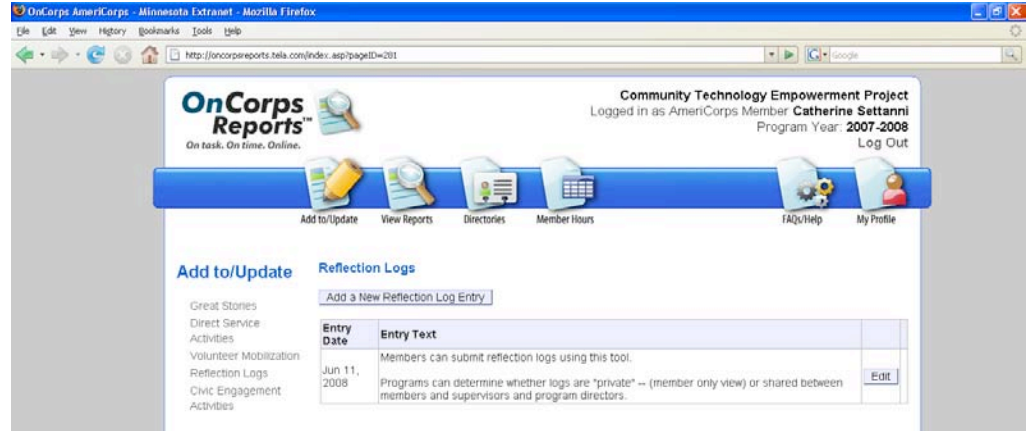
## Reflection Logs

To create a new Reflection Log, select “Add a New Reflection Log Entry.”

Select the “Edit” button next to a Reflection Log to view or change the record.

## Add a New/Edit an Existing Volunteer Mobilization

Enter information in the fields and select “Update” to create a new or edit an existing Reflection Log.



## Civic Engagement Activities

To create a new Civic Engagement Activity, select “Add a New Civic Engagement Activity.”

Select the “Edit” button next to a Civic Engagement Activity to view or change the record.

## Add a New/Edit an Existing Civic Engagement Activity

Enter information in the fields and select “Update” to create a new or edit an existing Civic Engagement Activity.

The screenshots show the OnCorps Reports web application interface. The top screenshot displays the 'Civic Engagement Activities' page with a table listing activities. The table has columns for 'Civic Engagement Name', 'Date', and '# of Hours'. One activity is listed: 'MLK Day' on 'Feb 18, 2008' for '6' hours. An 'Edit' button is visible next to this entry. Below the table is a button labeled 'Add a New Civic Engagement Activity'. The bottom screenshot shows the 'Add to/Update' form. It includes a 'Name of Civic Engagement' text box, a 'Date' field with a calendar icon, and a '# of Hours' field with a value of '0'. Below these is a large text area for 'Description of Civic Engagement'. At the bottom of the form are 'Update' and 'Cancel' buttons. Both screenshots show the user is logged in as 'Catherine Settanni' and the program year is '2007-2008'.

