



Volunteer Management System

Reporting Guide for Texas Master Naturalist Chapter Administrators

11 October 2019



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eCoordinator Reporting

eCoordinator has very little reporting capability. Because of this, grid views and filters have to be used within eCoordinator to organize data into useful information. Often data has to be moved out of the system and into other applications for processing. The examples in this document show how to use eCoordinator and Microsoft Excel to answer questions from your chapter partners, volunteers and board.

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Using this Guide

Start by going through the Chapter Roster Report example first. This report goes through all the steps necessary to move data out of eCoordinator and into Microsoft Excel using the eCoordinator Data Grid Report. This process is call exporting. The exporting process is not repeated in the other examples because the steps are the same.


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Member Reporting

Chapter Roster Report

Begin by logging into eCoordinator and selecting your chapter folder. In this example we're working in the Mid-Coast folder.

Account Tools Report All



TPWD - Master Naturalist: Mid Coast

Volunteers Opportunities Chapters

NewEditDeleteReports

Clear FiltersGrid SettingsSaved Grids ListFilters

1 to 100 of 249 VolunteersPage 1 of 31

	Last Name ▼1	First Name	User ID	Master Naturalist Cert	Age	Home Phone	Cell Phone
Find							

Select the TMN Standard – Chapter Member Summary grid view from the Grid View selection dropdown box. This view contains all of the data columns needed for the Roster Report. Click on the Reports button.

TPWD - Master Naturalist : Mid Coast

The screenshot shows the TPWD Master Naturalist interface for the Mid Coast region. The 'Volunteers' tab is selected. On the left sidebar, the 'Reports' button is highlighted with a red arrow. At the top of the main content area, the 'Grid Settings' dropdown menu is open, and 'TMN Standard-Chapter Member Summary' is selected, highlighted with a red circle. Below the dropdown, a table of volunteers is displayed, showing columns for Last Name, First Name, User ID, Home Phone, Cell Phone, and Email Address. The table lists 1 to 88 of 88 volunteers.

	Last Name ▼1	First Name	User ID	Home Phone	Cell Phone	Email Address
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Baiamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				

Select Volunteer Data Grid from the Report button dropdown list.

TPWD - Master Naturalist : Mid Coast

The screenshot shows the TPWD Master Naturalist interface for the Mid Coast region. The 'Volunteers' tab is selected. On the left sidebar, the 'Reports' button is highlighted with a red arrow. A dropdown menu is open from the 'Reports' button, and 'Volunteer Data Grid' is selected, highlighted with a red arrow. The dropdown menu also includes options like Volunteer Report, Volunteer Phone List, Volunteer Roster, Volunteers Registered, Volunteer Schedule, Volunteer Labels, and Volunteer Data Grid. The main content area shows the same table of volunteers as in the previous screenshot.

	Last Name ▼1	First Name	User ID	Home Phone	Cell Phone	Email Address
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Baiamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				

The report parameters window is shown. Exclude the columns not needed in the roster report by checking the boxes to the right of the field names. In this example the Last Name, First Name, Home Phone, Cell Phone, Email Address, Street Address, City, Zip, and Master Naturalist Class are the only fields needed on the report. The rest of the fields will be excluded. After excluding fields, select the Excel (*.xlsx) item on the Report Format dropdown list. Note: the resulting export file will be named using the Report Title on this window.

Volunteer Data Grid Report

Please select parameters for report

Print: ☒ All records from grid
☐ Only the selected records

Report Title: TMN Standard-Chapter Member Summary Exclude column

Last Name:	Last Name	<input type="checkbox"/>
First Name:	First Name	<input type="checkbox"/>
User ID:	User ID	<input type="checkbox"/>
Home Phone:	Home Phone	<input type="checkbox"/>
Cell Phone:	Cell Phone	<input type="checkbox"/>
Email Address:	Email Address	<input type="checkbox"/>
Street Address 1:	Street Address 1	<input type="checkbox"/>
City:	City	<input type="checkbox"/>
Zip:	Zip	<input type="checkbox"/>
Age:	Age	<input type="checkbox"/>
Master Naturalist Certification Level:	Master Naturalist Certification Level	<input type="checkbox"/>
Master Naturalist Dues:	Master Naturalist Dues	<input type="checkbox"/>
Master Naturalist Class:	Master Naturalist Class	<input type="checkbox"/>
Initial Certification:	Initial Certification	<input type="checkbox"/>
Chapter Certified:	Chapter Certified	<input type="checkbox"/>
Master Naturalist Cert Date:	Master Naturalist Cert Date	<input type="checkbox"/>
Current Chapter:	Current Chapter	<input type="checkbox"/>
CBC expiration date:	CBC expiration date	<input type="checkbox"/>
250 Hrs Award Date:	250 Hrs Award Date	<input type="checkbox"/>
500 TMN Hours Award Date:	500 TMN Hours Award Date	<input type="checkbox"/>

Click the OK button.

