

TMN/VMS Newsletter



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 6

January, 2016

The Dashboard Logbook

The logbook often confuses volunteers. Starting with the dashboard summary that only shows the TPWD hours—that are usually '0'. Just remind them to look for the TMN Hours and AT Hours at the bottom of the logbook.

Scrolling left & right to find the TMN & AT hours can also be a challenge. For those volunteers that have an abundance of hours, getting to the scroll bar at the bottom of

the screen can be tedious. Instead, just place your mouse in the columns and use the left & right keyboard arrows to scroll through the columns.

Start Date: Jan 1 2016
End Date: Jan 14 2016
Rows to display: All of 3 Go

Opportunity Summary

AT: BIG Conference

Heart of Texas Master Natur	Approval Status	Approved Hours	Opportunity Type	TMN Hours	Admin Activity	AT Hours	AT Evaluation	Service Pe
05 Jan 2016	Yes, Approved	0	Advanced Training	0		2.75	Liked It	Rural land n
05 Jan 2016	Yes, Approved	0	Advanced Training	0		2	Liked It	Prescribed f
Total	N/A	0	Advanced Training: 2	0		4.75	Liked It: 2	N/A

Eastern McLennan County Br

Heart of Texas Master Natur	Approval Status	Approved Hours	Opportunity Type	TMN Hours	Service Performed	Mileage round trip
02 Jan 2016	Yes, Approved	0	Service Project	7.5	bird count	40
Total	N/A	0	Service Project: 1	7.5	N/A	40

Special points of interest:

- ◆ THE DASHBOARD LOGBOOK
- ◆ SCHEDULE
- ◆ FIELD IN FOCUS: HOURS APPROVAL STATUS
- ◆ SURVEY UPDATES
- ◆ DATA BUDDIES
- ◆ BACKGROUND CHECK CARDS
- ◆ WORKING WITH YOUR TRAINING CLASS
- ◆ NEW LEADERSHIP
- ◆ HOURS KEEPER HELP DESK LOGIN

Data Buddies

We know that some people have issues that prevent them from using the system. You can assign 'Data Buddies' to help those users get their hours in the system. The data buddy must 1) use eCoordinator and login as an admin (someone else will have to approve those hours) or 2) sit with the volunteer and use their eRecruiter login to enter their hours. The Data Buddy can get service hours for their help.

Field in Focus - Hours Approval Status

Once hours are submitted, the Hours Keeper needs to review and marked them as 'Approved' or 'Disapproved'. Currently all of our grids show all hours submitted, regardless of status. We will be changing our Recognition & Certification Logbook Grids to include only those hours that have been marked as 'Approved'.

Note that the eRecruiter dashboard grid does not have the capability of making that distinction, so your volunteer's total hours may be different than what you see in eCoordinator.

Schedule: Next Uploads & Training

2015 Data: All 2015 data will need to be in the system by the final upload on 1/15/2016.

New VMS Admin User Training: If you have new admins or hours keepers coming online in 2016, they need to go through Admin training with a VMS rollout coordinator. Submit a help desk request and we will get it set up for you. We plan to have 2 trainings a month, starting in late January.

Survey Updates

- We've removed most of the impact data fields from the survey based on feedback from TPWD, but we had to add some back for AgriLife.
- We've also added Photographer to the Chapter Administration Sub-Category list.

Completed Chapters

- ◆ ALAMO AREA
- ◆ CAPITAL AREA
- ◆ GULF COAST
- ◆ HAYS COUNTY
- ◆ RED RIVER
- ◆ RIO BRAZOS
- ◆ MID COAST
- ◆ RIO GRANDE VALLEY
- ◆ HIGHLAND LAKES

TMN/Volunteer Management System Rollout

TEXAS MASTER NATURALISTS



Rollout Coordinators

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Michelle Haggerty
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New Chapter Leadership Positions

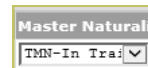
If your chapter is installing new leadership for 2016, be sure to update your VMS volunteer profile documents for the outgoing and incoming officers.

Hours Keeper Help Desk Login

Hours Keepers have a login for the help desk to gain access to the TPWD volunteer and TMN Hours Keepers list. To get the ID & Password contact your Rollout coordinator

Working with your New Training Class

All of your new class training should be recorded against the 'Initial Training' opportunity. The first 40 hours of training do not qualify for our fund matching grants, and do not have a category applied to them. (Your chapter may have different initial training requirements.)



The hours keeper will need to work closely with the training coordinator to correctly apply any makeup classes until the applicant finishes their training requirements. Use the TMN Stand-

ard grid and select the TMN-In Training option on the TMN status column to select your current training class roster. Open their logbooks and select the TMN Standard-Training Class grid to see their initial, service and AT hours. Use the detail & summary mode to review their hours.

Once the student completes their 40/40 & 8 requirement (or whatever is required for your specific chapter) be sure to update their status to TMN-Active and update their Current Chapter information on their profile document (User Defined/Certifications).

Not everyone that starts the TMN New Master Naturalist class finishes. If you have students that don't finish the class, mark them either TMN-Inactive or TMN-Interested if you think they might try again later.

Background Check Cards

We now have Background check cards that you can email to your volunteers. TPWD will automatically process a yearly background check on all volunteers that have a valid drivers license, birthdate and an expired background check. Volunteers can update their personal information in the dashboard through the Edit Profile option.

CBC Admins (usually Admin2) should ensure that the following information is current:

- ⇒ User Defined Tab: Background Check group
 - CBC expiration date
 - Pass/Fail
 - Authorized By
- ⇒ User Defined Tab: Certifications group
 - Current Chapter

You will need to create your own chapter card based on the TMN Standard template. Be sure

your Tools/Preferences is set to show the HTML Tables (from the main menu - below).

Be sure you save the template with your chapter name in the title and customize the fields for your chapter. And be sure to test it to be sure that it sends the card properly.

For detailed instructions refer to the Admin help guide.

eCoordinator Preferences

Need Help? Find it here: txmn.org/help

Quick Login for hours: txmn.org/hours

Quickly go to the search page: txmn.org/apply