## View Reports



**View Reports** is where users see program progress reports submitted by program directors, including custom reports.

### Reports Navigation

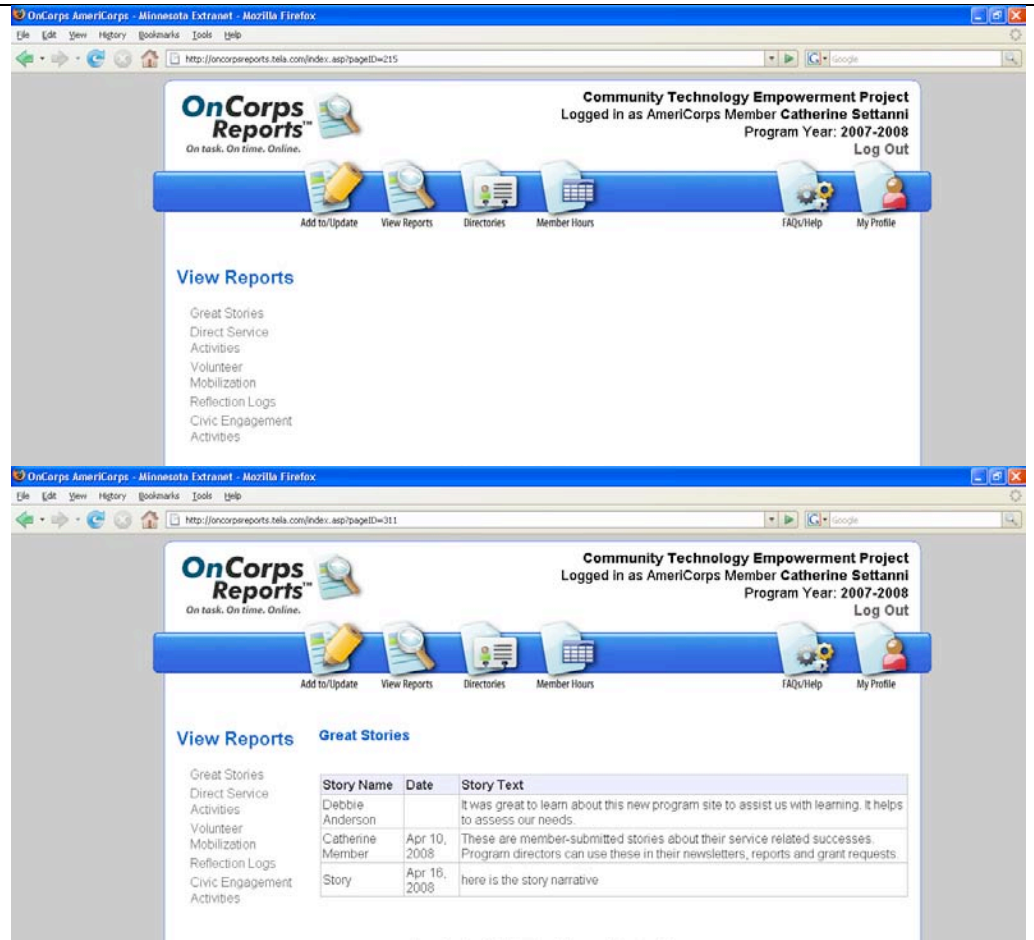
Select "View Reports" to view or download reports.

Select a report from the menu on the left side.

To add or update data, select "Add to/Update" from the top, blue menu bar.

### Great Stories

Example of a Great Stories report, including Stories from Members and Supervisors



The screenshot shows the OnCorps Reports website interface. The top navigation bar includes "Add to/Update", "View Reports", "Directories", "Member Hours", "FAQ/Help", and "My Profile". The main content area is titled "View Reports" and lists several report categories: Great Stories, Direct Service Activities, Volunteer Mobilization, Reflection Logs, and Civic Engagement Activities. A second screenshot shows the "Great Stories" section with a table of reports.

Story Name	Date	Story Text
Debbie Anderson		It was great to learn about this new program site to assist us with learning. It helps to assess our needs.
Catherine Member	Apr 10, 2008	These are member-submitted stories about their service related successes. Program directors can use these in their newsletters, reports and grant requests.
Story	Apr 16, 2008	here is the story narrative

## Direct Service Activities

An example of a Direct Service Activities report.

The screenshot shows the OnCorps Reports web application. The user is logged in as Catherine Settanni. The main navigation bar includes links for Add to Update, View Reports, Directories, Member Hours, FAQs/Help, and My Profile. The 'View Reports' section is active, displaying a list of report categories on the left and a table of Direct Service Activities on the right.

Service Name	Date	Duration	People Served	Text
Computer Refurbishing Workshop	Apr 09, 2008	Monthly	0	I staff a monthly computer fix up and give away program that includes 3 community volunteers that I recruited to help me. They provide 3 hours of service each, once per month.
MADD	Apr 29, 2008	One Time	0	Whistled in the dark.

## Volunteer Mobilization

Example of a Volunteer Mobilization report. The report includes Volunteer Mobilization produced by Members, Supervisors, and Program Directors.

The screenshot shows the OnCorps Reports web application with the 'View Reports' section active. The 'Volunteer Mobilization' report is displayed, showing a table with columns for Name, Date, Duration, Num Vols, Num Hours, Disadvantaged Vols, College Vols, and Baby Boomer Vols.