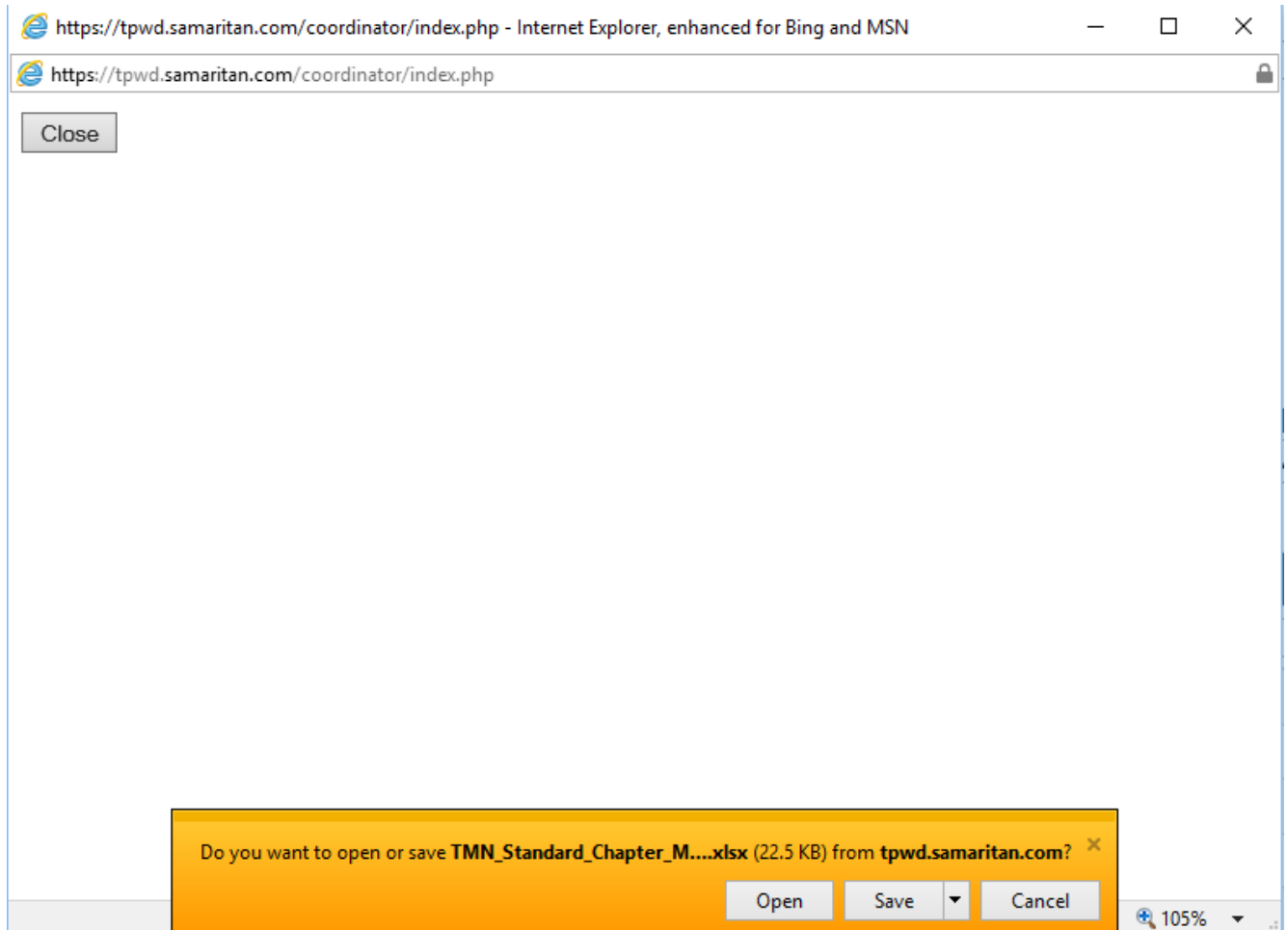
5,000 TMN Hours Award Date:	5,000 TMN Hours Award Date	<input type="checkbox"/>
10,000 TMN Hours Award Date:	10,000 TMN Hours Award Date	<input type="checkbox"/>
Global ID:	Global ID	<input type="checkbox"/>
Attach/Profile Image Uploaded By:	Attach/Profile Image Uploaded By	<input type="checkbox"/>
Date Registered:	Date Registered	<input type="checkbox"/>

