



Tutorial for Site Supervisors

Table of Contents

Getting Started	4
Select a Program Year	4
Statewide Portal	4
OnCorps Reports: Log in	5
Notifications Page.....	5
Main Navigation Menu	5
Add to/Update	6
Add to/Update Navigation	6
In-Kind Hours	7
Best Practices	7
Add a New / Edit an Existing Best Practice.....	8
Volunteer Mobilization.....	8
Add a New/Edit an Existing Volunteer Mobilization Event	9
Other In-Kind.....	9
Add a New/Edit an Existing Other In-Kind	10
Great Stories.....	10
Add a New or Edit an Existing Great Story	11
Capacity Building Activities	11
Add a New or Edit an Existing Capacity Building Activity	12
Member Progress Reports.....	12
View Reports	14
Reports Navigation	14
Supervisor In-Kind Hours.....	14
In-Kind Other.....	15
Great Stories.....	15
Direct Service Activities.....	15
Volunteer Mobilization.....	16
Reflection Logs	16
Civic Engagement Activities.....	16
Capacity Building Activities	17
Members	17
My Website	18
The Home/Login Page	18
Calendar.....	18
Resources.....	19
Directories	20
Directories Navigation.....	20
Search Directories	20
Program Directory.....	21
Member Hours.....	22
Member Hours Navigation	22
Total Hours.....	22
Member Timesheets	23
Timesheet Submission & Approval Process	24

Site Supervisor Tutorial

Member Totals YTD 25
Due/Approved Timesheets 25

FAQs/Help.....26
Frequently Asked Questions and Help 26

My Profile.....27
Editing My Profile..... 27

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 "Site Supervisors" below the name of your Program.

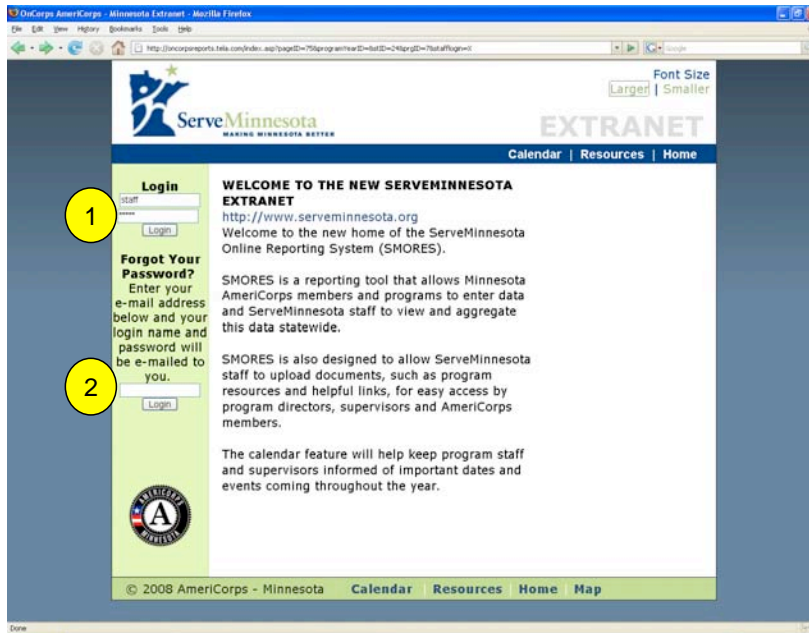


OnCorps Reports: Log in

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

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.

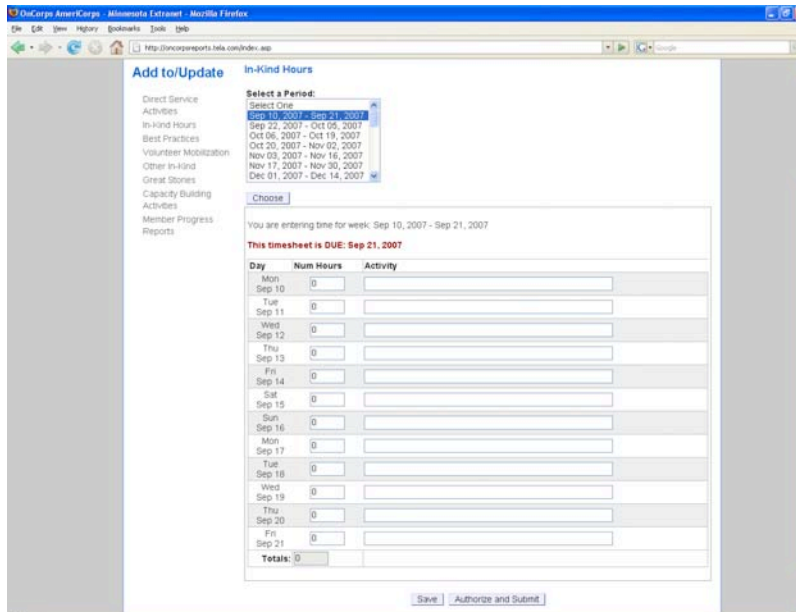
Add to/Update Navigation

Select "Add to/Update," then select a record from the left side menu to enter new data or edit existing records.



In-Kind Hours

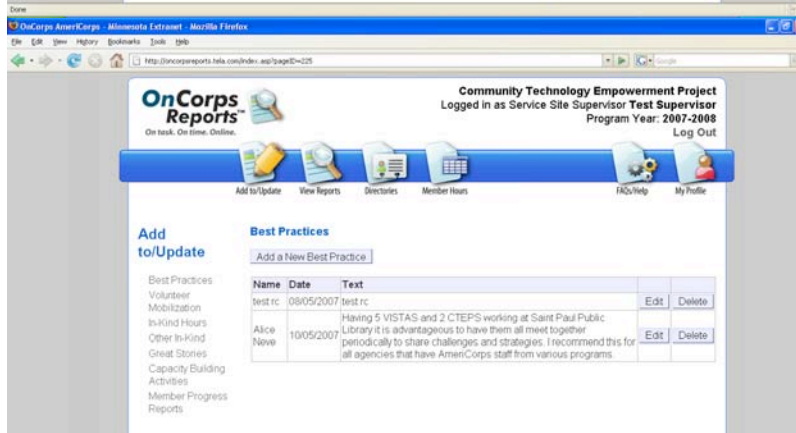
Select a time period from the scrolling list and then select "Choose." Then, enter the Number of Hours and Activities in the fields. Select "Save" to save the timesheet to the OnCorps Reports database. Select "Authorize and Submit" to send the timesheet to the Program Director.