Name	Date	Duration	Num Vols	Num Hours	Disadvantaged Vols	College Vols	Baby Boomer Vols
Computer Recycling	Jun 01, 2008	One-Time	2	4	0	1	1
this is a test...	Jun 01, 2008	On-Going	25	100	12	5	7

## Reflection Logs

An example of a Reflection Log report.

The screenshot shows the OnCorps Reports web application with the 'View Reports' section active. The 'Reflection Logs' report is displayed, showing a table with columns for Entry Date and Entry Text.

Entry Date	Entry Text
Jun 11, 2008	Members can submit reflection logs using this tool.
	Programs can determine whether logs are "private" -- (member only view) or shared between members and supervisors and program directors.

## Capacity Building Activities

Example of Capacity Building Activities report.

The screenshot shows a web browser window with the URL <http://oncorpereports.bela.com/index.asp?pageID=315>. The page header includes the OnCorps Reports logo and the text "On task. On time. Online." The user is logged in as Catherine Settanni, a member of the Community Technology Empowerment Project, for the 2007-2008 program year. A navigation bar contains icons for "Add to/Update", "View Reports", "Directories", "Member Hours", "FAQ/Help", and "My Profile".

**View Reports**

- Great Stories
- Direct Service Activities
- Volunteer Mobilization
- Reflection Logs
- Civic Engagement Activities

**Civic Engagement Activities**

Civic Engagement Name	Date	# of Hours	Text
MLK Day	Feb 18, 2008	6	We attended the all day MLK celebration at Concordia college. The speakers included State and National elected officials and staff from the MN Dept of Human rights. Our corps helped staff the event, clean up, and hand out information.

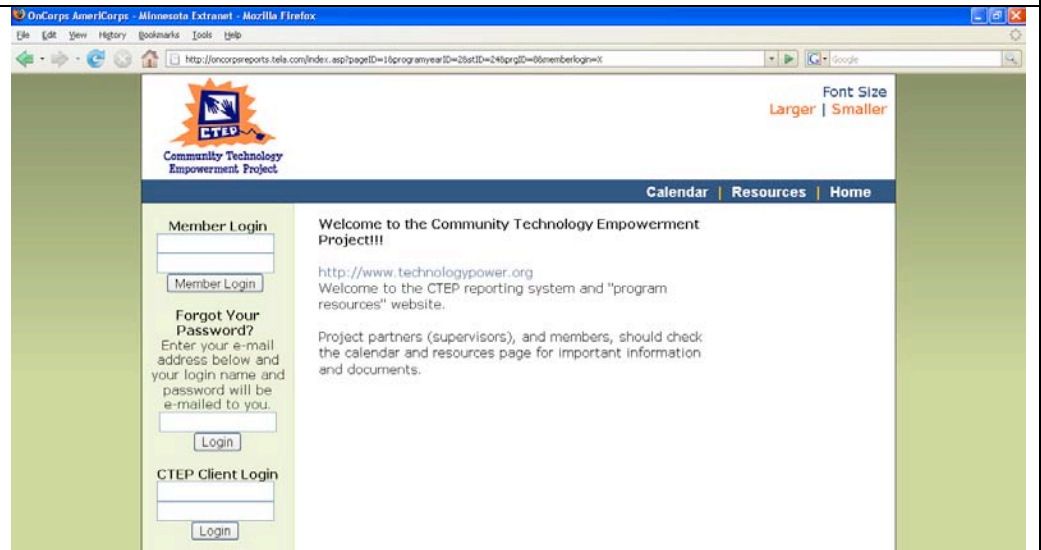
## My Website

### The Home/Login Page

The Home/Login Page has links to the Calendar and Resources pages.

These three pages are viewable by all visitors.

To change the font size select Larger or Smaller, located in the upper right hand corner of the screen.