Report Format: Excel (*.xlsx) ▼

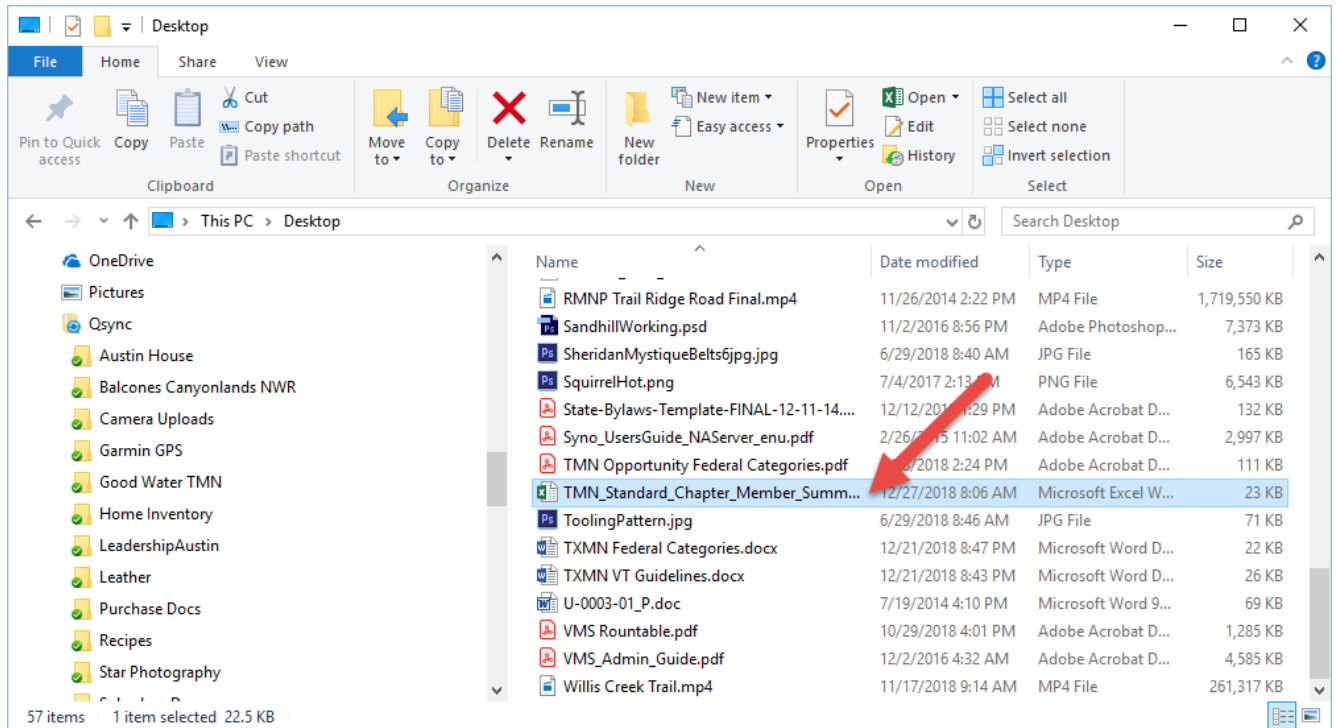
Orientation: ☒ Portrait ☐ Landscape

➔
OK
Cancel

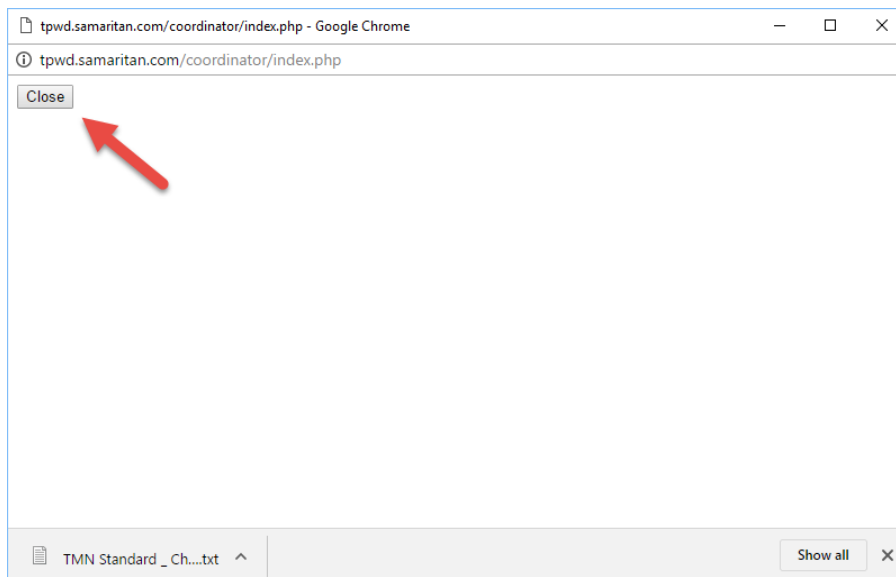
Depending on which internet browser software you are using the window shown below may be different. The purpose of this step is to save the data file from eCoordinator to your computer. In this example Internet Explorer is being used. Save the file and note where it is located on your computer. Often, the default folder is your Downloads folder. Google Chrome has a feature that shows the folder in which the file has been saved. If you are using Google Chrome you can select Show in Folder to get this information.



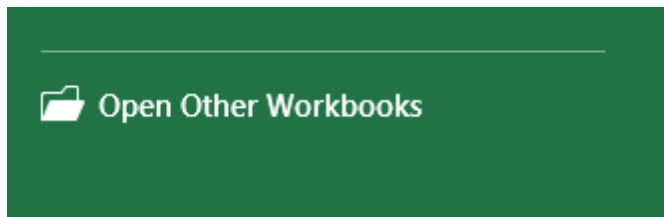
The file has been saved in the desktop folder and is named TMN_Standard_Chapter_Member_Summary.xlsx