Best Practices

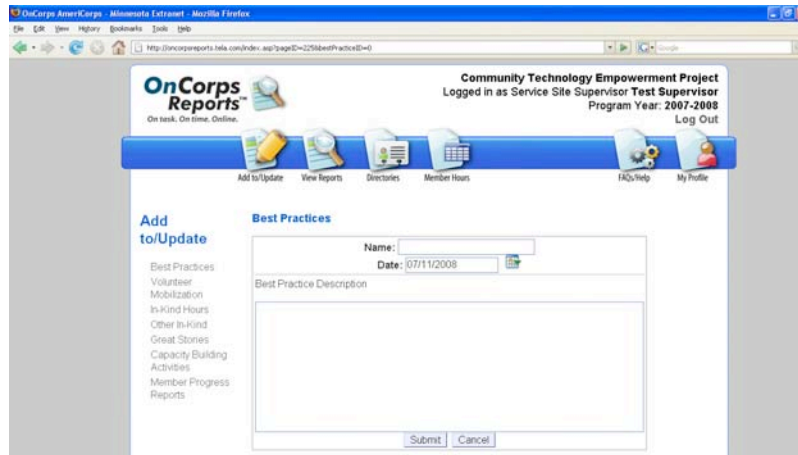
To create a new Best Practice record, select "Add a New Best Practice."

Select the "Edit" button next to a Best Practice to view or change the record.



Add a New / Edit an Existing Best Practice

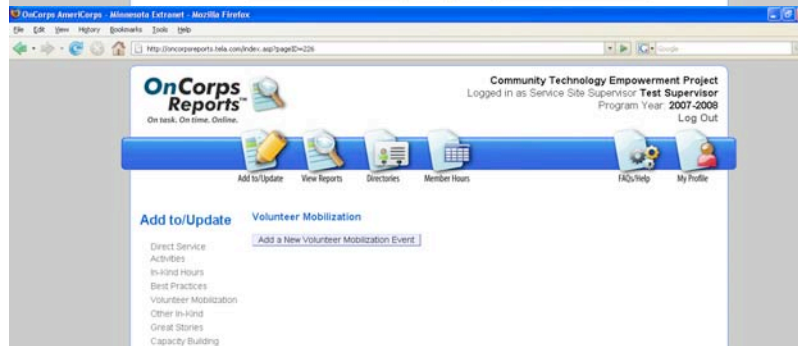
Enter information in the fields and select "Submit" to create a new or edit an existing Best Practice record.



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 to view or change the record.



Add a New/Edit an Existing Volunteer Mobilization Event

Enter information in the fields, select from the drop down menu, and select "Update" to create a new Volunteer Mobilization record.



Other In-Kind

Other In-Kind refers to donated goods and services other than Site Supervisor Time. Contact State Commission Staff for guidance on what qualifies as In-Kind.

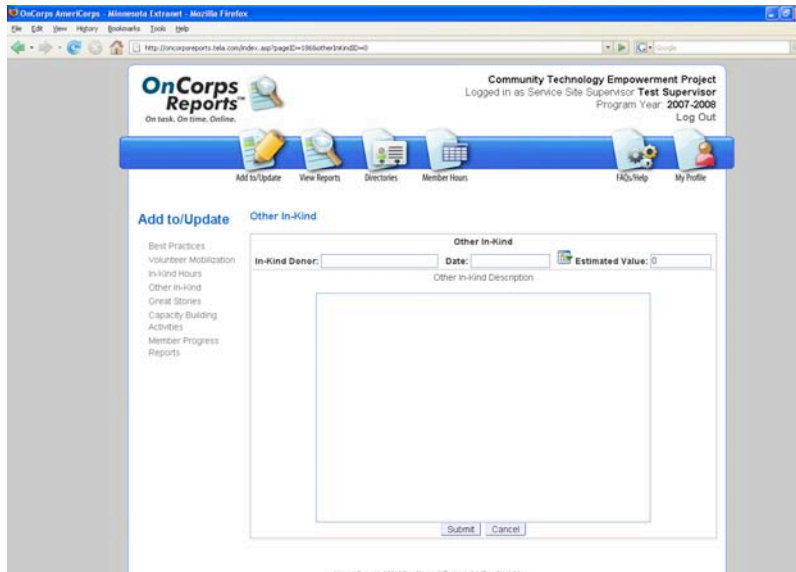
To create a new In-Kind Other record, select "Add a New In-Kind Other."

Select the "Edit" button next to an Other In-Kind to view or change the record.



Add a New/Edit an Existing Other In-Kind

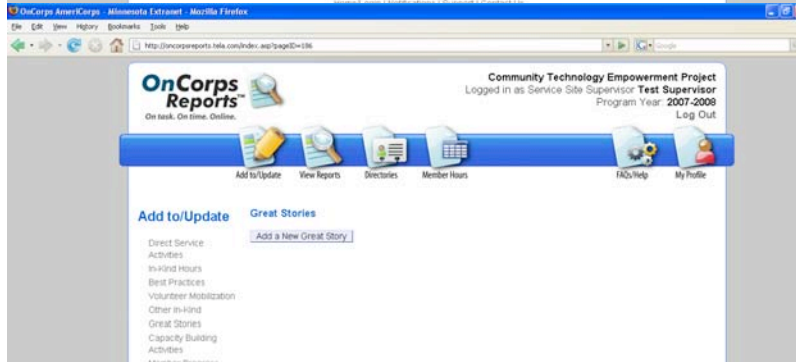
Enter information in the fields and select "Submit" to create a new In-Kind Other record.