### Calendar

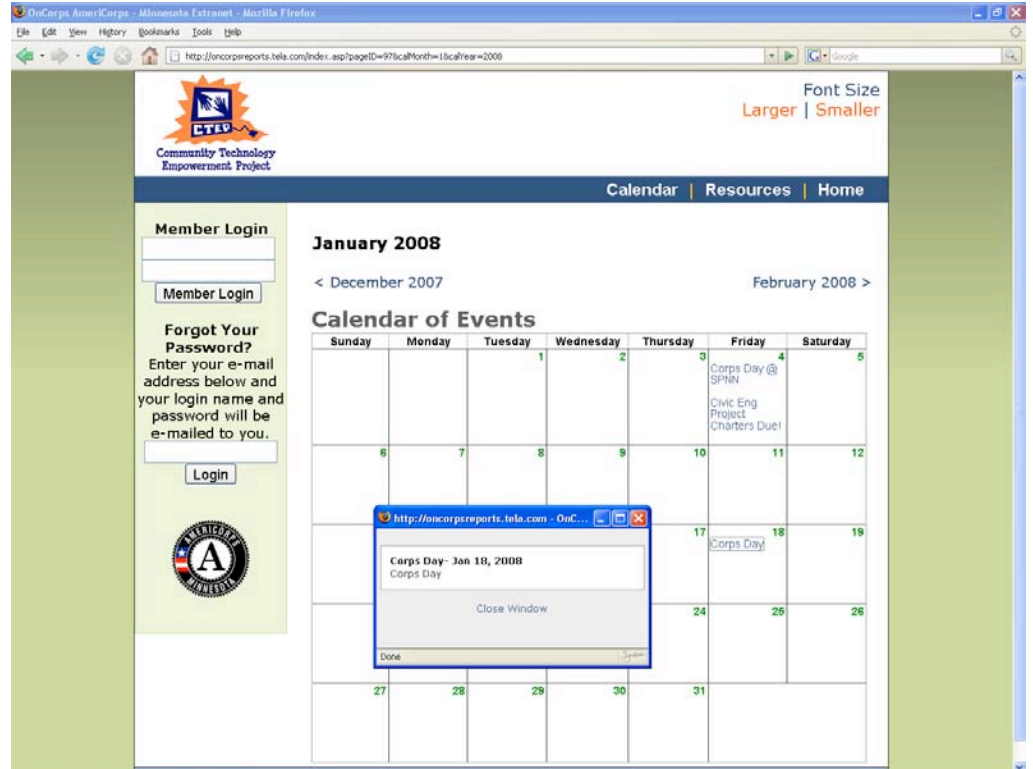
On the Calendar, the default month is the current month. To view a different month, select the next or previous month links; for example, in this screen the previous month is "December 2008", and the next month is "February 2008".

To view an event in detail, select the title of the event. A new window will open with the details. You might need to have pop up windows enabled on your computer or browser for this feature to work.



## Member Tutorial

For example, selecting “Corps Day” on January 18, 2008 opens a new, small window with Calendar event details. To return to the montly Calendar, select “Close Window.”



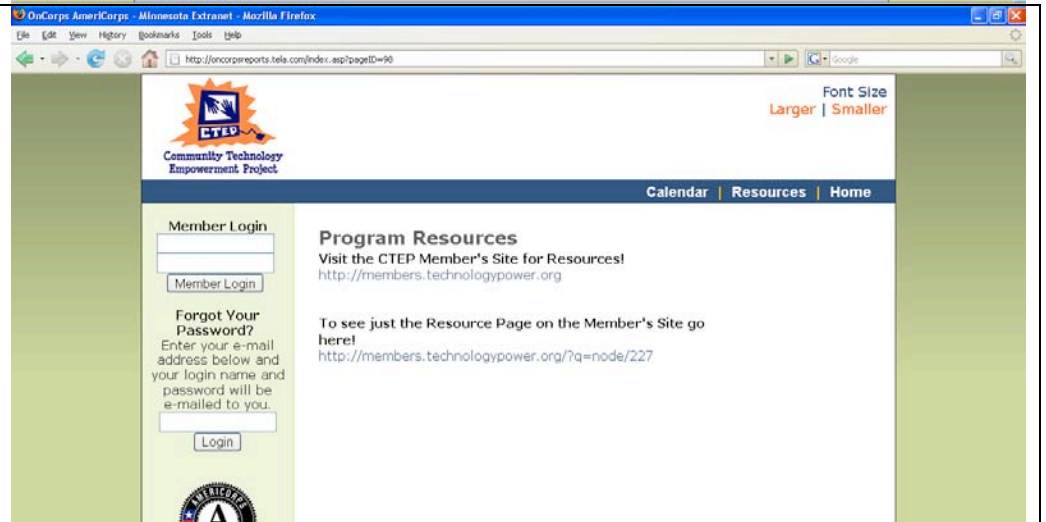
The screenshot shows the OnCorps AmeriCorps website interface. The main content area displays a calendar for January 2008. A pop-up window is open over the date January 18, 2008, titled "Corps Day - Jan 18, 2008" with a "Close Window" button. The website header includes the CTEP logo and navigation links for "Calendar", "Resources", and "Home". On the left side, there is a "Member Login" section with a "Forgot Your Password?" link and a "Login" button. The calendar grid shows the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Corps Day @ SPNN Civic Eng Project Charters Due!	5
6	7	8	9	10	11	12
				17 Corps Day	18 Corps Day	19
				24	25	26
27	28	29	30	31		