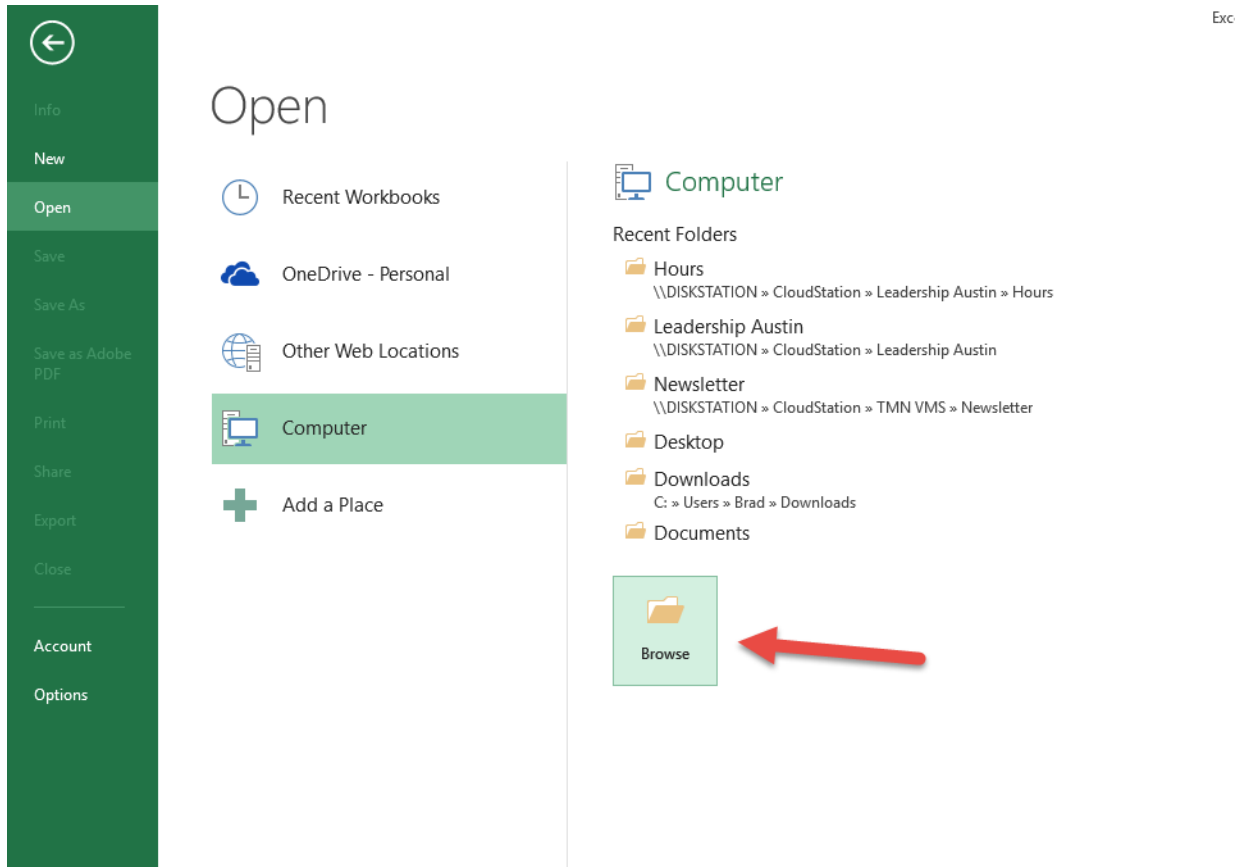
Click the Close button to return to the volunteer view.



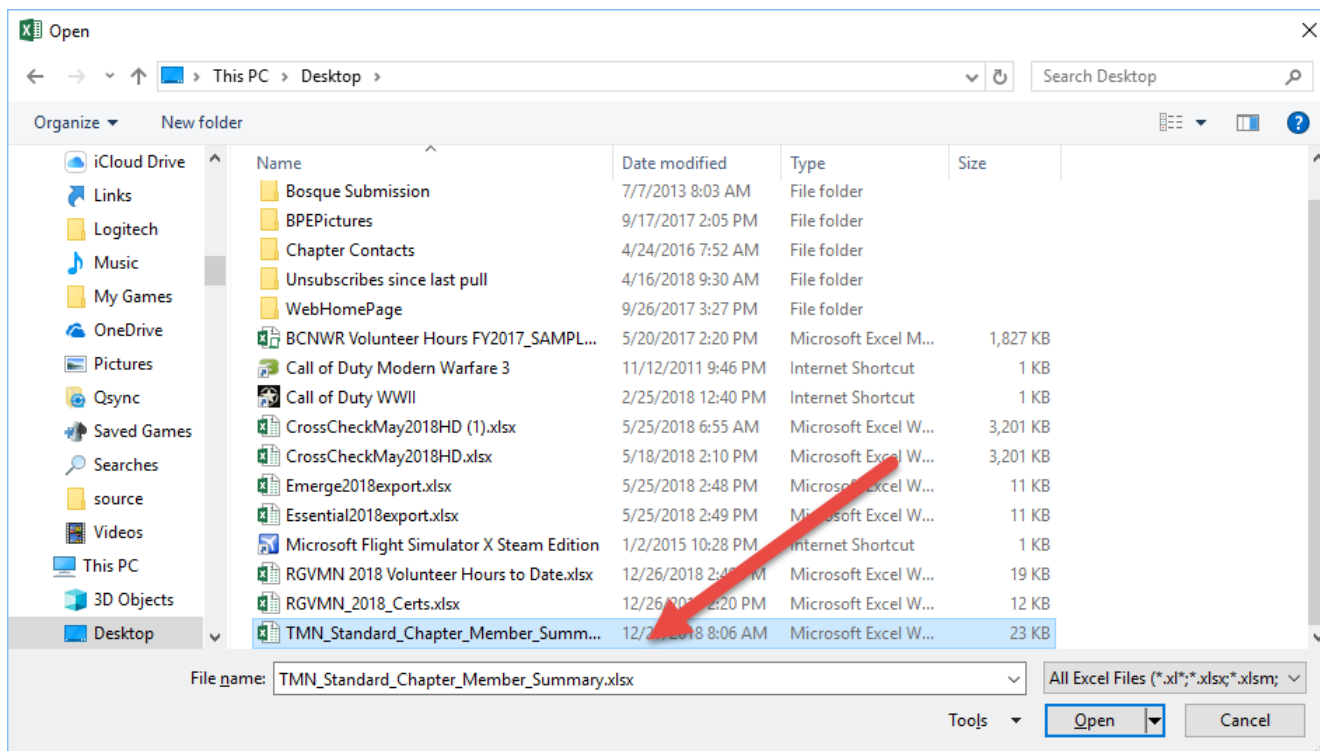
Open Microsoft Excel and choose Open Other Workbooks.



