

OnCorps Reports™



On task. On time. Online.

*The Online Reporting System
for AmeriCorps Programs*

Program Director Tutorials Getting Started

OnCorps Reports 2.0, Standard Reports

Table of Contents

Welcome to OnCorps Reports!	1
Getting Started.....	2
System Requirements	3
Logging Into and Logging Out of OnCorps Reports.....	4
Program Web Site and Resources Page	8
Page Tools Bar.....	10
Export Report Data.....	11
Other Features	12
Records, Forms, Timesheets and Reports	14

Welcome to OnCorps Reports!

OnCorps Reports is a web based application that is intended to help AmeriCorps programs gather the data they need to meet their reporting requirements. In OnCorps you will find an audit tested AmeriCorps Member timesheet system, reporting tools that let you gather data from the bottom up, financial forms, and many other features.

This manual is intended to provide detailed instructions on how to use the tools in OnCorps Reports. We hope you will find this a useful resource. If you still have questions about OnCorps Reports after reading this manual, or if you notice a bug in OnCorps Reports, please feel free to e-mail us at help@oncorpsreports.com, and we will be happy to assist you. For questions about when reports are due and what data should be included in reports, please consult with your program staff.

You can find information about upcoming features, scheduled maintenance to OnCorps, and trainings for program directors or state commission staff at <http://www.oncorpsreports.com>.

Getting Started

In the Getting Started section, you can find information about logging in and out of OnCorps reports, accessing the program web site and resources page, exporting data, and other general features in OnCorps Reports.

Getting Started Pages

- [System Requirements](#)
- [Logging Into and Logging Out of OnCorps Reports](#)
- [Program Web Site and Resources Page](#)
- [Page Tools Bar](#)
- [Export Report Data](#)
- [Other Features](#)

System Requirements

Getting Started > System Requirements

OnCorps Reports is an online reporting system and requires an Internet connection and an Internet browser. OnCorps Reports works best in the Microsoft Internet Explorer Internet browser. It will also work in the Mozilla Firefox browser, and Apple's Safari browser, but some exported reports may not display correctly. If you do not have any of these browsers installed on your computer, you can download them for free from the following sites.

- Microsoft Internet Explorer: <http://www.microsoft.com/windows/products/winfamily/ie/>
- Mozilla Firefox: <http://www.mozilla.com/>
- Apple's Safari: <http://www.apple.com/safari/download/>

Many of the reports produced by OnCorps Reports are offered in multiple formats for your convenience. Reports can be saved as PDF files, Microsoft Excel or CSV (comma delimited) spreadsheet files, XML and Web files, and TIFF images. If you do not have programs to open these types of files, you can find links to free programs for download below.

- PDF Files: Adobe Acrobat Reader: <http://www.adobe.com/>
- Spreadsheet Files: OpenOffice.org: <http://www.openoffice.org/>
- XML and Web Files: Microsoft Internet Explorer or Mozilla Firefox (see above)
- TIFF Images: FastStone Image Viewer (Windows): <http://www.faststone.org/>
- ViewIt (Mac OS X): <http://www.hexcat.com/viewit/index.html>

All of these programs can also be downloaded for free from CNet Download.com at <http://www.download.com/>

Most reports are available as downloadable files ONLY for Program Directors and State Commission Staff, but Members and Supervisors can view reports on screen. To print on screen reports, use the Create PDF or Save and Print buttons to create a PDF of the screen you are looking at.

Logging Into and Logging Out of OnCorps Reports

Getting Started > Logging In and Logging Out of OnCorps Reports

Logging Into OnCorps Reports

You can access OnCorps Reports via a custom URL your program director will share with you.

In order to log in to OnCorps Reports, you must select a program year from the drop down box on the right of the page and click the Submit button. Because the data for each program year is stored in a separate database, if you select the wrong program year, your login will not work. The "ARRA 2009-2010 PY" program year option refers to programs that are funded by the Recovery Act.



How to Log In to OnCorps Reports™!