## Resources

In Resources, files of many different types may be available to view or download and links to websites can also be included.

To view a file in a new tab or window, select the link. To download, right click the link and “save as” (Windows) or Ctrl+Click (Mac).



The screenshot shows the OnCorps AmeriCorps website interface with the "Resources" page selected. The main content area displays "Program Resources" with a link to "Visit the CTEP Member's Site for Resources!" and a URL: <http://members.technologypower.org>. Below this, there is a link to "To see just the Resource Page on the Member's Site go here!" with a URL: <http://members.technologypower.org/?q=node/227>. The website header and left sidebar are identical to the previous screenshot.

## Directories

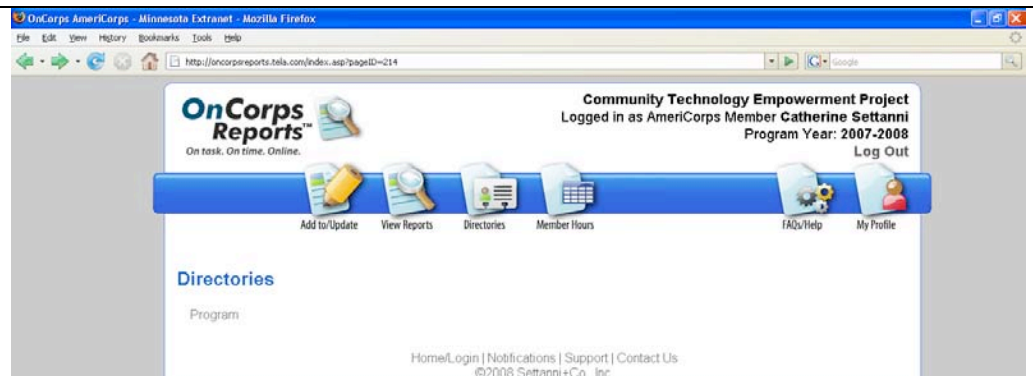


Directories

**Directories** is a contact database referencing all system users, from members up through program directors, and provides an easy way to find and contact people associated with your state's programs.

### *Directories Navigation*

Select from the left side menu to view a directory of the Program.