Great Stories

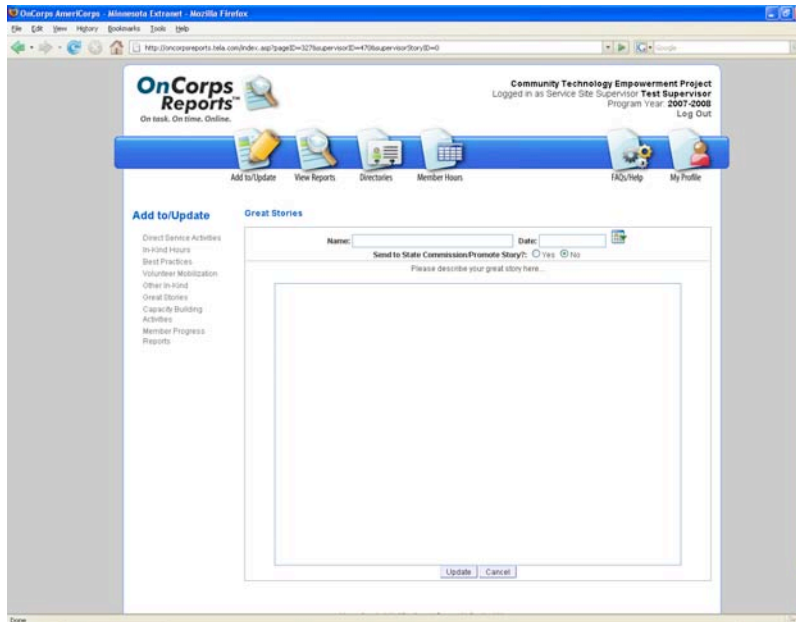
To create a Great Story record, select "Add a New Great Story."

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



Add a New or Edit an Existing Great Story

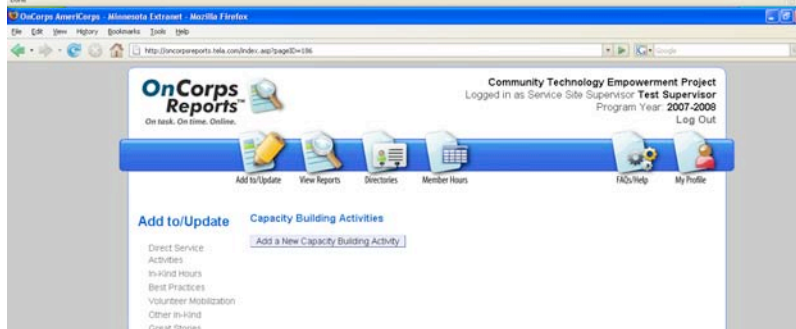
Enter information in the fields and select "Update" to add or edit a Great Story.



Capacity Building Activities

To create a Capacity Building Activity record, select "Add a New Capacity Building Activity."

Select the "Edit" button next to a Capacity Building Activity to view or change the record.



Add a New or Edit an Existing Capacity Building Activity

Select from the drop down menu, enter information in the fields, select or unselect the check box, and select "Update" to add or edit a Capacity Building Activity.

The screenshot shows a web browser window displaying a form for adding or editing a Capacity Building Activity. The form includes a sidebar menu with options like Direct Service Activities, In-Kind Hours, Best Practices, Volunteer Mobilization, Other In-Kind, Great Stories, Capacity Building, Activities, Member Progress, and Reports. The main form area contains a 'Type of Activity' dropdown menu set to 'Select One', a 'Title (or short description) of capacity building project:' text field, a 'Date of this report:' field with a calendar icon, a 'Description of member's contribution to the project and effect of the project on service recipients/clients:' text area, an 'Update progress:' text area, and a 'What new capacity (e.g. skills, knowledge, resources, etc.) did your agency acquire as a result of this activity?' text area. At the bottom, there is a checkbox for 'Please check here if this activity has helped your agency better meet the technology needs of underserved communities by offering a new (or expanding an existing) program or service.' and 'Update' and 'Cancel' buttons.

Member Progress Reports

Select "Progress Reports" to view a member's reports.

The screenshot shows the OnCorps Reports dashboard. At the top, it says 'OnCorps Reports' and 'Community Technology Empowerment Project'. The user is logged in as 'Service Site Supervisor Test Supervisor' for the 'Program Year: 2007-2008'. A navigation bar contains icons for 'Add to/Update', 'View Reports', 'Directories', 'Member Hours', 'FAQ/Help', and 'My Profile'. Below the navigation bar, there is a section for 'Add to/Update' with a sidebar menu. The main content area is titled 'Member Progress Reports' and contains a table with the following data:

Member Name	Status	Phone	E-Mail	Progress Reports
Catherine Settanni	Active	612-724-9097	catherine@digitalaccess.org	Progress Reports

Site Supervisor Tutorial

Member Progress Reports continued

To view a report, select it from the list under the member's name. For example, Great Stories.

Select "Add a New Great Story" to create a new Great Story record.

To change a Great Story, select "Edit."

OnCorps Reports
On track. On time. Online.

Community Technology Empowerment Project
Logged in as Service Site Supervisor Test Supervisor
Program Year: 2007-2008
Log Out

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

Add to/Update

- Best Practices
- Volunteer Mobilization
- In-Kind Hours
- Other In-Kind
- Great Stories
- Capacity Building
- Activities
- Member Progress Reports

Great Stories

[Add a New Great Story](#)

Story Name	Date	Promoted Story?	
Debbie Anderson		Yes	Edit
Catherine Member	Apr 10, 2008	No	Edit
Story	Apr 16, 2008	No	Edit

View Reports



View Reports

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

Reports Navigation

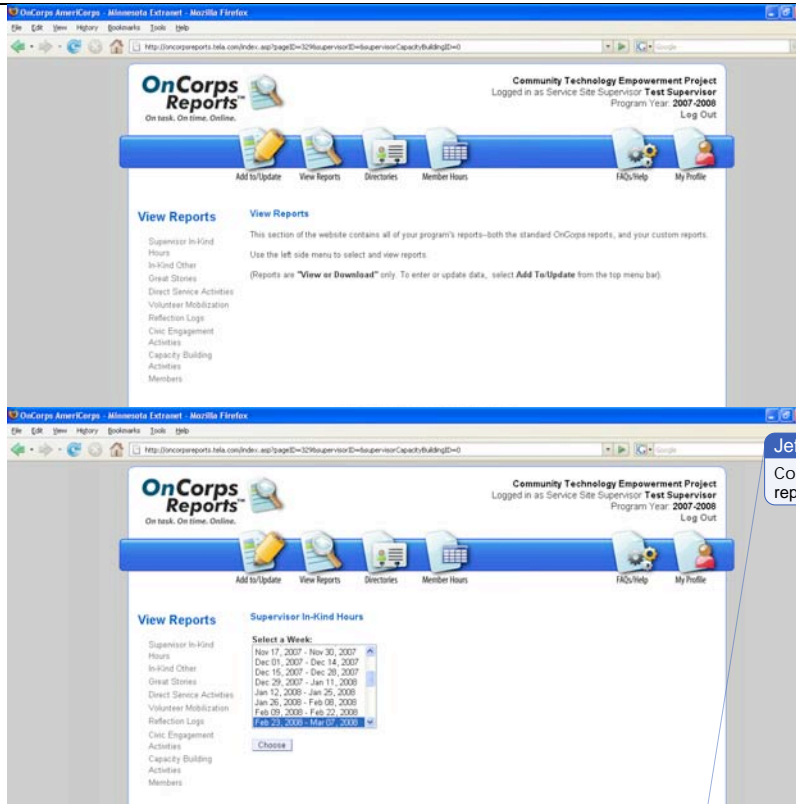
Select "View Reports" to view or download data.