Step 1- Select Program Year

Step 2- Login as Commission Staff, Program Director, Supervisor, Regional Coordinator or AmeriCorps Member

Step 3- Review Notifications Page Messages

Step 4- Add to, Update, Review and Submit Program Data, including Timesheets

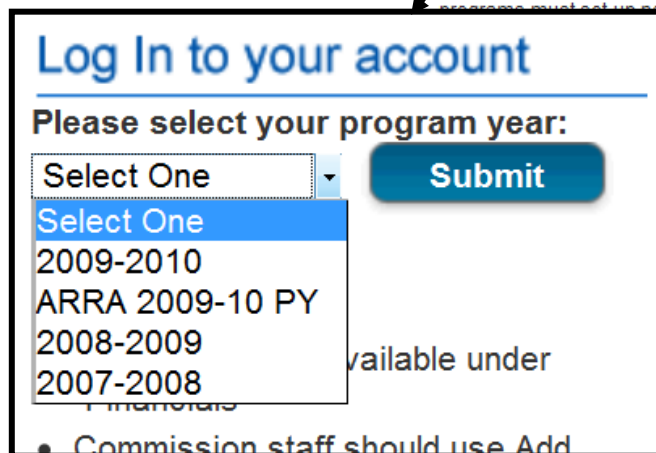
Log In to your account

Please select your program year:

Select One

NEW FEATURES

- The FFR is now available under "Financials"
- Commission staff should use Add to/Update -> COPY PROGRAM DATA to activate 2009-10 regular and 2009-10 ARRA programs. (Note: 2008-09 member records will not copy over into ARRA programs-- programs must set up new member program



Once you have selected the program year, the portal for all of the AmeriCorps programs in your state for the selected program year will open.

All state commission staff, program directors, regional coordinators (where applicable), site supervisors, and members will use the same statewide portal to enter OnCorps Reports.

Find your program in the list of Participating Programs, which is organized alphabetically.

Then click on the Program Director link under your program to open your login page. If you click on any of the other links for different user types, such as AmeriCorps Members or Site Supervisors, your login will not work.

Participating Programs : 2008-2009

Minnesota

Admission Possible
[Web Site](#)
[Program Directors](#)
[Site Supervisors](#)
[AmeriCorps Members](#)

AmeriCorps LEAP Initiative
[Program Directors](#)
[Site Supervisors](#)
[AmeriCorps Members](#)

City of Lakes
[Program Directors](#)
[Site Supervisors](#)
[AmeriCorps Members](#)

Community Technology Empowerment Project
[Program Directors](#)
[Site Supervisors](#)
[AmeriCorps Members](#)

Minnesota Conservation Corps
[Web Site](#)
[Program Directors](#)

Demo Programs : 2008-2009

Test Program
[Program Directors](#)
[Regional Coordinators](#)
[Site Supervisors](#)
[AmeriCorps Members](#)

Minnesota Test Program

State Commission Staff Login

Community Technology Empowerment Project
[Program Directors](#)
[Site Supervisors](#)
[AmeriCorps Members](#)

OnCorps Reports Program Director Tutorials - Getting Started

On the login page, enter your login name and password in the box on the right side of the page and click the *Login* button.