Select the Browse button.



Navigate to the location where the file was saved earlier. In this example, the file was saved in the desktop folder. Select your file and click on the Open button.



Now the information from eCoordinator is in Excel. Expand the column widths so that you can see the information. Select the FILE menu option at the top left of the screen to begin formatting and finishing the report.

The screenshot shows an Excel spreadsheet titled 'TMN Standard _ Chapter Member Summary (1) - Excel'. The 'FILE' menu is selected. The spreadsheet contains a list of members with columns for Last Name, First Name, Home Phone, Cell Phone, Email Address, Street Address 1, City, Zip, and Class. A red arrow points to the 'Last Name' column header.

	A	B	C	D	E	F	G	H	I	J
	Last Name	First Name	Home Phone	Cell Phone	Email Address	Street Address 1	City	Zip	Class	
1	Alison	Lane	(3							
2	Angerstein	Robert								
3	Balamonte	Terry								
4	Bailey	Donna	(3							
5	Barnett	Richard								
6	Barnhart	Claire								
7	Barron	Trey	(3							
8	Barton	Karen								
9	Benson	Karen								
10	Berger	Allan								
11	Berger	Brigid								
12	Boatman	Helen								
13	Bootzin	Rebecca								
14	Brunsting	Anita								
15	Burnett	Mike								
16	Burnett	Arlene								
17	Carney	Caroll								
18	Clark	Laura								
19	Coleman	Donna	(3							
20	Conger	Richard								
21	Dorn	Claudia	(3							
22	Eggert	Marie	(3							
23	Farnsworth	Bill	(2							
24	Flood	Sharron	(3							
25	Frank	Linda	(301) 450-0833		ROTHZDOL@SUX.IT.COM	1200 S Paisano	ROCKFORD	76362	2012	

Select the Print option.

←

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

TMN Standard _ CF

Info

TMN Standard _ Chapter Member Summary (1)

C: » Users » Brad » Downloads

Protect Workbook

Control what types of changes people can make to this workbook.

Inspect Workbook

Before publishing this file, be aware that it contains:

- Absolute path
- Content that cannot be checked for accessibility issues because of the current file type

Manage Versions

There are no previous versions of this file.

Browser View Options

Pick what users can see when this workbook is viewed on the Web.

Properties

Size 9.

Title A

Tags A

Categories A

Related Dates

Last Modified

Created

Last Printed

Related People

Author A

Last Modified By N

Related Documenter

Open File Location

Show All Properties

Select Page Setup.

←

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

Print

Copies: 1

Printer

EPSON WF-2540 Series (FAX)

Ready

Printer Properties

Settings

Print Active Sheets

Only print the active sheets

Pages: 1 to 3

Collated

1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter (8 1/2 x 11 in)

8.5" x 11"

Normal Margins

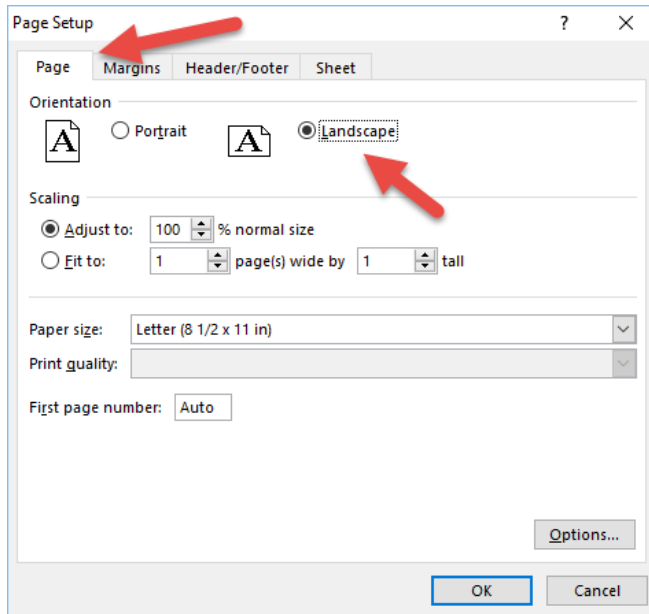
Left: 0.7" Right: 0.7"