Select a report from the menu on the left side.

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

Supervisor In-Kind Hours

Select a Week to view a Supervisor In-Kind Hours report.



Jeff Streier 7/17/08 12:37 PM
Comment: Needs a new screenshot. No report available as of 07/17/08

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In-Kind Other

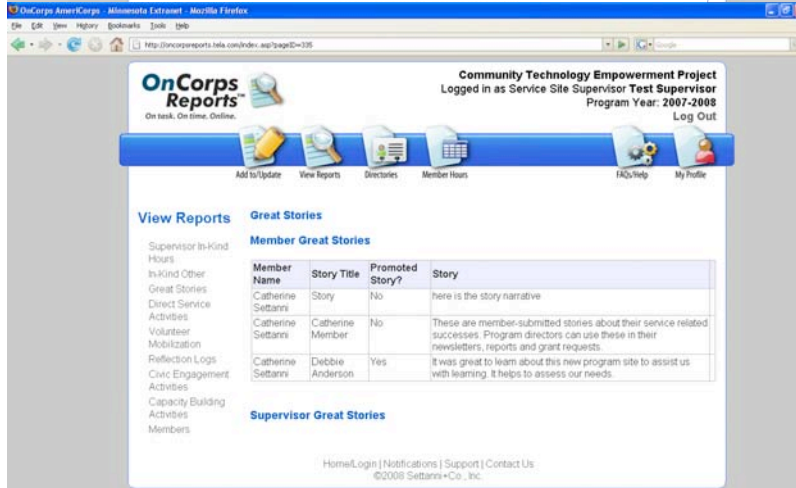
Select a Week to view a Supervisor In-Kind Other report.



Jeff Streier 7/17/08 12:37 PM
 Comment: Needs a new screenshot. No report available as of 07/17/08

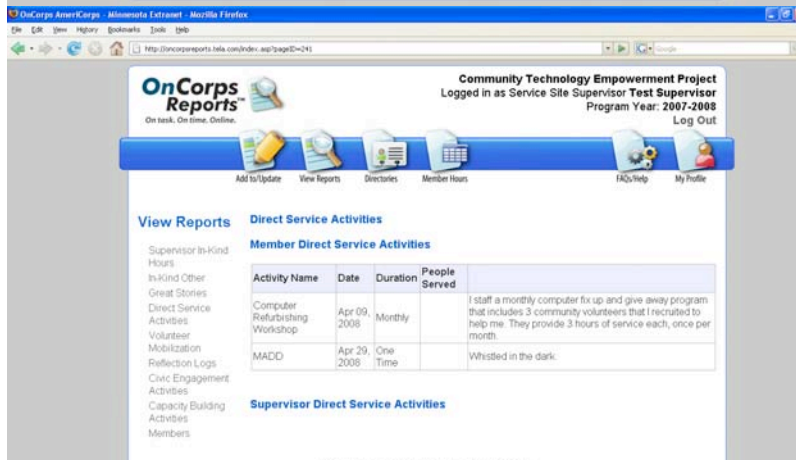
Great Stories

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



Direct Service Activities

Example of a Direct Service Activity report.



Volunteer Mobilization

An example of a Volunteer Mobilization report.

The screenshot shows the OnCorps Reports interface for a Service Site Supervisor. The main content area displays the 'Member Volunteer Mobilization' report for the 'Community Technology Empowerment Project' in 2007-2008. The report includes a table with the following data:

Program	Num Volunteers	Num Hours	Disadvantaged Children	College Students	Baby Boomers
Community Technology Empowerment Project	27	104	12	6	8

Below this, there is a section for 'Supervisor Volunteer Mobilization' with a similar table:

Program	Num Volunteers	Num Hours	Disadvantaged Children	College Students	Baby Boomers
Community Technology Empowerment Project	12	5	2	3	4

Reflection Logs

An example of a Member Reflection Log.

The screenshot shows the 'Reflection Logs' section of the OnCorps Reports interface. It displays a table with the following data:

Name	Date	Text
Catherine Setbani	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.

Civic Engagement Activities

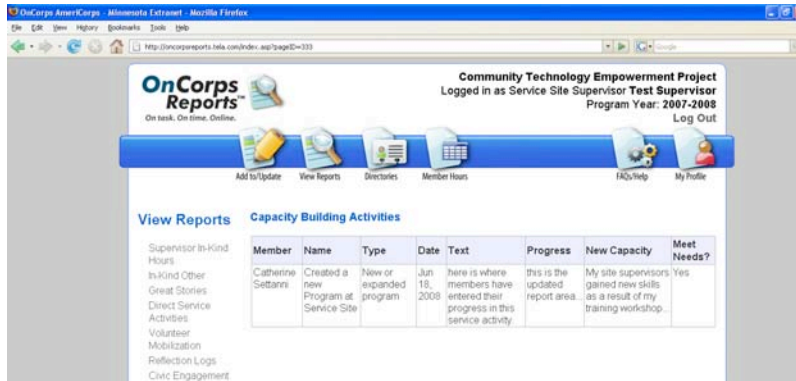
An example of a Civic Engagement Activities report.

The screenshot shows the 'Civic Engagement Activities' section of the OnCorps Reports interface. It displays a table with the following data:

Member	Name	Date	Hours	Text
Catherine Setbani	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.