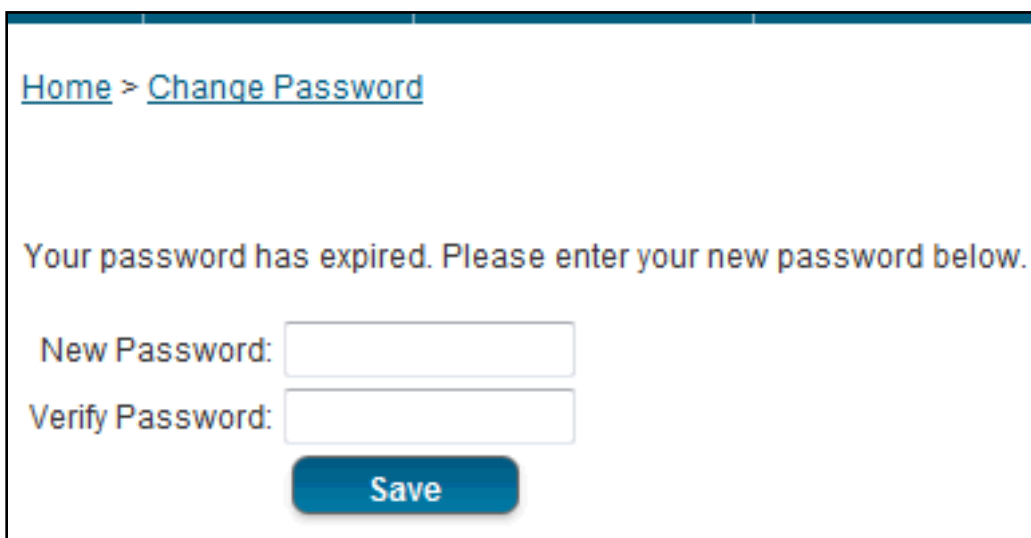
The screenshot shows the OnCorps Reports website interface. At the top, there is a navigation bar with 'WEB SITE' and 'RESOURCES' buttons. The main content area features the OnCorps Reports logo and tagline 'On task. On time. Online.' A 'Login to OnCorps Reports' section is visible, containing a 'Username:' field with the text 'membertest', a 'Password:' field with masked characters, and a 'Login' button. Below the login section is a 'Forgot your password?' section with an 'Email:' field and a 'Send' button. A blue box highlights the 'WEB SITE' and 'RESOURCES' buttons, and another blue box highlights the login and forgot password sections. Arrows point from the text above to these highlighted areas.

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. Make sure you enter in the e-mail address that is associated with your AmeriCorps program. If you do not have a login name and password, please contact your program director.

You do not need to login to see the Program Website or Resources Page. Buttons for these pages can be found in the upper right hand corner on the blue bar. You can learn more about these pages in the [Getting Started > Program Web Site and Resource](#)

[Page](#) section of this tutorial.

After you login for the first time, you will be prompted to change your password for security reasons. Please record your new password in a secure location for future entry into the OnCorps Reports system.



The screenshot shows a web interface for changing a password. At the top, there is a breadcrumb trail: [Home](#) > [Change Password](#). Below this, a message states: "Your password has expired. Please enter your new password below." There are two input fields: "New Password:" and "Verify Password:". Below the input fields is a blue button labeled "Save".

Logging Out of OnCorps Reports

To log out of OnCorps Reports, click on the *logout* link at the end of the first line of the header in the upper right corner. This will take you back to the page where you choose your program year. Be sure to logout of OnCorps Reports when you are done to protect the information in the system. Also, if someone else will be logging into OnCorps Reports on the same computer after you are done, logging out will help prevent login problems as it will clear out your login information from the cookies OnCorps Reports uses to keep you logged in during your session.



Program Web Site and Resources Page

Getting Started > Program Web Site and Resources Page

While the majority of the content in OnCorps Reports requires users to login to access, there are two pages, the Program Web Site and Resources Page, that users can access after clicking the link for their user level on the page listing all of the programs in a state. You can also access these pages after you have logged in to OnCorps Reports through the Program Web Site and Resources Page links at the bottom of each page. Once you are on either the Program Web Site or Resources Page, you can switch back and forth between them using the *Web Site* and *Resources* buttons on the menu bar. To return to OnCorps Reports if you have already logged in, click on the *OnCorps* button on the menu bar and you will return to your Home page.

OnCorps Reports Test Program

OnCorps Reports™
On task. On time. Online.

WEB SITE RESOURCES OnCorps

Notice from your State Commission Office
[Test](#)
The State Commission Office will be closed for holiday June 1- Sept. 30th.)

Welcome to the Future

OnCorps Reports™
On task. On time. Online.

http://www.nationalservice.gov/about/newsroom/releases_detail.asp?tbl_or_id=1283
Welcome to the Demo Test Program!

Please feel free to look around

AmeriCorps Week is a Success!

Thank You!

<http://www.americorps.org>
AmeriCorps Week 2009 is a huge success! thank you for participating...