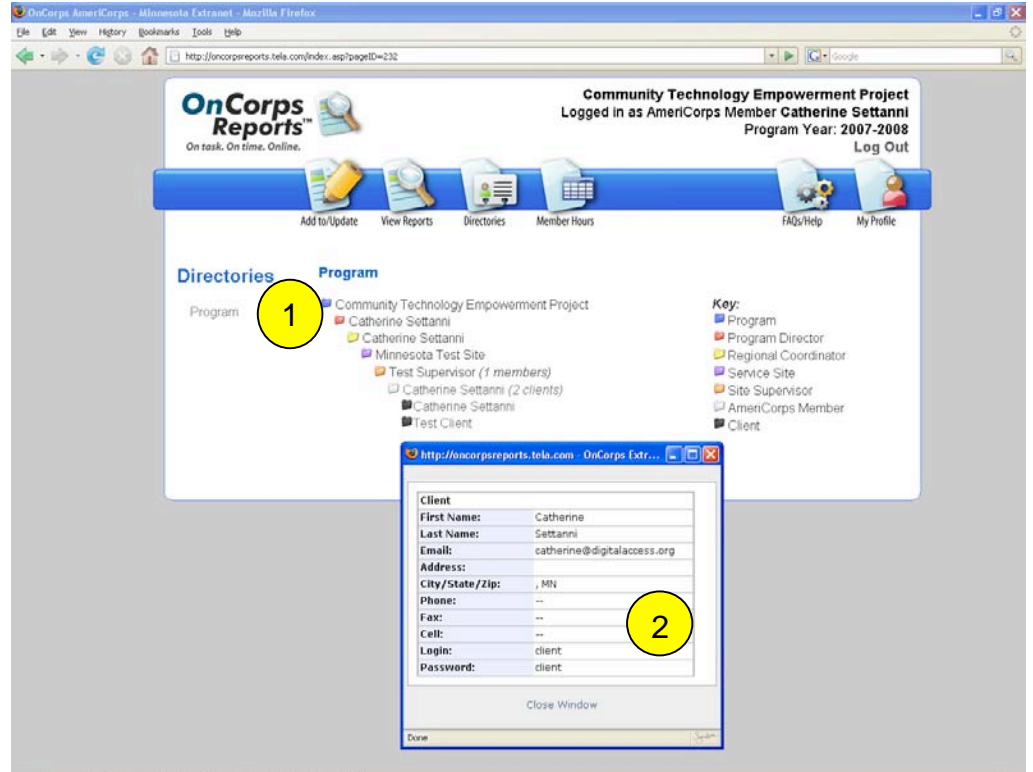


## Program Directory

The Program Directory contains all Program Directors, Regional Coordinators, Service Sites, Site Supervisors, AmeriCorps Members, and Clients and their associations to each other in a menu tree format.

1 Select the folder icon to view the associations with that record. For example, clicking on a Program Director Folder expands the menu tree to show associated Regional Coordinators.

2 Select the name of a person to view a detailed record, which opens in a new window. You might need to have pop up windows enabled on your computer or browser for this feature to work.





## Member Tutorial

### Member Timesheets continued

When finished entering information, select “Save” to save added or changed data to the OnCorps Reports database. Saved data can be edited at a later time unless it has been Submitted.

Select “Authorize and Submit” to send the timesheet to your Site Supervisor (or other assigned person) for approval. Members cannot make changes to a timesheet after selecting “Authorize and Submit” (unless the Supervisor unlocks the timesheet). Member timesheets continued

The screenshot shows a web browser window with the URL <http://oncorpereports.tela.com/index.asp>. The page displays a timesheet entry form for the week of Sun May 25 to Fri May 30. Each day has input fields for hours (0, 0, 0, 0, 0, 0) and a description field. At the bottom, there is a 'Totals' row with values 0, 0, 0, 0, 0, 0. Below the form are two buttons: 'Save' and 'Authorize and Submit'. The footer of the page includes 'HomeLogin | Notifications | Support | Contact Us' and '©2008 Setnam+Co., Inc.'.

An example of a Locked Timesheet. Locked timesheets can be viewed but not edited; contact your Program Director to unlock a timesheet.


The screenshot shows a web browser window with the URL <http://oncorpereports.tela.com/index.asp>. The page displays a 'Timesheets' section with a 'Timesheet' sub-section. A table shows 'Member Totals YTD' for two periods. Below this is a 'Select a Period:' dropdown menu with a list of periods, including 'Apr 19, 2008 - May 02, 2008 submitted: Jun 24, 2008 (locked)'. A 'Choose' button is below the dropdown. A message states: 'You are entering time for week: Apr 19, 2008 - May 02, 2008. This timesheet is DUE: May 02, 2008. Your time sheet for week Apr 19, 2008 - May 02, 2008 was already submitted on Jun 24, 2008 at 12:06 PM. Therefore, your Supervisor must either approve or reject your time sheet before you can make any more changes.' Below this is a detailed timesheet grid.