Capacity Building Activities

An example of a Capacity Building Activities report.



The screenshot shows the OnCorps Reports website interface. At the top, it says "Community Technology Empowerment Project" and "Logged in as Service Site Supervisor Test Supervisor Program Year: 2007-2008". Below the navigation bar, there is a "View Reports" section with a sub-section for "Capacity Building Activities". A table displays a report entry for Catherine Setanni.

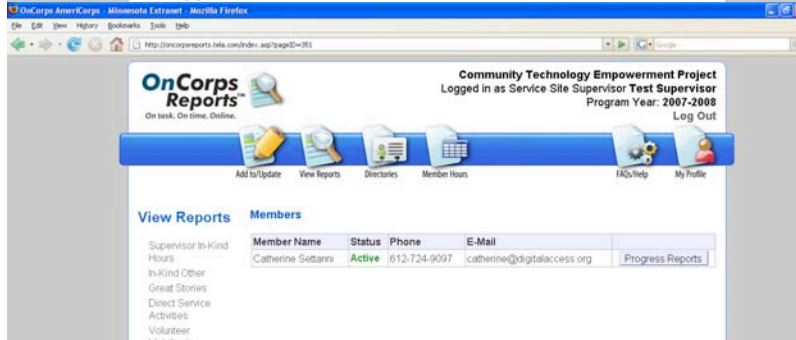
Member	Name	Type	Date	Text	Progress	New Capacity	Meet Needs?
Catherine Setanni	Created a new Program at Service Site	New or expanded program	Jun 18, 2008	here is where members have entered their progress in this service activity	this is the updated report area	My site supervisors have gained new skills as a result of my training workshop.	Yes

Members

Select "Members" to view your Members' progress reports.

Then, to view a Member's individual Progress Reports, select "Progress Reports."

Standard reports include Great Stories, Direct Service Activities, Volunteer Mobilization, Reflection Logs, Civic Engagement Hours, and Timesheets.



The screenshot shows the OnCorps Reports website interface. At the top, it says "Community Technology Empowerment Project" and "Logged in as Service Site Supervisor Test Supervisor Program Year: 2007-2008". Below the navigation bar, there is a "View Reports" section with a sub-section for "Members". A table displays a list of members.

Member Name	Status	Phone	E-Mail
Catherine Setanni	Active	612-724-9097	catherine@digitalaccess.org

Below the table, there is a button labeled "Progress Reports".

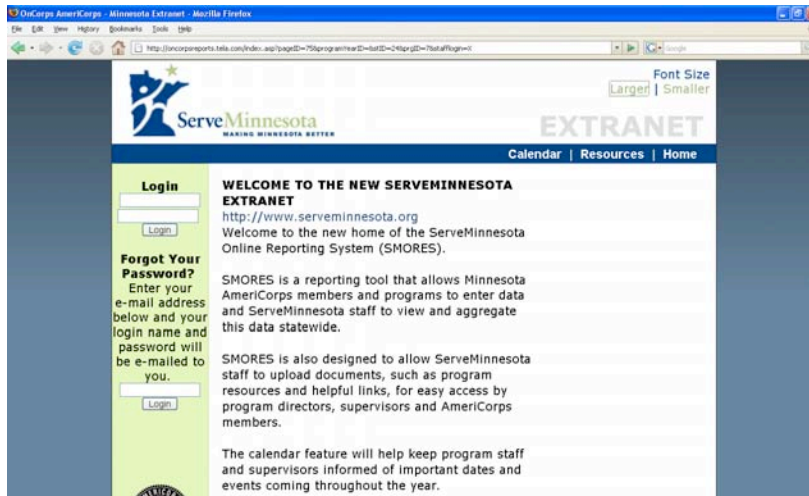
My Website

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

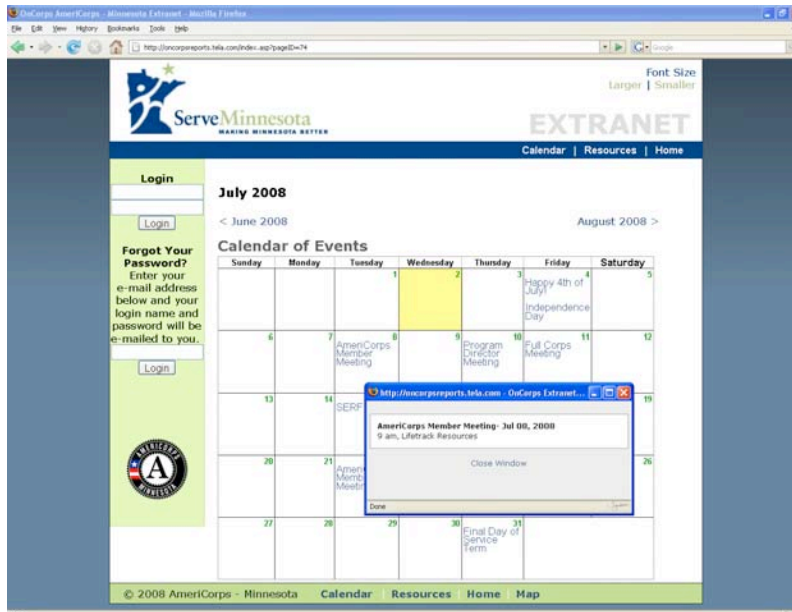
On the Calendar, the default month is the current month. To view a different month, select the next or previous month links; for example, in this screen the previous month is "June 2008", and the next month is "August 2008".

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.