OnCorps Reports™ 2009

Both the Program Web Site and the Resources Page contain content created either by your program directors or state commission staff. On the Program Web Site, you are likely to see reminders for important events, service stories, and other information relating to your program. On the Resources Page, you can download files, including documents and images.

The screenshot shows a web page for the "OnCorps Reports Test Program". At the top left, the text "OnCorps Reports Test Program" is displayed in a blue, sans-serif font. To the right is the "OnCorps Reports™" logo, which includes the text "OnCorps Reports™" and the tagline "On task. On time. Online." below it, accompanied by an icon of a magnifying glass over a document. A dark blue navigation bar contains three links: "WEB SITE", "RESOURCES", and "OnCorps". Below the navigation bar, the "Resources" section is titled "Resources" and contains the text "OCR Logo" above a smaller version of the "OnCorps Reports™" logo and tagline. A blue hyperlink "Download Testing.docx" is provided, followed by the text "This is the OnCorps Reports Logo and a document for download." At the bottom center of the page, the text "OnCorps Reports™ 2009" is visible.

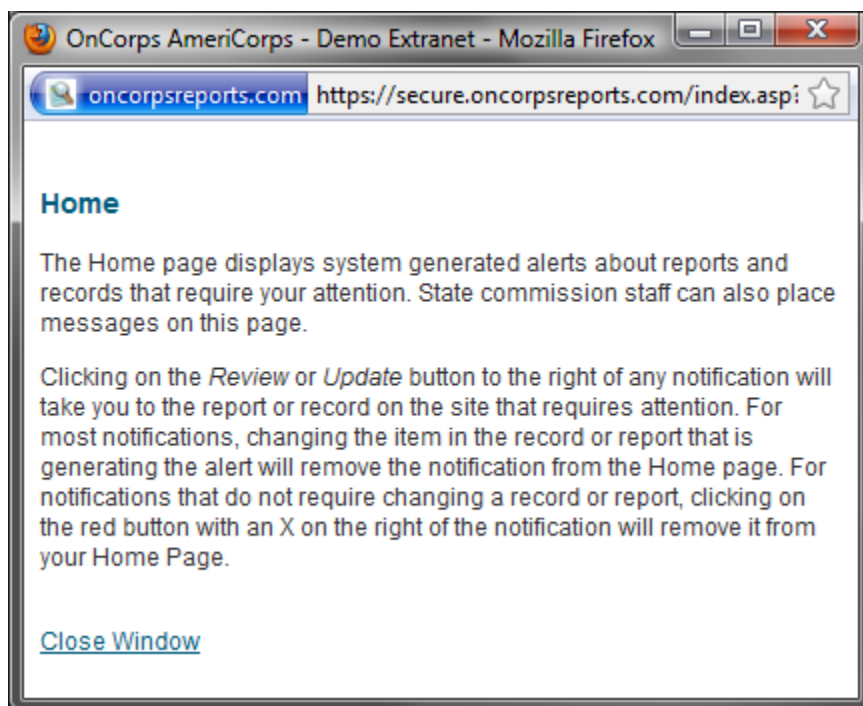
Page Tools Bar

Getting Started > Page Tools Bar

The Page Tools bar is the orange bar that appears on every page below the Help button on the blue main menu bar. The Page Tools bar contains three buttons: *Help*, *Create PDF*, and *Export*.



The *Help* button will open a pop-up window that gives help information about the page currently displaying in your browser.



The *Create PDF* button will create a PDF document of the page currently loaded in the browser. You can only create PDF files of pages using this button if you cannot enter data on that page. On pages with forms where you can enter data, you can create a PDF file using the *Save and Print* button on that page.

The *Export* button only appears for certain reports. The *Export* button means you can export the data in the report to a file that can be saved to your computer. See the [Getting Started > Exporting Report Data](#) section of this tutorial for details about how to export data.

