OnCorps Reports™

On task. On time. Online.

The Online Reporting System
for AmeriCorps Programs

Tutorial for
Site Supervisors

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Getting Started

OnCorps Reports™

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The Online Reporting System
for AmeriCorps Programs

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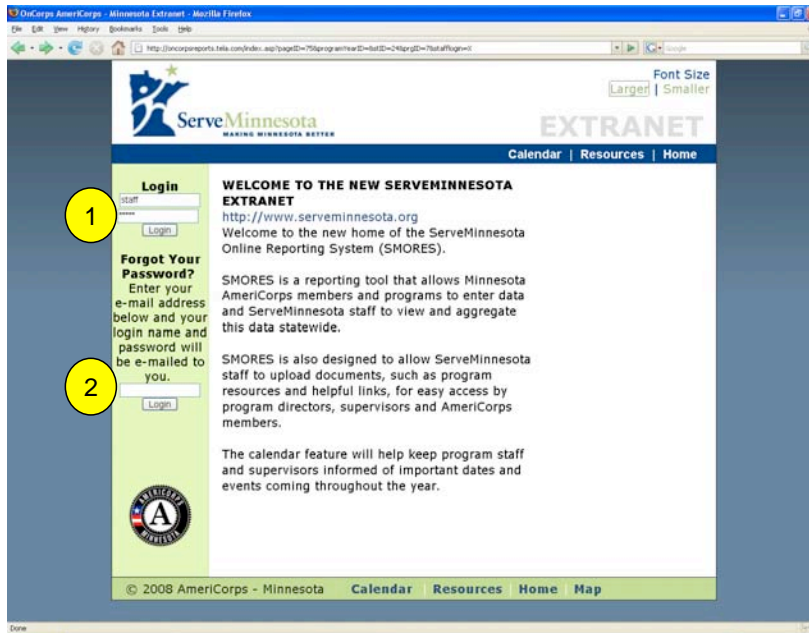
If you do not have a login name and password, please contact your appropriate Site Supervisor, Program Director, or State Commission Staff member.

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 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.
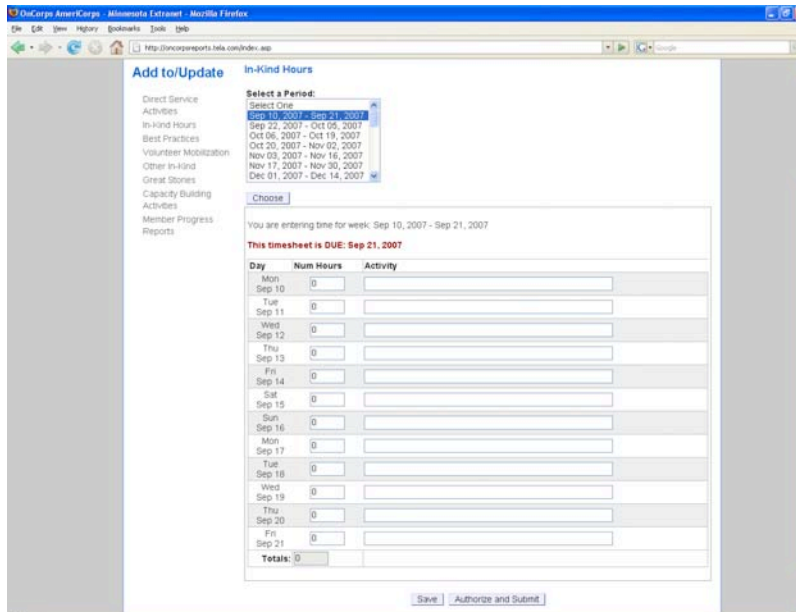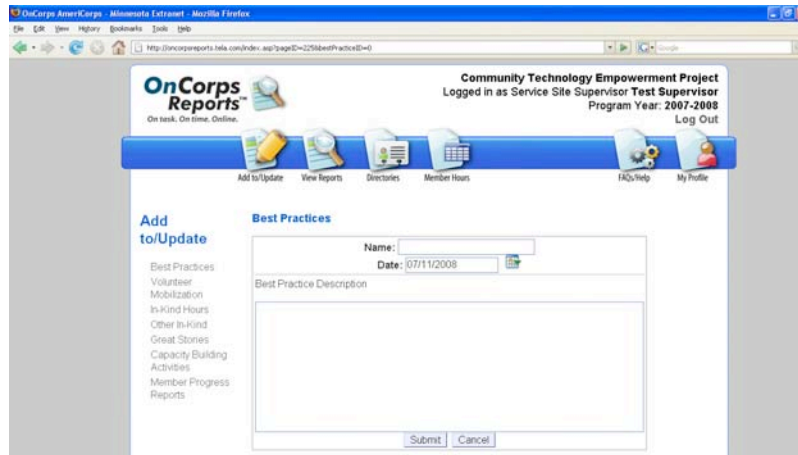
Best Practices

