

ARES Connect

Approving Self Reported Time

This is just for ECs.

An event created with “Hours Self Reporting – Allowed” permits the ARES Connect Volunteers to submit their hours for the event. The submitted hours are not automatically posted. They are flagged to be approved by the EC who created the event. Until the EC approves them they are not added to the Volunteers’ time or the Event’s time. So for that reason the EC must check to see if there any submitted hours waiting for approval.

Here is what needs to be done to approve hours.

1. Log on to ARES Connect (AC) and click on your “Admin” button. You’ll be on the right page to select “Approve Hours”.

The screenshot shows the ARES Connect Admin interface. At the top right, it displays the user name 'W t Jones' and links for 'Your Account' and 'Sign Out'. Below this is a navigation bar with tabs for 'Events', 'People', 'Reports', 'Setup', 'Volunteer View', and 'Admin 2.0'. Under the 'Admin 2.0' tab, there are sub-tabs for 'All Events', 'Event Groups', 'Subscriptions', 'Masters', and 'Approve Hours', with 'Approve Hours' being the active tab. Below the navigation bar, there are search and filter options: 'View events by List from 5/13/2019' with an 'Include deleted events' checkbox and a 'Go' button. Below that is another 'All Events' dropdown and a 'Go' button. The main content area is titled 'Upcoming Events' and has an 'Add Event' button. It shows a list of events for 'Monday, May 13, 2019'. The first event is 'DelCo ARES monthly meeting' (Eastern Pennsylvania > Delaware - 045PA) on Monday, May 13, 7 pm - 8:30 pm (1.5 hours), with 1 Filled and 0 Reserved spots. The second event is 'ARES Weekly NET' (Eastern Pennsylvania > Delaware - 045PA) on Monday, May 13, 7:30 pm - 8 pm (30 minutes), with 1 Filled and 0 Reserved spots.

Just click on the “Approve Hours” tab and you’ll be taken to the reported hours page.

2. Reported Hours Page will show you the hours submitted by AC Volunteers for events that they are allowed to “Self Report.”

Approve Self-Reported Hours		
Self-Reported Hours		
Approve this user's hours? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Skip	John C Orluk (KC3KRE) Hours: <input type="text" value="1.0"/>	Eastern Pennsylvania > Luzerne - 079PA > Net LCARES TRAINING AND TRAFFIC NET Tuesday, May 14, 8 pm - 9 pm
Approve this user's hours? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Skip	Cameron Cr Bailey (KT3A) Hours: <input type="text" value="0.5"/>	Eastern Pennsylvania > York - 133PA Combined Club & ARES/RACES Net Monday, May 20, 8:30 pm - 9 pm
Approve this user's hours? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Skip	Jacqueline Arsenault (W3IXA) Hours: <input type="text" value="0.5"/>	Eastern Pennsylvania > York - 133PA Combined Club & ARES/RACES Net Monday, May 20, 8:30 pm - 9 pm
Approve this user's hours? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Skip	John C Orluk (KC3KRE) Hours: <input type="text" value="0.0"/>	Eastern Pennsylvania > Luzerne - 079PA > Meeting Luzerne County ARES EOC Meeting Tuesday, May 21, 10 am - 12 pm
Approve this user's hours? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Skip	John C Orluk (KC3KRE) Hours: <input type="text" value="1.0"/>	Eastern Pennsylvania > Luzerne - 079PA > Net LCARES TRAINING AND TRAFFIC NET Tuesday, May 21, 8 pm - 9 pm
Approve this user's hours? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Skip	Mark P Sklaney (WB3FKP) Hours: <input type="text" value="0.5"/>	Eastern Pennsylvania > Luzerne - 079PA > Net LCARES TRAINING AND TRAFFIC NET Tuesday, May 21, 8 pm - 9 pm

3. Approving the hours reported is just a matter for clicking on the “Yes” for the report. Select all the reports that are YOUR EVENTS. **Do not approve hours for Events that are not yours.**

(Note: my admin rights give me permissions to see all the submitted hours. You may only see submitted hours for your county. Just be careful and make sure the events you only approve Events for your county.)

If you are not approving (rejecting) the submitted hours click the “No” button.

If the event is not yours leave the “Skip” button clicked.

If the hours submitted are wrong you can change the amount. In some instances the person might have helped with planning for an event, created a presentation for a meeting, or other extra work. You may want to credit them with extra hours. Be sure to give credit where credit is due.

Or someone may have made an entry error and put 100 hour when only 10 is appropriate.

Once you have approved the reports for your events just click on the “Process Approvals” button.

That is it. That is all you need to do to approve hours.

This should be done within a reasonable time following an event but, in any case, **be sure to do it before the end of the month.**

If you have an event that happens very close to the end of the month remind your volunteers to get their hours in so you can approve them before the end of the month. Refer to the “ARES_Connect_04_Reporting_Time_2019-05-17” document that was sent earlier in this series.

Just as a reminder, if you create an event with “Hours Self Reporting Not Allowed” you will have to update the hours for the event. Instructions for that will follow on later.

That’s it...

73,
WT Jones
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