Export Report Data

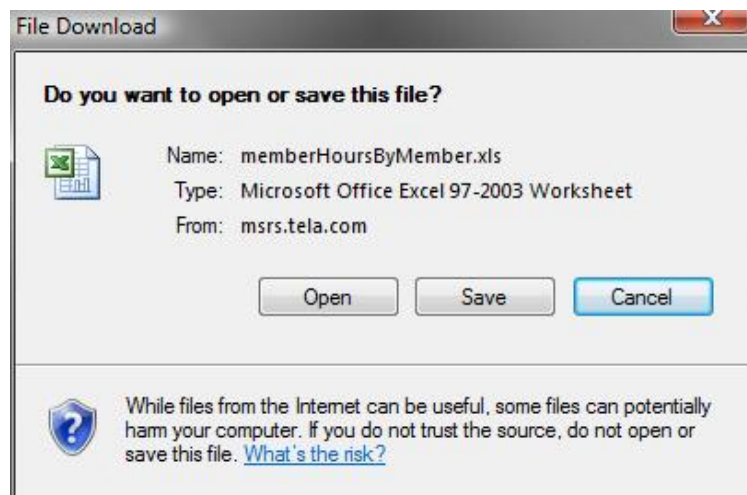
Getting Started > Export Report Data

If you see the *Export* button appear on the Page Tools bar (the orange bar below the *Help* menu), then you can export the data in the report to a file that can be saved to your computer. When you click on the *Export* button, a new window or tab will open (depending on your browser) that will load the data to be exported. For some reports, the export report contains more data than is shown in the main OnCorps Reports interface because there is too much data to fit on that screen. The export reports page displays best in Internet Explorer, but it will work in all browsers.

Member	Status	Committed	Total	Approved	Pending	Fundraising		Training				
						Pre	Tot	Pre	1	2	3	4
Test Member	Enrolled	1700.00	575.50	201.25	374.25	0.00	5.00	0.00	27.50	29.75	0.00	0.00
Test Member 2	Enrolled	1700.00	193.50	30.00	163.50	0.00	1.00	0.00	7.25	8.00	0.00	0.00
Test Member 3	Enrolled	900.00	167.00	146.00	21.00	0.00	2.00	0.00	14.00	31.00	2.00	0.00
Test Member 4	Enrolled	1700.00	199.00	157.00	42.00	0.00	0.00	0.00	25.00	35.00	0.00	0.00
TOTALS		6000.00	1135.00	534.25	600.75	0.00	8.00	0.00	73.75	103.75	2.00	0.00

Once the export report has loaded, you can select the format to export the data in using the drop down menu at the top of the page. The formats available for export are listed below:

- XML file with report data
- CSV (comma delimited)
- TIFF file (image file)
- Acrobat (PDF) file
- Web archive
- Excel



Select the format you want the data to be saved as. Then click the *Export* link to the right of the drop down menu. Your report will then be available to save to your computer.

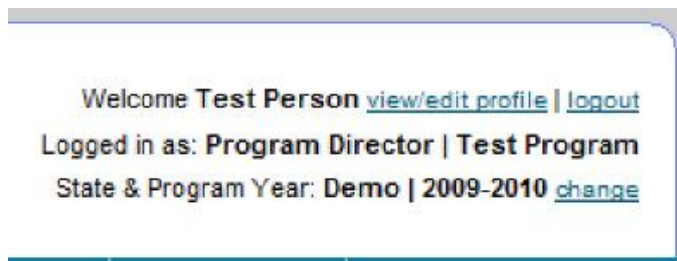
Other Features

Getting Started > Other Features

In this section, we will be going over some of the other features that you can find on many pages in OnCorps Reports.

Header

The header in the upper left corner of every page in OnCorps Reports contains important information and links, including the link to log out of OnCorps Reports. The first line of the header, welcomes you to OnCorps Reports and contains a link to the My Profile page, which can also be found under the Directories menu, where you can change your contact information and password. Also on the first line is the link to log out of OnCorps Reports. The second line of the header tells you what user level you are logged in as and your program name. The final line of the header tells you your state and program year and the *change* link after the program year is a shortcut to the Program Year Toggle page (also found under Tools > Administrative Tools > Program Year Toggle) that allows you to easily switch which program year you are logged into.