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.
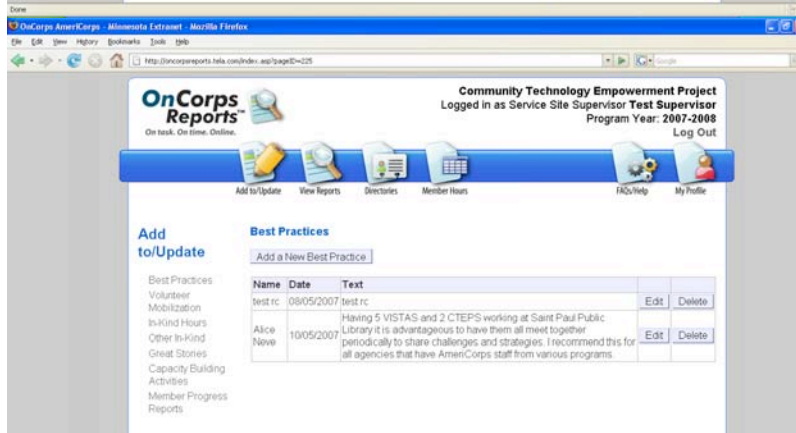
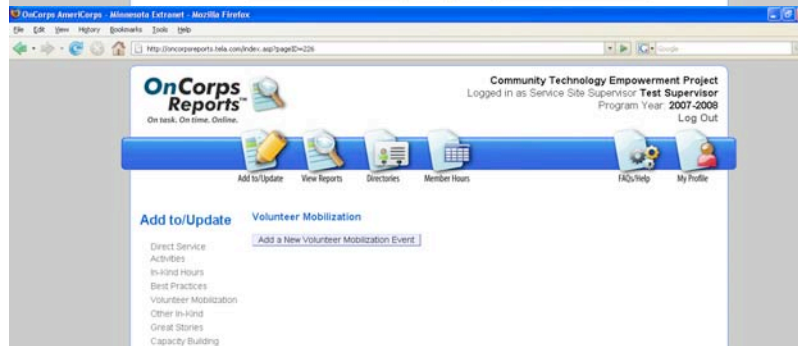**Add a New / Edit an Existing Best Practice**

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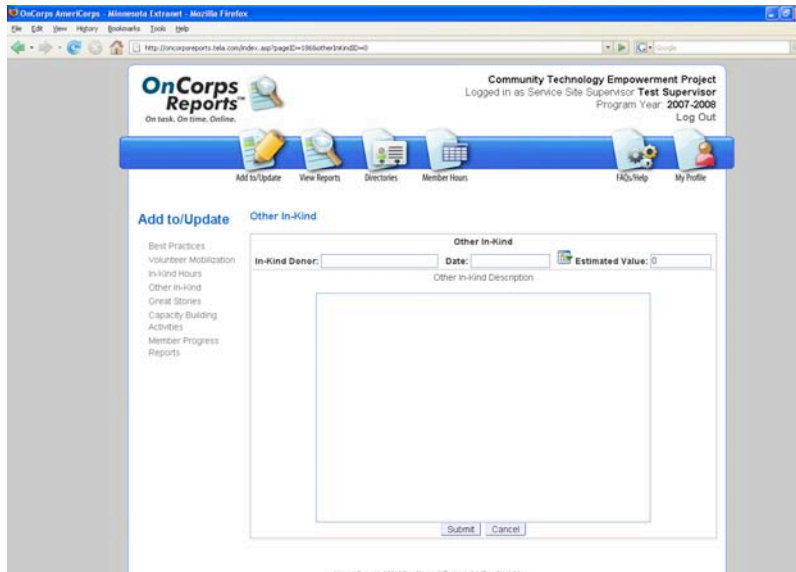
To create a new In-Kind Other record, select "Add a New In-Kind Other."

