

# TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

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## Recycle Bin: Do's, Don'ts and How-to's

Sometimes you want to clean up your data. We certainly applaud that effort, but there are some rules in VMS for cleaning up properly. The system has a recycle bin, but we discovered in March of last year that there were some pretty big security holes in it. So we had to restrict access to the recycle bin folder.

When you delete an opportunity or a volunteer, you need to make sure that there are no approvals or logbook entries associated with them. If there are logbook entries, the volunteer will still be able to see them resulting in 'ghost' entries that you can't see. If they are approved for an opportunity, they will still be able to submit hours for that event, even if it is in the recycle bin!

Before deleting an opportunity or volunteer:

- 1) Remove any and all **approvals** for the person or opportunity,
- 2) Make sure there are no **logbook entries** associated with that person or opportunity.

Also note that moving an entry from your chapter folder with the red arrow will move that entry into the recycle bin if it doesn't reside in another folder in the system. The system will throw a warning box to tell you it's going to the recycle bin.

On a regular basis the VMS team goes through the items in the volunteer and opportunity recycle bins to make sure that the entries don't have approvals or logbook entries. We will let you know if we find any approvals or logbook entries.

### Special points of interest:

- ◆ RECYCLE BIN
- ◆ 2017 VMS REVIEW
- ◆ NEW ONBOARDING TRAINING CLASS
- ◆ FIELD IN FOCUS: THE NOTES FIELD
- ◆ IMPACT DATA
- ◆ LOGBOOK HOURS IN ERECRUITER

## 2017 VMS Data Reviews

We are starting a new round of VMS data reviews. We are starting in the Piney Woods region. We will be looking at officers, CBC data, milestones, some new reporting ratios and follow-ups from the last review.

## Reminder: Logbook Page in eRecruiter

TG: TMN VMS Implementation			
Mid Coast Master Naturalists		Approval Status	Approved Hours TMN Hours
<input type="checkbox"/>	01 Mar 2017	Not Yet Approved	0 2.5
<input type="checkbox"/>	01 Mar 2017	Disapproved	0 1
		N/A	0 3.5
Log Book Summary			
TMN Hours			3.5

Not Yet Approved and Disapproved hours show up in your volunteers dashboard, but do not count for milestones or re-certifications. The TMN Standard-Awards & recertification grid that you use to determine awards only includes Approved Hours.

Grid Settings	TMN Standard-Awards & Recertification ▼
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## Field in Focus: - The Notes

When we pull data at the state level for the various reports that we create throughout the year, we rely heavily on the notes field to verify the data.

It's critically important that when you approve your members hours that you validate the notes attached to the logbook entry. It will also help you determine that the work done on that opportunity actually matches the federal category that the opportunity has been assigned to.

## New Classes

In addition to the new reporting classes, we are developing an On-Boarding class to go over best practices for setting up your classes and monitoring their progress.

[Administrative Training Schedule \(1\)](#)

 [Administrative Training Schedule](#)

<< Sign up at [txmn.org/help](http://txmn.org/help)

## Impact Data Questions

We have had several questions about the impact data that we requested on the 2016 annual report.

We changed the information we requested on logbook entry surveys back in December and April of 2016. Previously, we asked for ethnic data for adults and children and gender categories. We then consolidated that data to gather just Gender, Youth/Adult, and single ethnicities on the logbook survey. However; we didn't change the field names in eCoordinator because we didn't want to lose the existing data. And we expected that the data would only be used at the state level so that we could interpret data that we sent out appropriately. So, when you look at the data in eCoordinator, it appears that we're not capturing youth data for gender or ethnicity.

We're trying to figure out the best way to make it more clear for administrators and the TPWD users of the data. Be patient with us as we determine the basic reporting requirements across the agency.