Breadcrumbs

Breadcrumbs are a navigation aid that gives users a way to keep track of their location within a website. In OnCorps Reports, the breadcrumbs are located just below the *Home* button on the main menu bar. The breadcrumbs will show which menus you navigated through to get to your current page. For example, the breadcrumb Home > Reporting > Submit Reports > Great Stories illustrates that you had to go to the Reporting menu and select the Submit Reports submenu underneath Reporting to get to Great Stories, your current page.

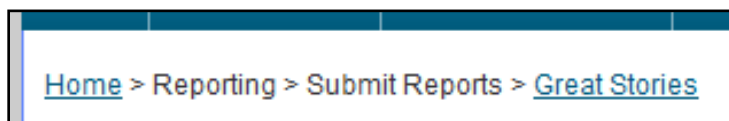


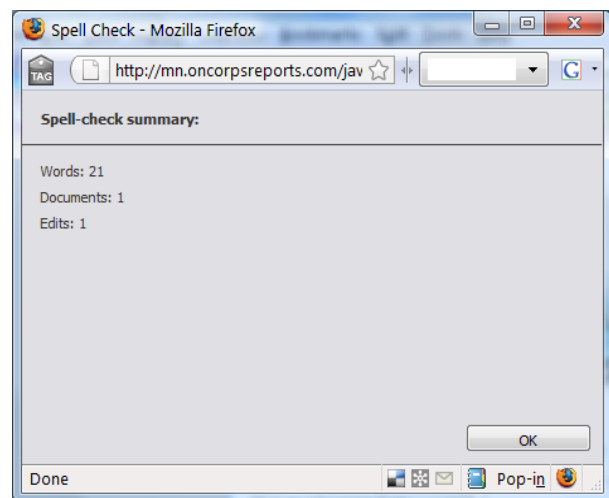
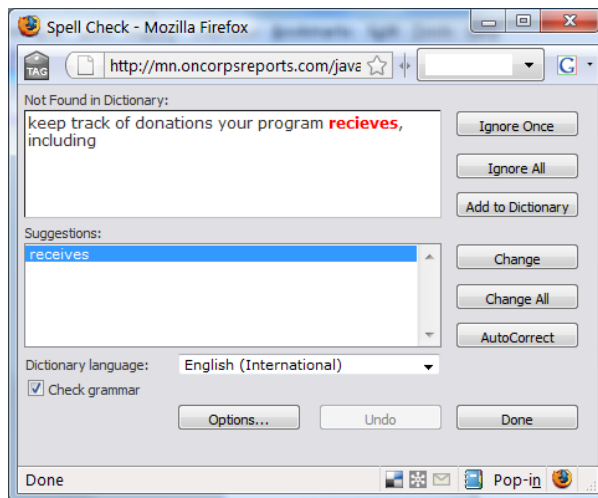
Table Sorting

Many of the tables in OnCorps Reports allow you to sort the contents of that table by clicking on the column heading. You can tell if a table has sortable column headings if, when you move your mouse over the column headings, the column headings will turn orange. Click on a sortable column heading once to sort in ascending order and click on the column heading a second time to sort in descending order.

Member ↓	Period
Test Member	12/14/2009 - 12/2
Test Member	11/23/2009 - 11/2
Test Member	11/09/2009 - 11/

Spell Check and Correcting Strange Characters

Many of the reports in OnCorps Reports are long narrative reports. To help ensure the professional quality of the reports you submit, we have included a spell check option for all of the fields that require extensive text entry.

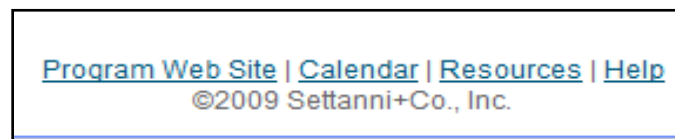


To access the spell check function, click on the button with a green check mark and ABC on it at the bottom of each text field. A Spell Check pop-up will open that will run through a spelling and grammar check for the associated text field. When the Spell Check is completed, a summary of the text field and the spell check edits will appear. To close the spell check pop-up, click the OK button.