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.
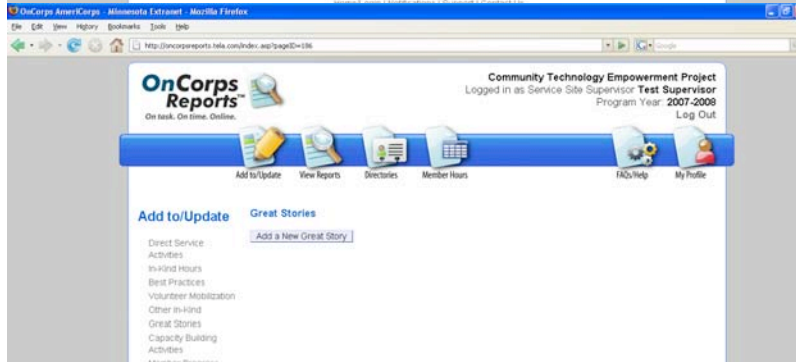
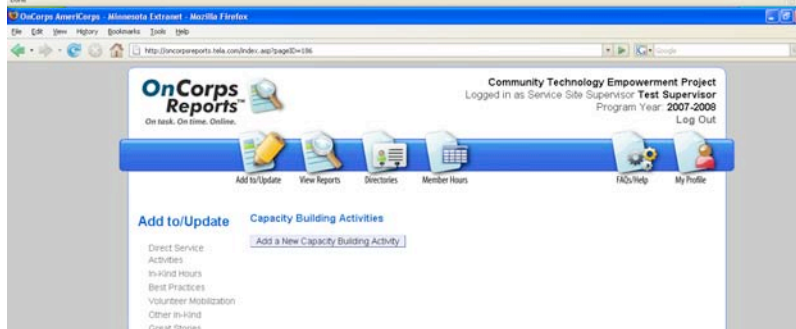**Add a New or Edit an
Existing Great Story**

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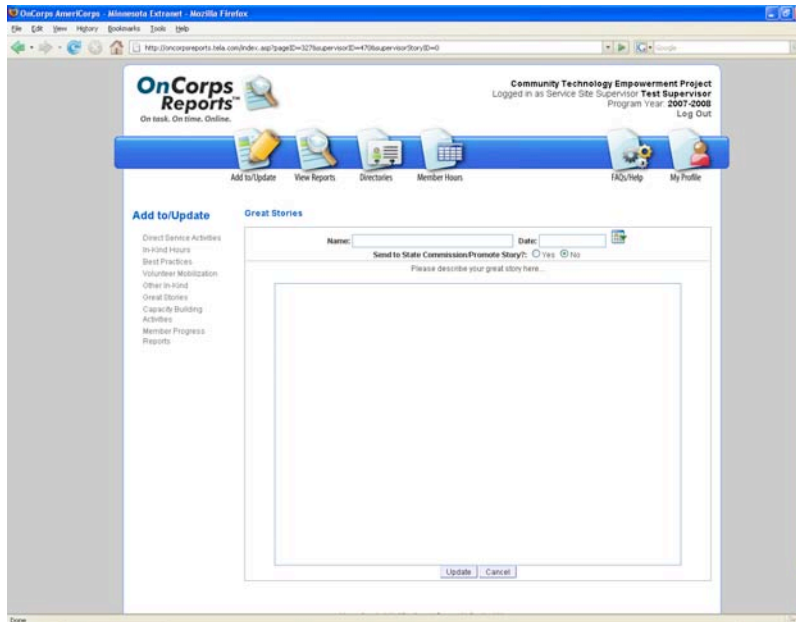
**Capacity Building
Activities**

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.

Member Progress Reports

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

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."

View Reports

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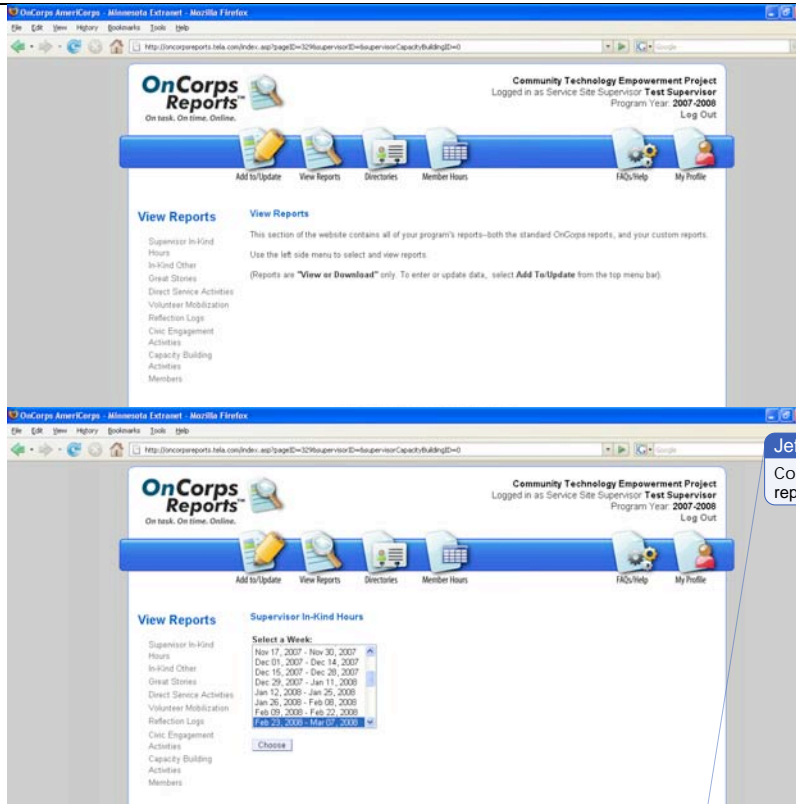
Reports Navigation