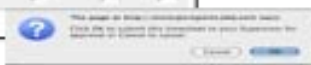
Period	Fundraising	Training	Service	Total
Period #1 - Sep 15, 2007 - Dec 31, 2007	45	45	120	210
Period #2 - Jan 1, 2008 - Aug 31, 2008	152.4	11	17	180.4
<b>Year to Date Totals:</b>	<b>197.4</b>	<b>56</b>	<b>137</b>	<b>390.4</b>

Day	Fund raising	Trng	Services			Total Hours
			CTEP Projects	Direct Service	Capacity Building	
Sat Apr 19	0	10	10	0	0	20
Sun Apr 20	150	0	0	0	0	150
Mon Apr 21	0	0	0	0	0	0
Tue Apr 22	0	0	0	0	0	0
Wed Apr 23	0	0	0	0	0	0
Thu Apr 24	0	0	0	0	0	0

## Timesheet Submission & Approval Process

1  Members log into system, select payroll period and fill out their timesheets. They can **SAVE** and complete later, or **AUTHORIZE AND SUBMIT**. \*Timesheet "Service" categories may be customized by your program.

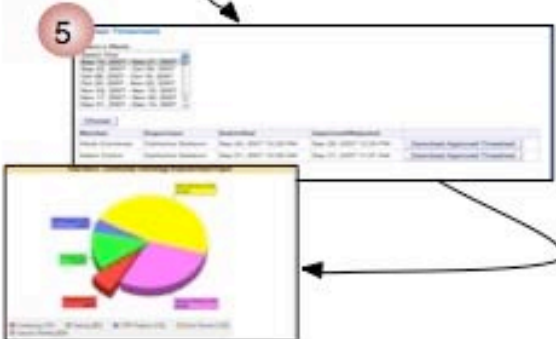


Upon "Authorize and Submit" this notice appears--make sure the timesheet is complete, once members send it, that timesheet is "locked".

2  The system then sends an email to the members' supervisor, or all supervisors on their record. The email has a **link** to the current timesheet--along with date stamp and who submitted the timesheet...

3  Clicking on the link takes the supervisor to their program login page..**supervisors must login to see and approve timesheets.**

4  Supervisors either **APPROVE** or **REJECT** the timesheet. If rejected, the system "unlocks" it for changes. Only members can change timesheets. When complete, members must "Submit" them again...

5  Once **approved**, the member's hours are added to all "Member hours" reports, and a printable version of the timesheet becomes available to supervisors and program directors. (Service hour descriptions are **NOT** included on print-friendly timesheets)