No Scaling

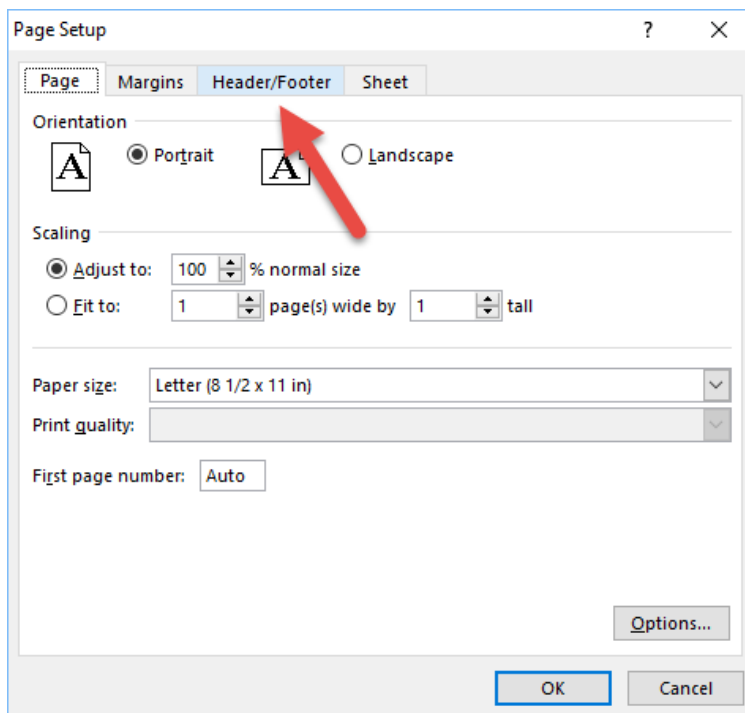
Print sheets at their actual size

Page Setup

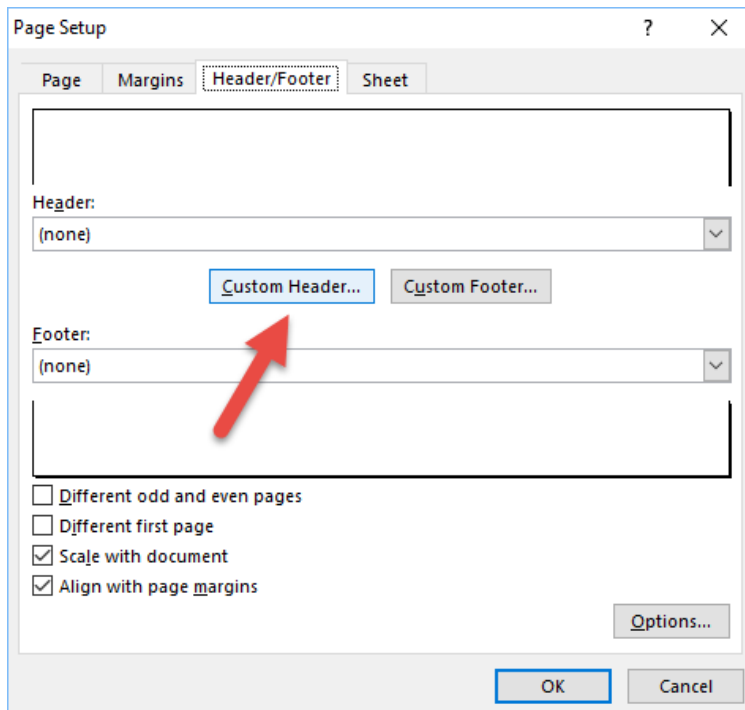
On the Page Setup | Page tab click on the Orientation Landscape radio button.



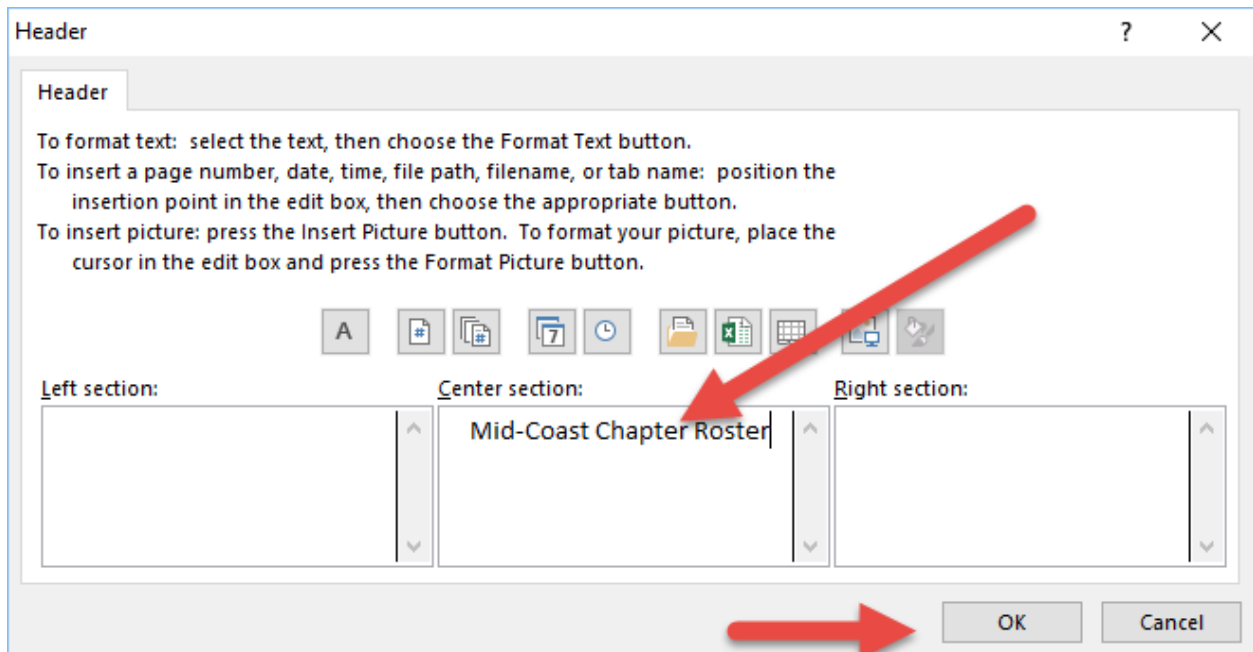
Select the Page Setup | Header/Footer tab.