Site Supervisor Tutorial

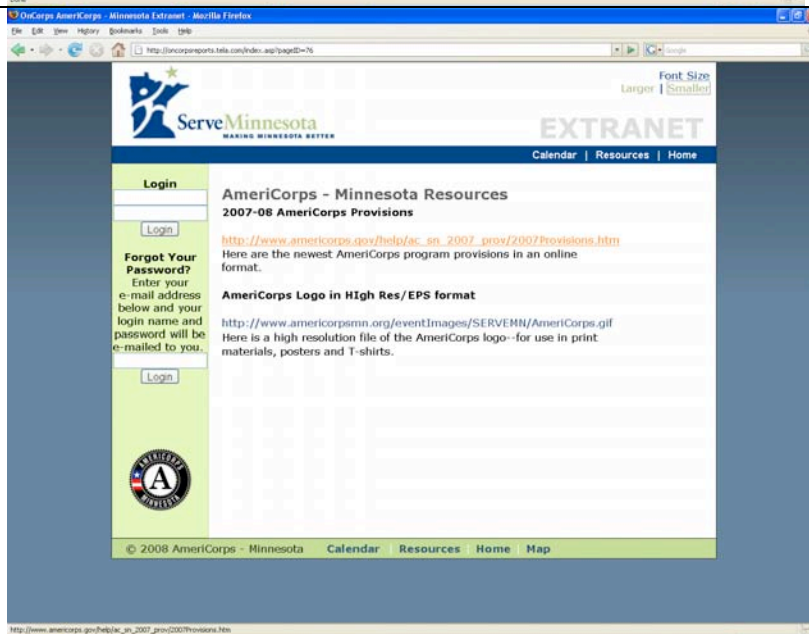
For example, selecting the title, “AmeriCorps Member Meeting” on July 8, 2008 opens a new, small window with details about the calendar event. To return to the Calendar, select “Close Window.”



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).



Directories

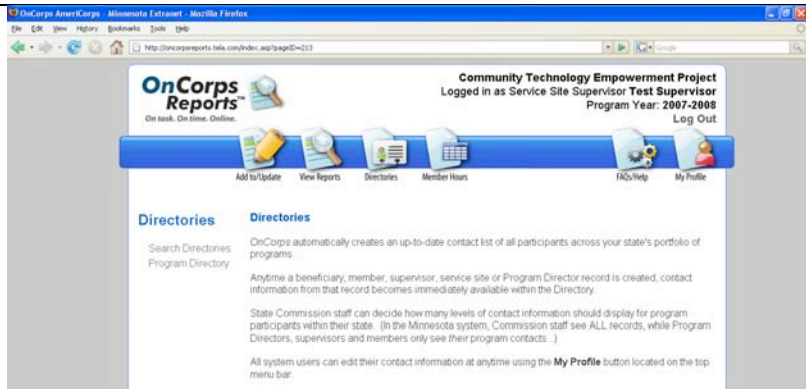


Directories

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.

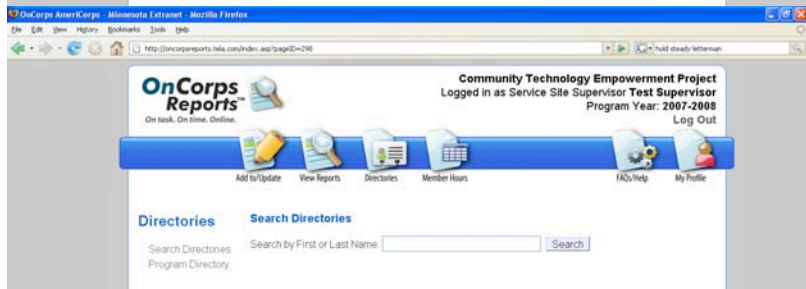
Directories Navigation

Select from the left side menu to search or view directories of the Program or Sites.



Search Directories

Enter the first or last name and select "Search" to view contact information for an individual.

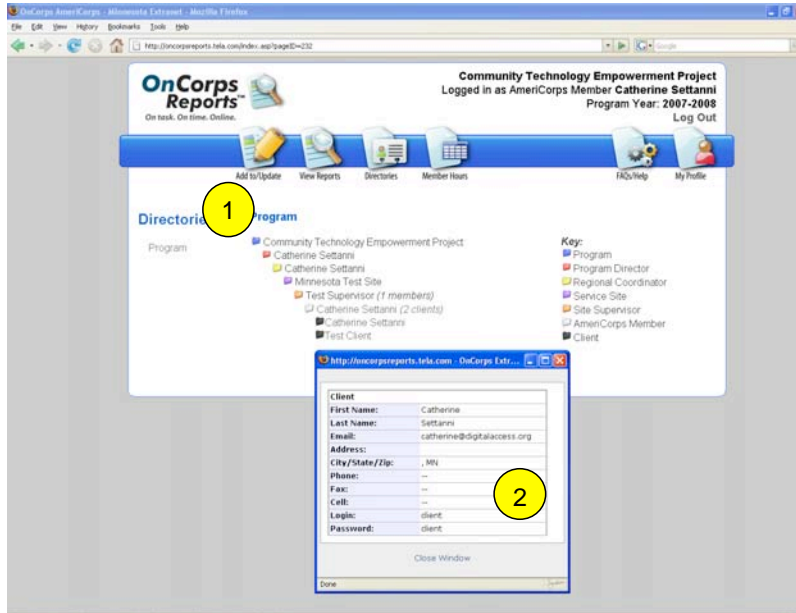


Program Directory

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 Hours



Member Hours

Member Hours provides users with several reports related to member service hours throughout their programs.

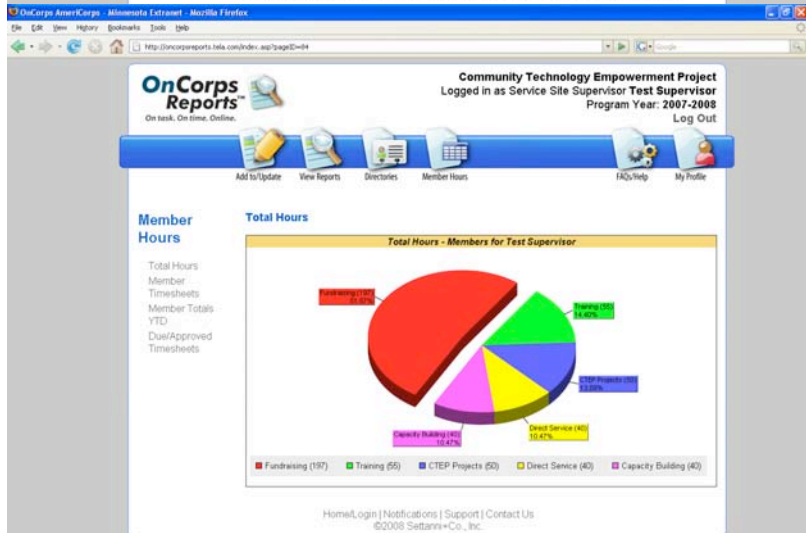
Member Hours Navigation

Select from the left side menu to view Member Hours Reports, including Totals, by Timesheet, by Member, and to review/approve timesheets.