## Member Tutorial

### FAQs/Help

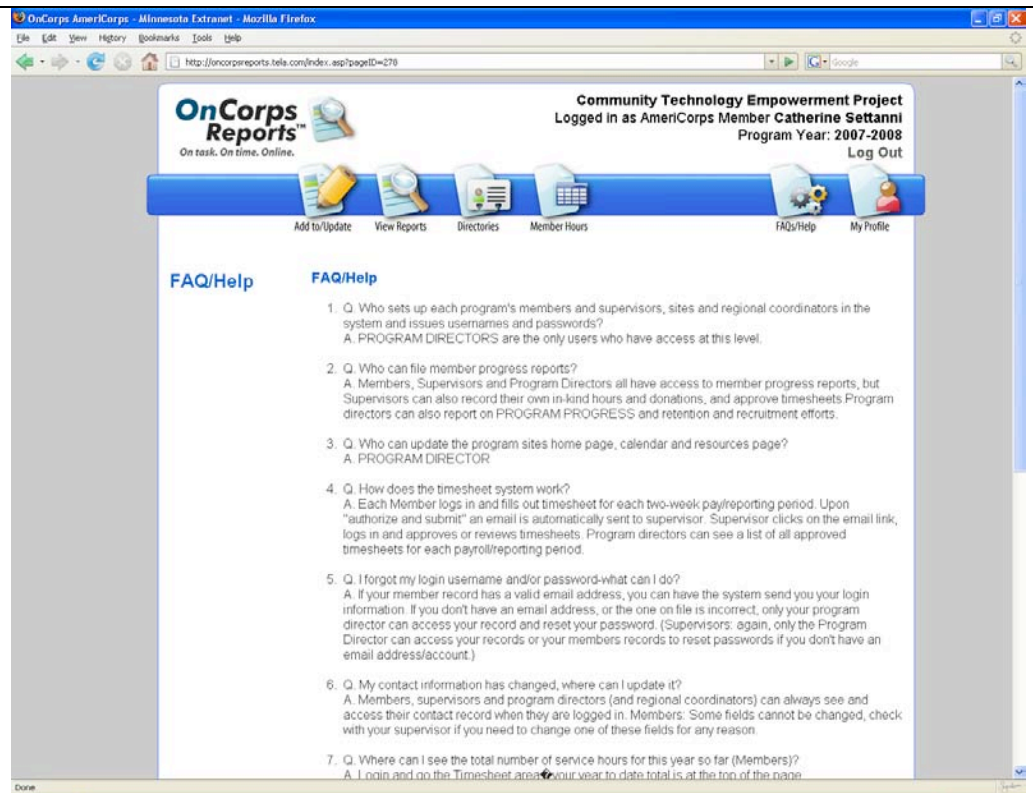


FAQs/Help

**FAQ and Help** provides onscreen help, tutorials and a “service ticket” form.

### FAQs/Help

Select “FAQs/Help” to view frequently asked questions about OnCorps Reports.



The screenshot shows a web browser window displaying the OnCorps Reports website. The page title is "OnCorps Reports" with the tagline "On task. On time. Online." The user is logged in as "AmenCorps Member Catherine Settanni" for the "Program Year: 2007-2008". The navigation menu includes "Add to/Update", "View Reports", "Directories", "Member Hours", "FAQs/Help", and "My Profile". The "FAQ/Help" section is active, displaying a list of questions and answers:

- 1. Q. Who sets up each program's members and supervisors, sites and regional coordinators in the system and issues usernames and passwords?  
A. PROGRAM DIRECTORS are the only users who have access at this level.
- 2. Q. Who can file member progress reports?  
A. Members, Supervisors and Program Directors all have access to member progress reports, but Supervisors can also record their own in-kind hours and donations, and approve timesheets Program directors can also report on PROGRAM PROGRESS and retention and recruitment efforts.
- 3. Q. Who can update the program sites home page, calendar and resources page?  
A. PROGRAM DIRECTOR
- 4. Q. How does the timesheet system work?  
A. Each Member logs in and fills out timesheet for each two-week pay/reporting period. Upon "authorize and submit" an email is automatically sent to supervisor. Supervisor clicks on the email link, logs in and approves or reviews timesheets. Program directors can see a list of all approved timesheets for each payroll/reporting period.
- 5. Q. I forgot my login username and/or password-what can I do?  
A. If your member record has a valid email address, you can have the system send you your login information. If you don't have an email address, or the one on file is incorrect, only your program director can access your record and reset your password. (Supervisors: again, only the Program Director can access your records or your members records to reset passwords if you don't have an email address/account.)
- 6. Q. My contact information has changed, where can I update it?  
A. Members, supervisors and program directors (and regional coordinators) can always see and access their contact record when they are logged in. Members: Some fields cannot be changed, check with your supervisor if you need to change one of these fields for any reason.
- 7. Q. Where can I see the total number of service hours for this year so far (Members)?  
A. I login and go the Timesheet area your year to date total is at the top of the page

## My Profile



My Profile

**My Profile** allows all system users to update basic contact information within their records.

### My Profile

Select "My Profile" to view or edit your user record.

Select "Submit" when finished, if making changes or additions.

The screenshot shows a web browser window with the URL <http://oncorpsreports.telc.com/index.asp?pageID=63>. The page header includes the OnCorps Reports logo and the text "Community Technology Empowerment Project Logged in as AmeriCorps Member Catherine Settanni Program Year: 2007-2008 Log Out". A navigation bar contains icons for "Add to Update", "View Reports", "Directories", "Member Hours", "FAQs/Help", and "My Profile". The main content area is titled "My Profile" and contains a "Member Profile" form with the following fields:

First Name:	Catherine	Last Name:	Settanni
Supervisor:	Test Supervisor		
Email:	catherine@digitalaccess.org		
Address:	po box 6877	Address 2:	
City:	minneapolis		
State:	Minnesota	Zip:	55407
Phone:	612	724	909
Ext.:		Fax:	
Cell:	-	.	-

At the bottom of the form is a "Submit" button. The footer of the page includes links for "Home | Login | Notifications | Support | Contact Us" and the copyright notice "©2008 Settanni+Co., Inc.".