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
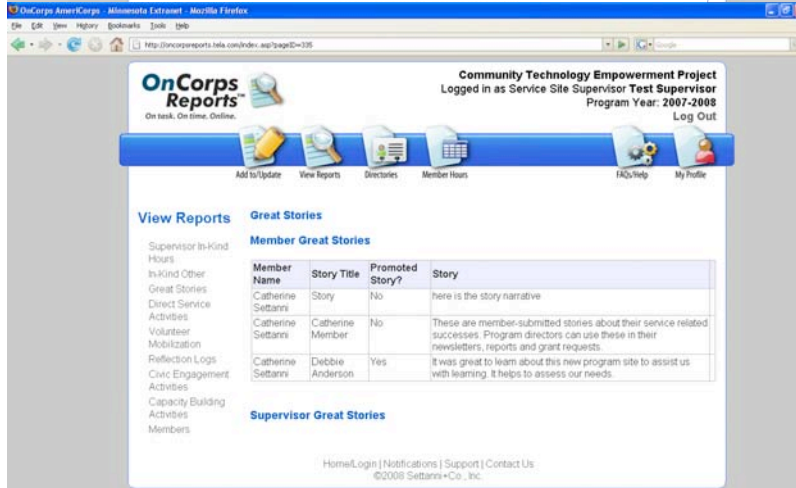
In-Kind Other

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

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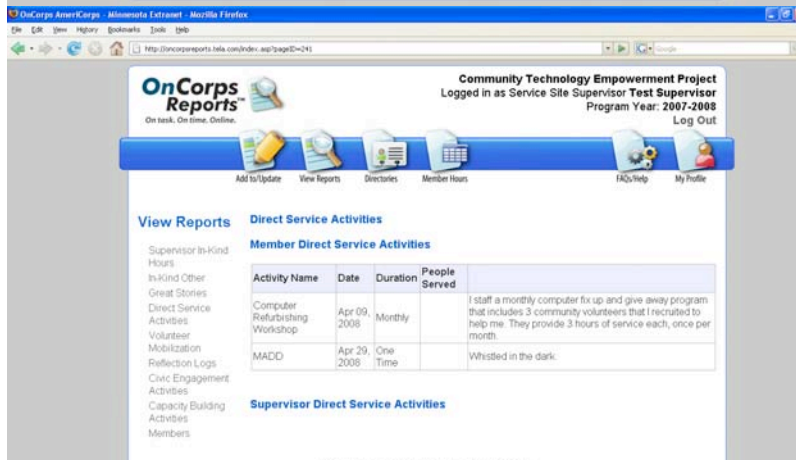Comment: Needs a new screenshot. No
report available as of 07/17/08

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.

Reflection Logs

An example of a Member Reflection Log.

Civic Engagement Activities
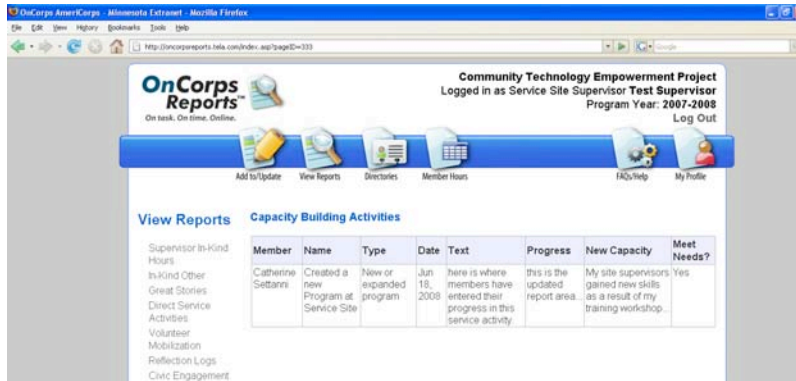
An example of a Civic Engagement Activities report.

Capacity Building Activities

An example of a Capacity Building Activities report.

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 Activities, Member Service Hours, and Timesheets.