Total Hours

An example of Total Hours. Total hours of all members associated with the Supervisor are displayed in categories corresponding to the timesheet categories.



Member Timesheets

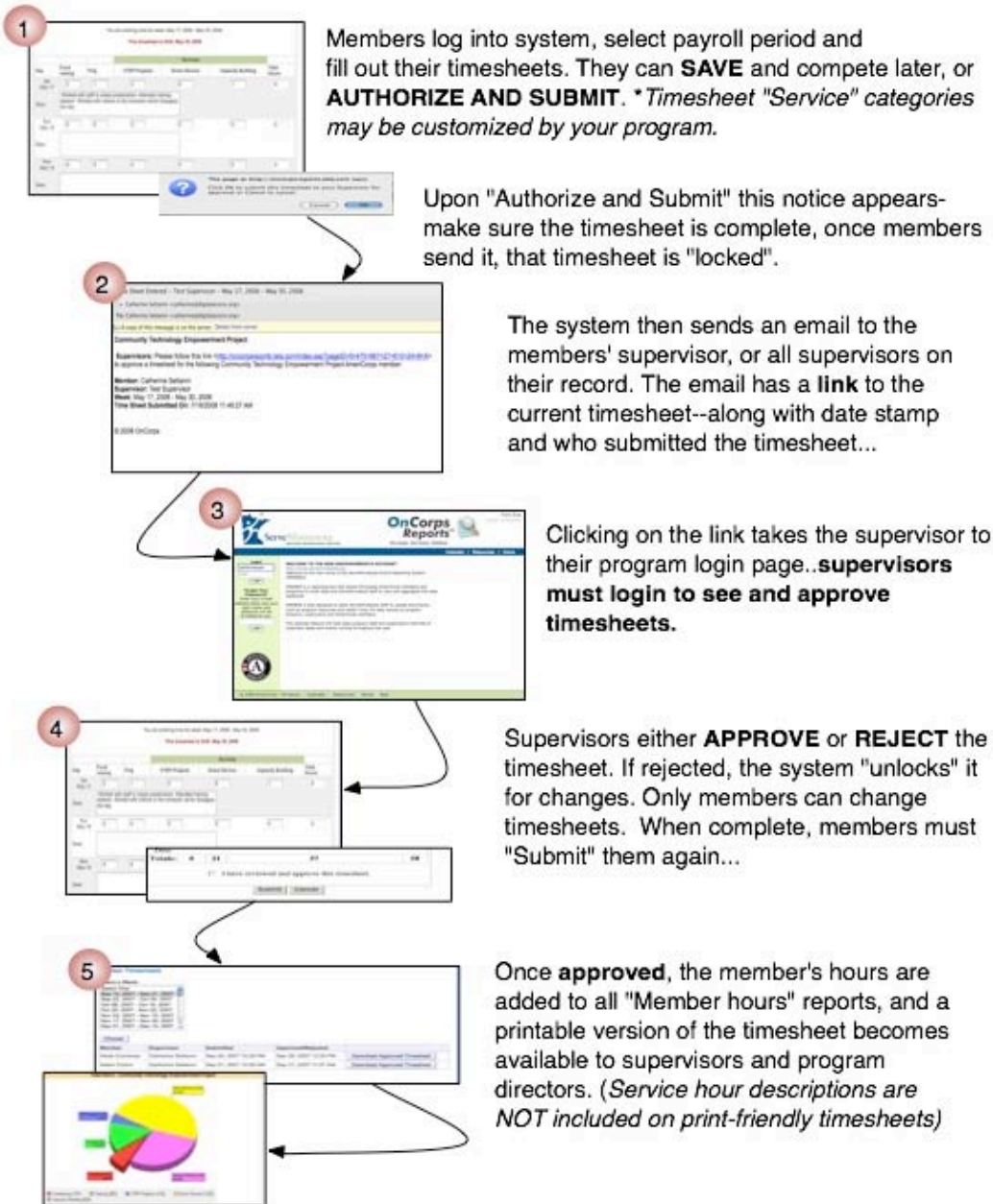
To review/approve a member timesheet, select a Week from the scrolling menu and select "Choose." The status of the timesheet is displayed below the Choose button.

Select "Download Approved Timesheet" to get a copy of the member timesheet in PDF format.

The screenshot shows the OnCorps Reports website interface. At the top, there is a navigation bar with icons for 'Add/Update', 'View Reports', 'Directories', 'Member Hours', 'FAQ/Help', and 'My Profile'. The main content area is titled 'Member Timesheets' and features a 'Select a Week' dropdown menu. Below the menu is a table with columns for Member, Supervisor, Submitted, and Approved/Rejected. A 'Download Approved Timesheet' button is visible next to the first entry.

Member	Supervisor	Submitted	Approved/Rejected	
Catherine Settani	Test Supervisor	Apr 25, 2008 2:20 PM	May 10, 2008 10:51 AM	Download Approved Timesheet

