

TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 12

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Column Sorting in eCoordinator Grids

Did you know that you can sort more than column at a time in your grids.

The blue arrows in the column header indicate whether the column is sorted ascending or descending. The number indicates which order the column is sorted in.

| <input type="checkbox"/> | OpportunityTitle ▲2 | Description | Opportunity/Orga ▼1 |
|--------------------------|------------------------|---|---------------------|
| Find | | | |
| <input type="checkbox"/> | Cultural Arts Festival | The Waco Cultural Arts Fest is a series | Art Center |
| <input type="checkbox"/> | Audubon Field Work-NRM | Natural Resource Management Projects | Audubon |
| <input type="checkbox"/> | Audubon Field Trips | Observe and record birds in the Central | Audubon |
| <input type="checkbox"/> | Audubon Board Work | Work with the Central TX Audubon Soci | Audubon |
| <input type="checkbox"/> | AT: Audubon Lectures | Join the Central Texas Audubon Society | Audubon |

If you select the arrow, it will change the sort order.

If you select the number, it will open a sort option window, where you can select which columns you want to sort by.

Sort Grid Columns

Sort Columns By
 ☒ Sorting in ascending order.
☐ Sorting in descending order.

Then By
 ☐ Sorting in ascending order.
☒ Sorting in descending order.

Then By
 ☒ Sorting in ascending order.
☐ Sorting in descending order.

Don't Forget to Check the Inbox.

Since most chapters are planning their fall training classes—remember that the inbox is where people have expressed an interest in joining your chapter.

When you go into the inbox, be sure to change the grid settings, and then type your chapter name in the Requested to column.

Grid Settings

TMN Standard-Inbox

Check your URL

After the recent upgrade we noticed that some volunteers were seeing some discrepancies in eRecruiter.

Be sure that your bookmarks are set to www.txmn.org/hours. If you are using a url has an id number in it—make sure it is 1450, not 1353.

On its way: an updated Administration Guide

Special points of interest:

- ◆ COLUMN SORTING
- ◆ CHECK YOUR URLS
- ◆ TECHNICAL GUIDANCE CATEGORY
- ◆ CHECK THE INBOX
- ◆ HOURS IN THE DASHBOARD
- ◆ THE ROLLOUT IS PAYING OFF!
- ◆ TRAINING REMINDER
- ◆ AUDITS
- ◆ DOUBLE CLICK FOR EDIT MODE

Technical Guidance Category

After pulling together a system wide view of entries, we realized that we need a better definition and guidelines for implementation of the Technical Guidance category.

We are also looking at entries for board membership of other organizations and how we categorize that work.

Stay tuned for details and clarification.



TMN/Volunteer Management System Newsletter

TEXAS MASTER NATURALISTS

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Hours in the Dashboard

After the 7.6 upgrade, the dashboard changed to include all logbook entry types. For Master Naturalists, this can include the transfer hours 'Non-Opportunity' survey that we use to make hours visible for the receiving chapter.

To the volunteer—this will appear that their hours are overstated.

Have them select 'Ordinary log book entries' to remove the transfer hours from their dashboard.

[Back to dashboard](#)

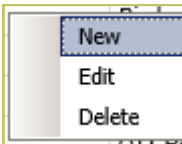
Log Book for Vicky Volunteer

Opportunity Summary

| |
|----------------------------------|
| All log book entries |
| All log book entries |
| Ordinary log book entries |
| Non-opportunity log book entries |

Samaritan is now browser independent. You can do your admin work in Chrome, Firefox, Safari or Internet Explorer.

Save Yourself Some Mouse Clicks



You can now (left) double click a volunteer or an opportunity in VMS to go into edit mode, regardless of what is checked. If you right mouse click, it will pull up a quick menu.

The Rollout is paying off!

The state office recently had a request from another agency for the time that we had spent on invasive species removal. Michelle was able to go into the system and pull the data without contacting the chapters directly!
It's Working!

Ongoing Training

Training is required for all new Admins, for Full Access and Read Only Access accounts.

New Admin training and refresher training is held throughout the month. Sign up through the help desk for any of these classes.

Audit/Reviews

We're about 1/2 way through the reviews of chapter data.

We are looking at things like the logistics tab, approvals for In-active volunteers, Organization names and appropriate opportunity categories.

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

Quick Login for hours: txmn.org/hours -or- tpwd.samaritan.com

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