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.
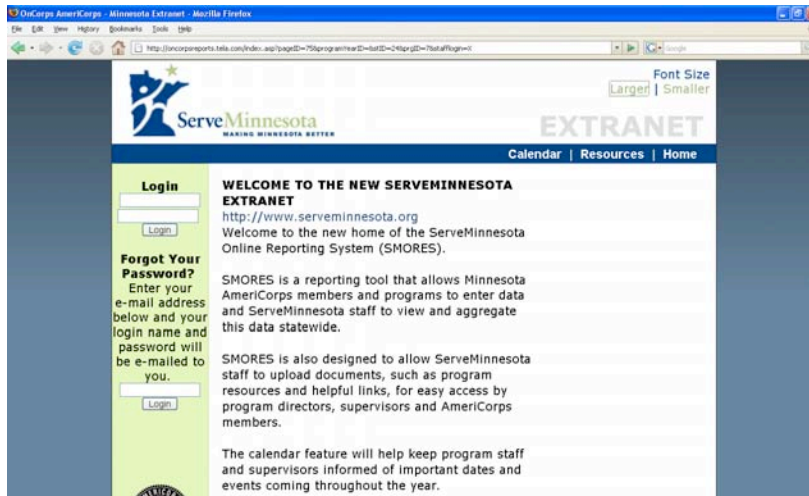
Calendar

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.

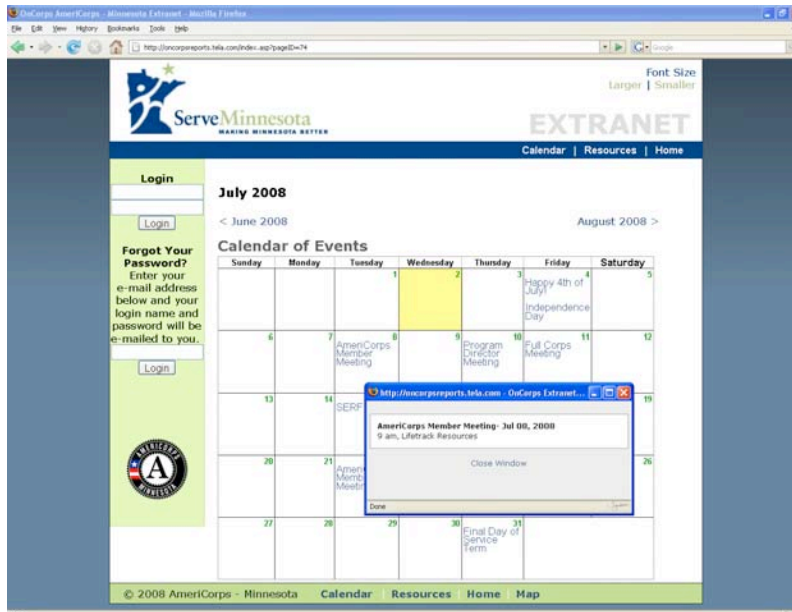For example, selecting the title, "AmeriCorps Member Meeting" on July 8, 2008 opens a new, small window with details about the calendar event. To return to the Calendar, select "Close Window."

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).
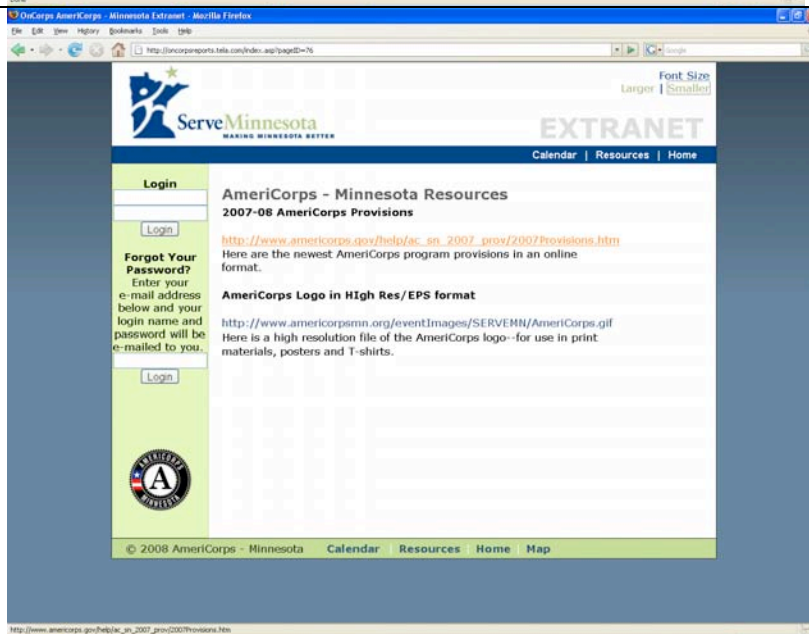
Directories