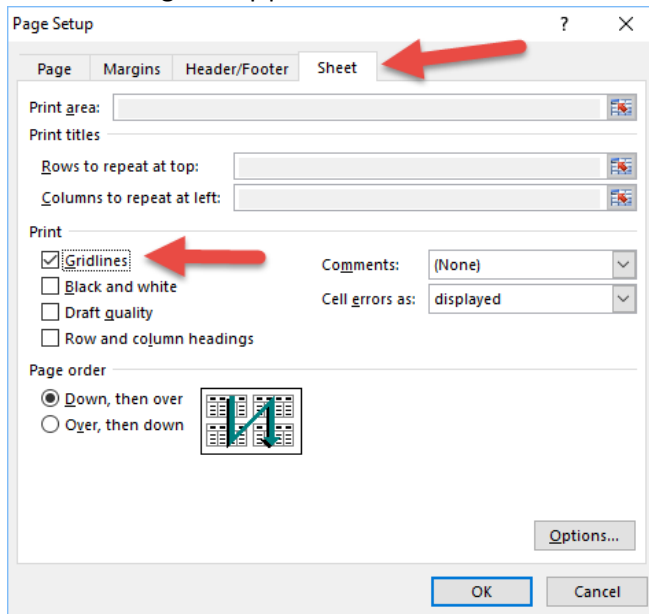
Click on the Custom Header button.



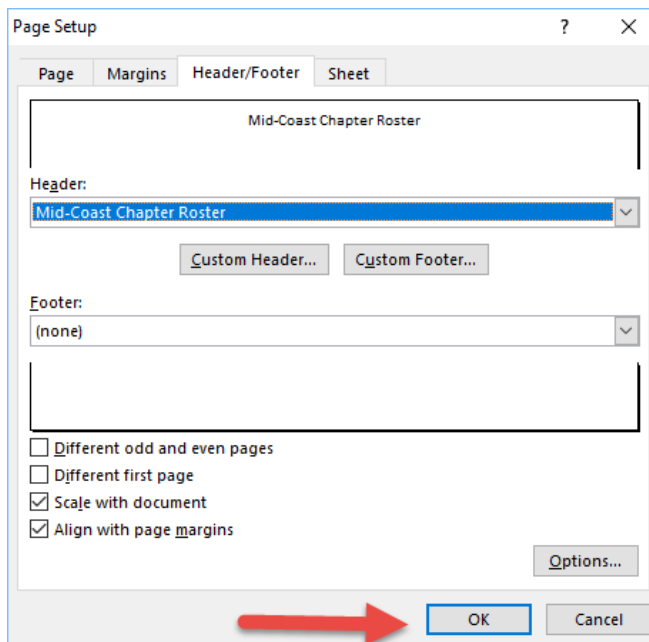
Type the name of your report. In this example, the title is Mid-Coast Chapter Roster. Click the OK button when finished.



Select the Page Setup | Sheet tab. Click on the Print Gridlines checkbox.



Click on the OK button.



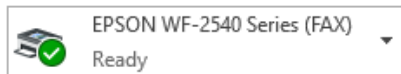
From the Scaling dropdown list select the Fit All Columns on One Page. Note: this can also be accomplished on the Page Setup window.

Print



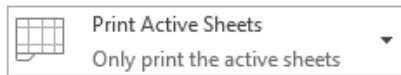
Copies: 1

Printer

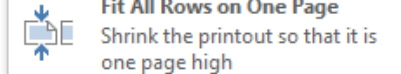
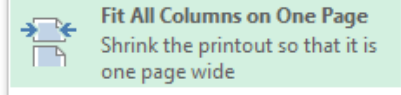
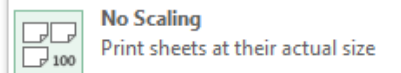
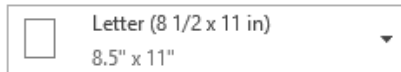
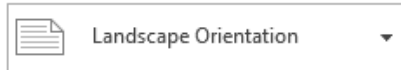


[Printer Properties](#)