If you see strange characters in text that you have copied and pasted from another application (usually Microsoft Word), then you will need to remove the hidden formatting that Word attaches to text before it will display correctly in a web browser. You can remove formatting by first pasting text into a simple text editor, such as Notepad in Windows, and then copying the text from the text editor to paste into OnCorps Reports. You may also need to replace punctuation marks, particularly quotes, in the web browser.

Footer

The footer of each page in OnCorps Reports contains links to the Program Website, Resources Page, Calendar, and Help.



Records, Forms, Timesheets and Reports

Below is a list of all of the standard reports that appear under each menu section. Your program may have additional custom items that appear in these menus as well. For more details about each report, refer to the page for that report in this manual.

- Home - The first page you see after you log in. Contains system generated notices of items that may require your attention.
- Tools - Manage user permissions, program website and resources page content, login options and other tools.
 - Administrative Tools - Login shortcuts, user permissions, importing member records, and managing notifications
 - Program Year Toggle
 - Supervisor Toggle
 - Export Data
 - User Permissions
 - Notifications On/Off
 - Import Members from Portal
 - Import Members from Template
 - Modules - Access purchased tools and the Prospective Member Widget
 - Prospective Member Widget
 - Website and Resources Page - Manage Program Website and Resources Page content
 - Update Program Website
 - Update Resources Page
 - Upload Documents
 - Upload Images
- Manage Records - Create and edit records for people and places
 - Program Information
 - Program Directors
 - Regional Coordinators
 - Service Sites
 - Site Supervisors
 - Members
 - Prospective Members
- Reporting - Enter and edit reports under Submit Reports and view the reports you have already entered under View Reports
 - Submit Program Reports - Enter and edit your reports
 - Create Performance Measures
 - Performance Measure Progress
 - Program Progress/CNCS Initiatives
 - Demographics
 - Successes/Challenges

- Best Practices
- View Program Reports - View the reports you have entered
 - Performance Measures Report
 - Program Progress/CNCS Initiatives
 - Demographics
 - Successes/Challenges
 - Best Practices
 - Recruiting Status
 - Program Totals
- Submit Service Reports - Enter and edit your reports
 - Great Stories
 - Volunteer Mobilization
 - Civic Engagement Activities
 - Promote Member Stories
 - Promote Supervisor Stories
 - Promote Coordinator Stories
- View Service Reports - View the reports you have entered
 - Individual Member Reports
 - Great Stories
 - Volunteer Mobilization
 - Civic Engagement Activities
 - Direct Service Activities
 - Capacity Building Activities
 - Reflection Logs
- Upload/Download Files
- Financials - Complete and view financial reports
 - Submit Reports - Enter and edit financial reports
 - Budgets
 - Periodic Expense Reports
 - Federal Financial Reports
 - Budget Modification Requests
 - In-Kind Other
 - View Reports - View financial reports you have entered
 - Approved Budgets
 - Approved Periodic Expense Reports
 - Approved Federal Financial Reports
 - In-Kind Other
 - Supervisor In-Kind Hours Report
 - Upload/Download Files
- Time Tracking - Enter and view your timesheets and hours
 - Member Service Hours - Manage member hours and timesheets
 - Filter Member Timesheets
 - Total Member Hours Graph
 - Member Total Hours Year-To-Date

OnCorps Reports Program Director Tutorials - Getting Started

- Member Hours by Service Site
- Print Member Timesheets
- Unlock Member Timesheets
- Batch Member Timesheets
- Supervisor In-Kind Hours - Manage supervisor in-kind hours and timesheets
 - Batch Approve Supervisor Timesheets
 - Filter Supervisor Timesheets
 - Approve Supervisor Timesheets
 - Reject Approves Supervisor Timesheets
 - Supervisor In-Kind Hours Report
- Directories - Edit your contact information, look up contact information for others in your program
 - My Profile
 - Search Directory
 - Program Directory
 - Service Sites Report
 - Rosters
 - Coordinator Roster
 - Service Sites Roster
 - Supervisor Roster
 - Member Roster
- Calendar - View important events and dates for your program
 - View Calendar
 - Update Calendar Events
- Help - View the Frequently Asked Questions (FAQs) page, download the tutorial and submit help requests
 - FAQs
 - Tutorials
 - Help Request Form