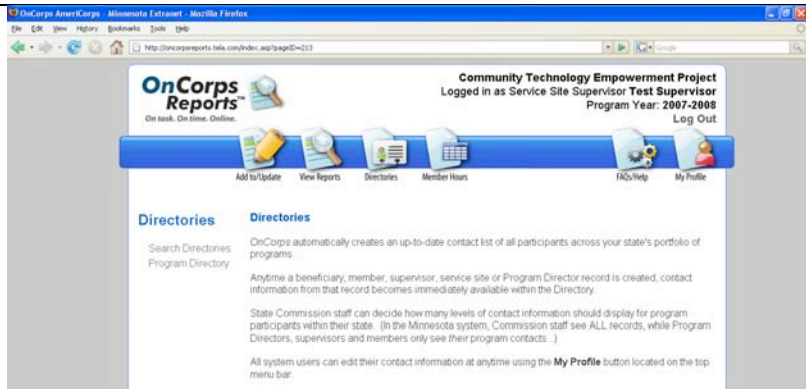**Directories** is a contact database referencing all system users, from members up through program directors, and provides an easy way to find and contact people associated with your state's programs.
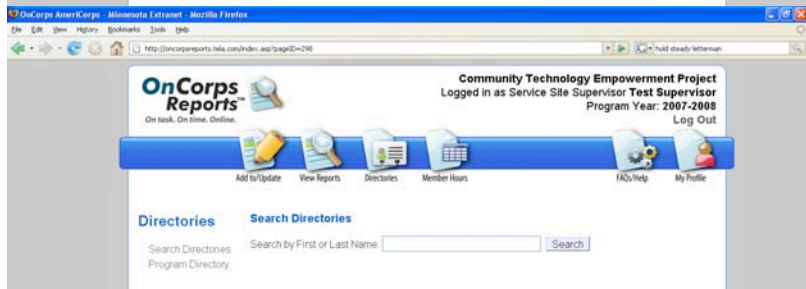
Directories Navigation

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.
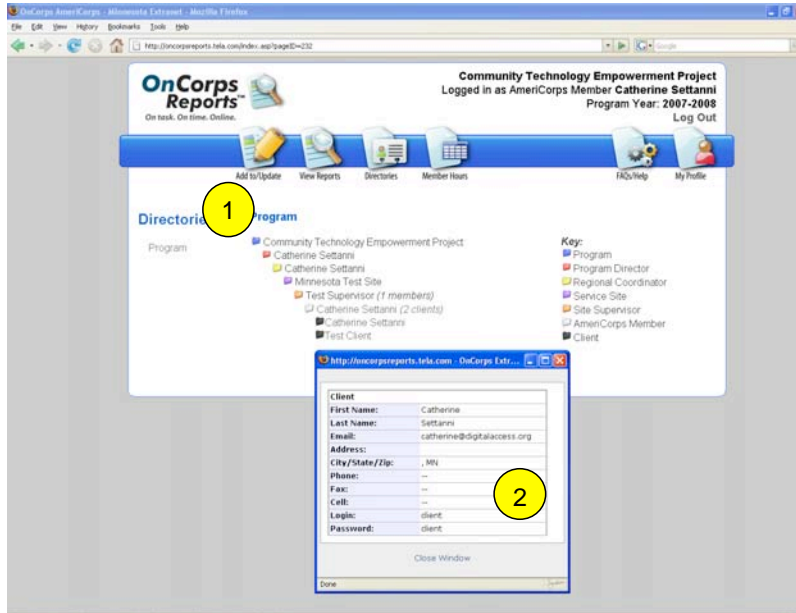
Member Hours

Member Hours

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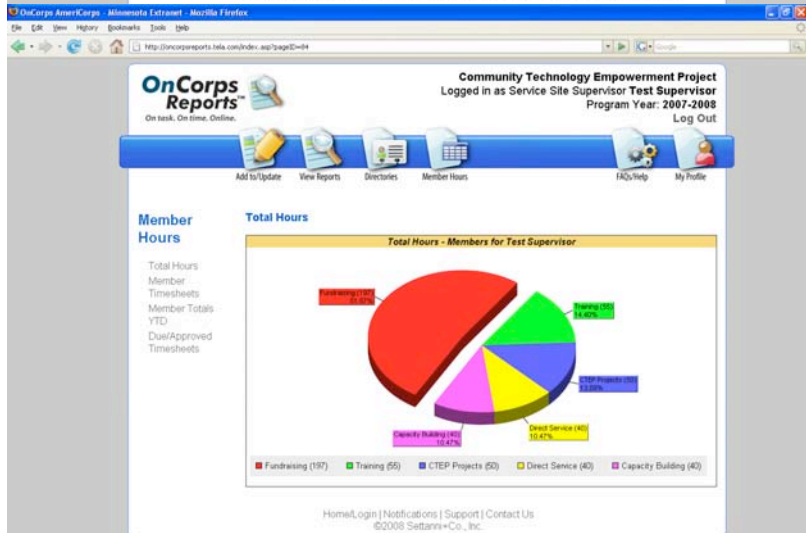