Timesheet Submission & Approval Process



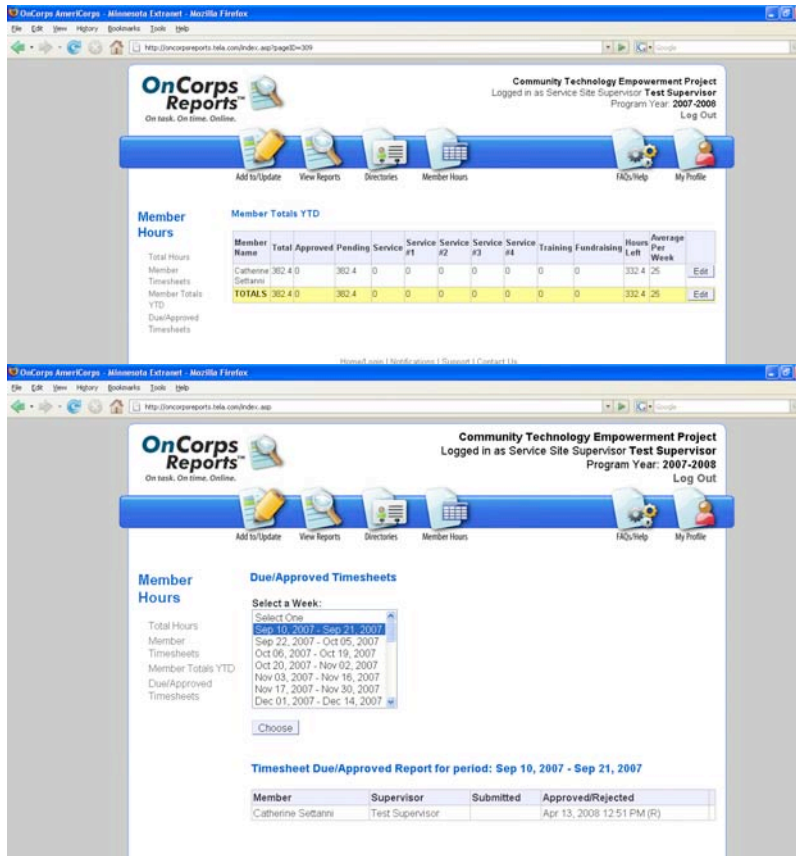
Member Totals YTD

Report includes members' hours in various categories, such as Hours Left and Average Per Week needed to complete service term.

Select "Edit" to review/approve members' timesheets.

Due/Approved Timesheets

Select a week to view all members' timesheet status including date submitted and date approved or rejected. Select "Download Approved Timesheet" to get a copy of the member timesheet in PDF format.



FAQs/Help

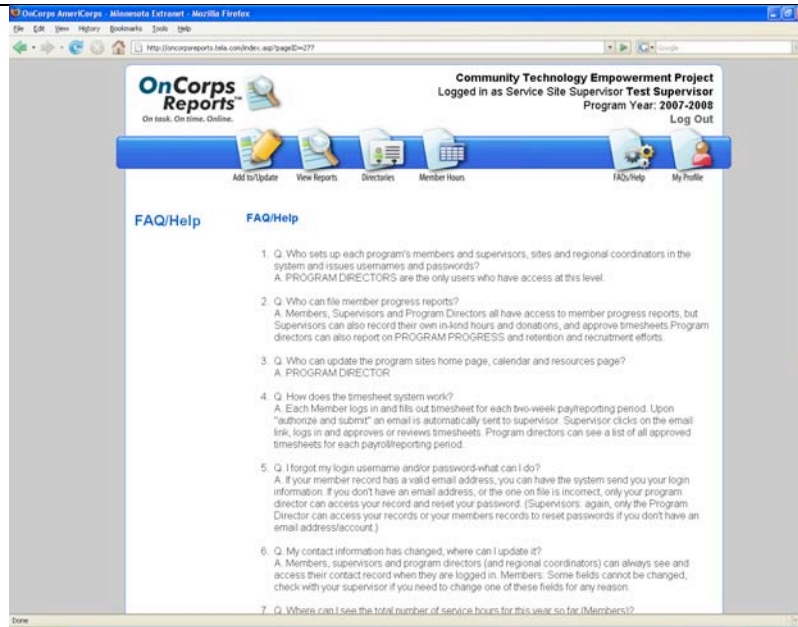


FAQs/Help

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

Frequently Asked Questions and 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 is titled "FAQ/Help" and contains a list of frequently asked questions and answers. The browser's address bar shows the URL "http://oncorpsreports.hls.com/index.asp?pageID=277". The website header includes the OnCorps Reports logo and the text "Community Technology Empowerment Project Logged in as Service Site Supervisor Test Supervisor Program Year: 2007-2008". The main content area lists seven questions and their corresponding answers.

FAQ/Help

- 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.
- 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 ins-kind hours and donations, and approve timesheets. Program directors can also report on PROGRAM PROGRESS and retention and recruitment efforts.
- Q. Who can update the program sites home page, calendar and resources page?
A. PROGRAM DIRECTOR
- 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.
- 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.)
- 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.
- Q. Where can I see the total number of service hours for this year so far (Members)?

My Profile



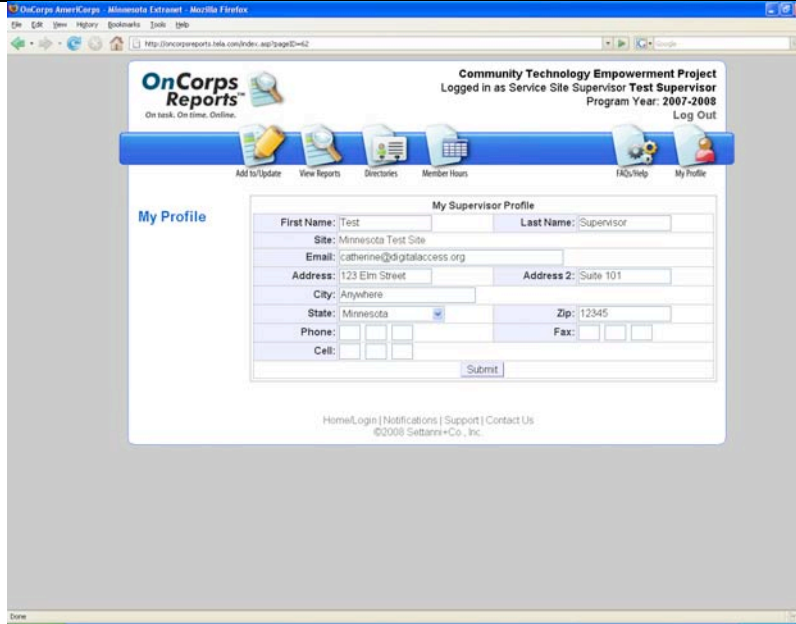
My Profile

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

Editing 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 displaying the OnCorps Reports application. The user is logged in as a Service Site Supervisor for the 2007-2008 program year. The main content area features a "My Supervisor Profile" form with the following fields:

My Supervisor Profile	
First Name:	Test
Last Name:	Supervisor
Site:	Minnesota Test Site
Email:	catherine@digitalaccess.org
Address:	123 Elm Street
Address 2:	Suite 101
City:	Anywhere
State:	Minnesota
Zip:	12345
Phone:	
Fax:	
Cell:	
<input type="button" value="Submit"/>	

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