Member Hours Navigation

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.
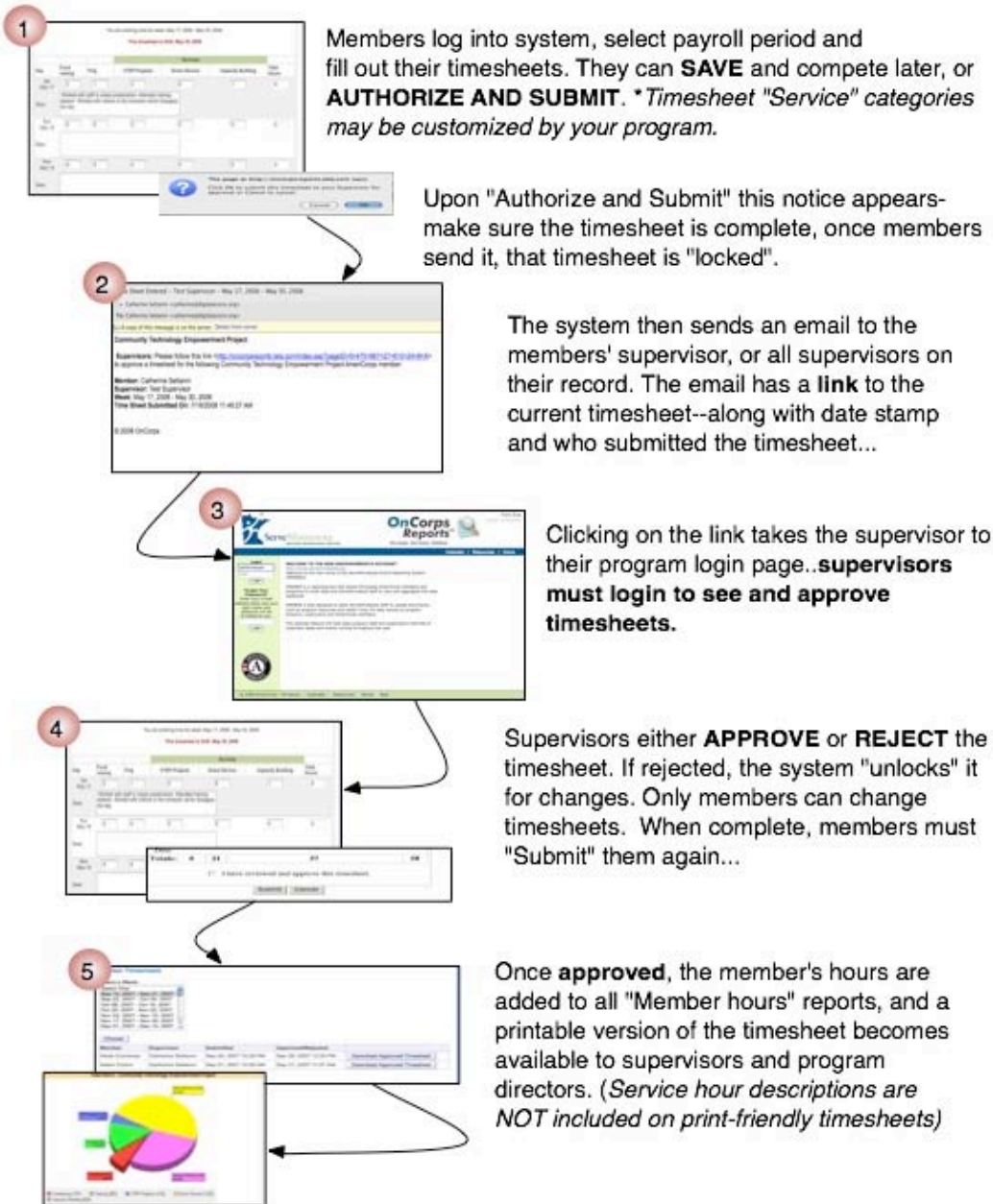
Member Timesheets

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.

Timesheet Submission & Approval Process

1. Members log into system, select payroll period and fill out their timesheets. They can **SAVE** and compete 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 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.
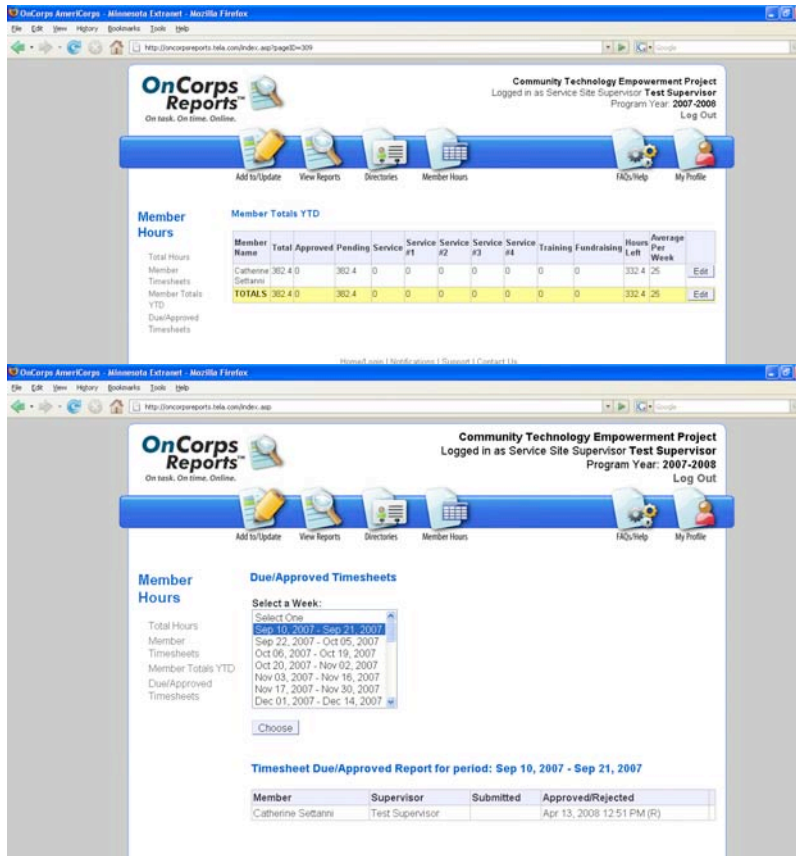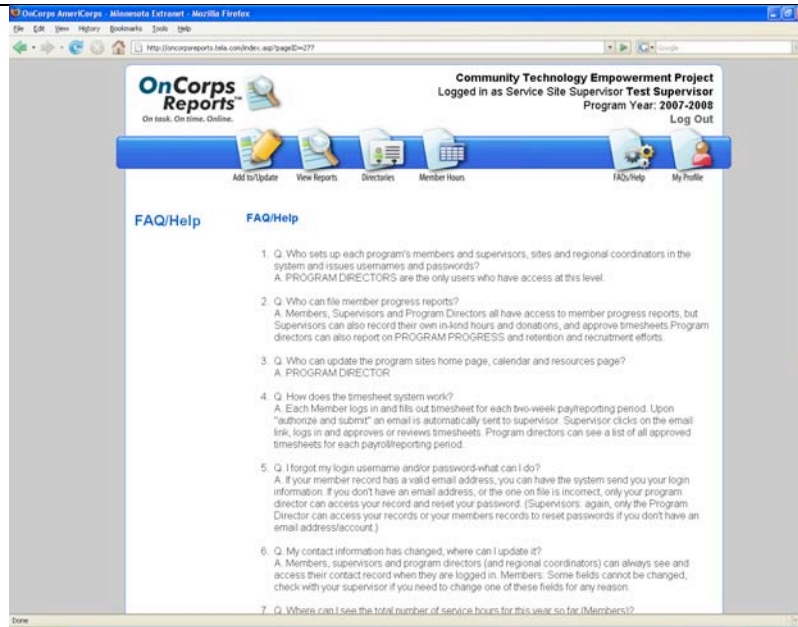
FAQs/Help

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.
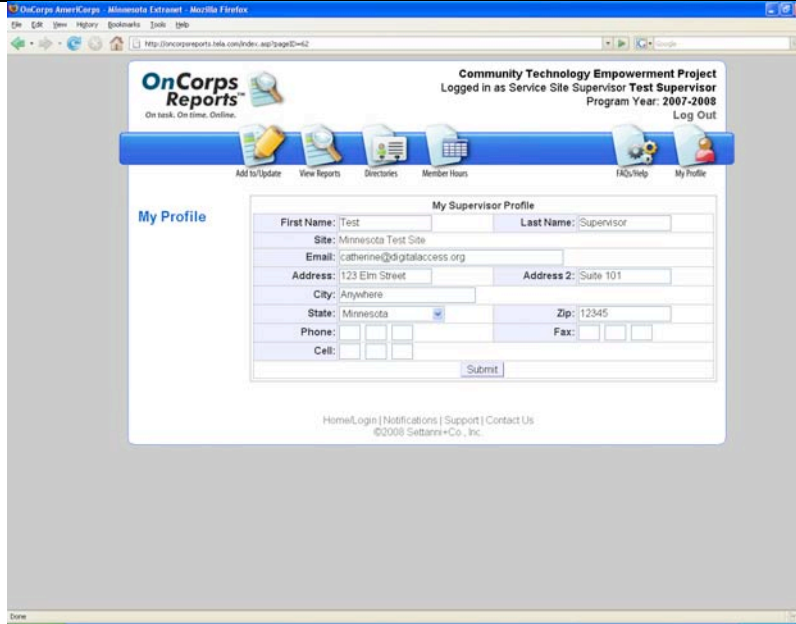
My Profile

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.