Settings

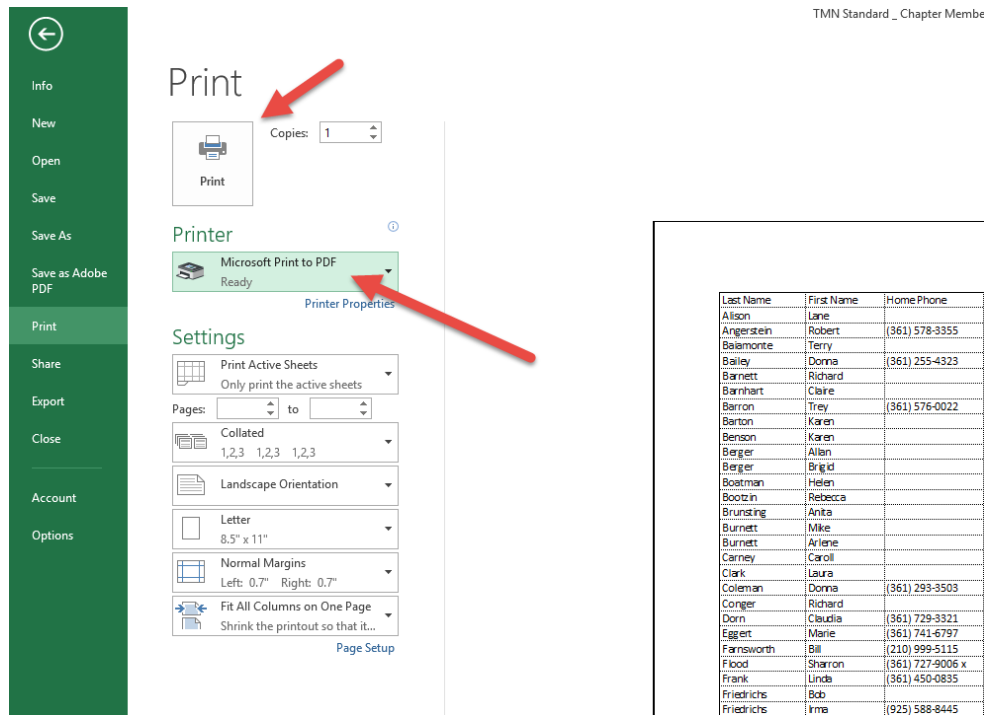


Pages: to

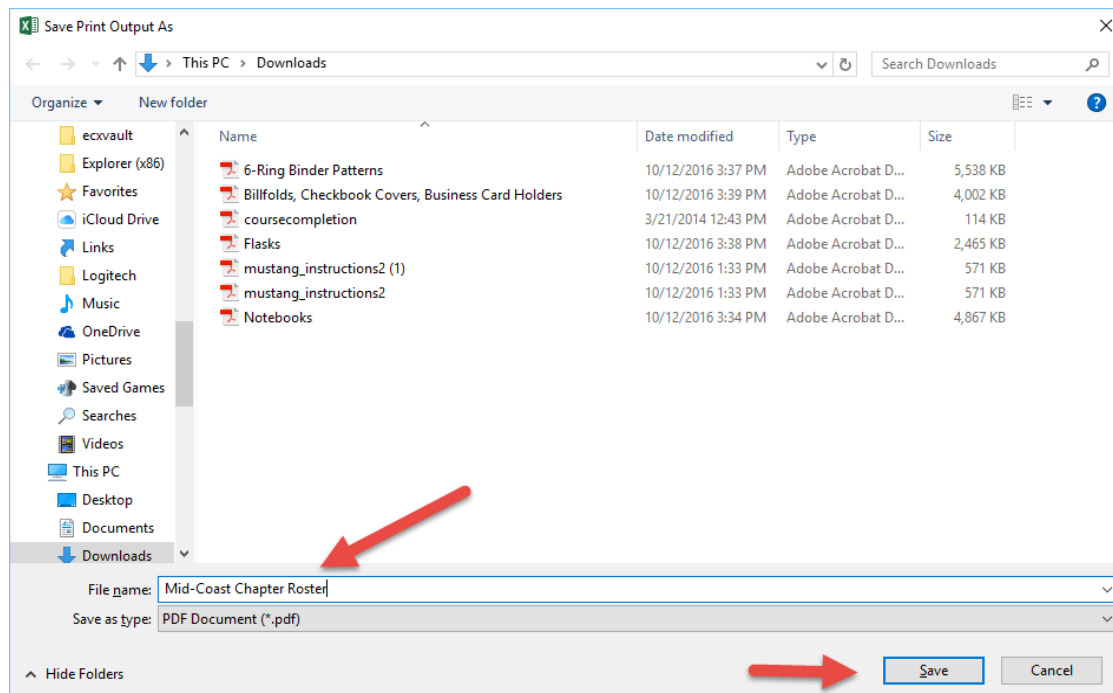


[Custom Scaling Options...](#)

Choose Microsoft Print to PDF selection from the Printer dropdown list. Click on the Print button to create the report.



The Save Print Output As window opens. Name your file and save it by clicking the Save button. Note the location.



The completed report can now be view in Acrobat Reader or other PDF viewing software.

Mid-Coast Chapter Roster.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Mid-Coast Chapter... x

112%

Mid-Coast Chapter Roster

Last Name	First Name	Home Phone	Cell Phone	Email Address	Street Address 1	City	Zip	Class
Alison	Lane							26
Angerstein	Robert	(3						20
Balamonte	Terry							12
Bailey	Donna	(3						
Barnett	Richard							21
Barnhart	Claire							29
Barron	Trey	(3						
Barton	Karen							14
Benson	Karen							11
Berger	Allan							27
Berger	Brigid							27
Boatman	Helen							24
Bootzin	Rebecca							14
Brunsting	Anita							15
Burnett	Mike							25
Burnett	Arlene							25
Carney	Caroll							24
Clark	Laura							14
Coleman	Donna	(3						
Conger	Richard							28
Dorn	Claudia	(3						11
Eggert	Marie	(3						13
Farnsworth	Bill	(2						26
Flood	Sharron	(3						10
Frank	Linda	(3						12
Friedrichs	Bob							15
Friedrichs	Irma	(9						15
Garland	Joe							15
Garland	Patricia	(3						15
Gomez	Glenn							15
Goodner	Judy	(3						10
Goodner	Ken	(3						10
Harlan	Greg							22
Hartigan	Patrick							13
Hejtmancik	Gay							26
Henneke	Lawrence	(3						28
Hirsch	Norman	(3						22
Huber	Mollie	(9						12
James	Brad	(5						13
Jones	Barbara	(3						12
Kanak	Frances							13
Kirkwood	Raymond	(3						21

You can use this same process to create a volunteer phone list and meeting sign in sheet.

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Dues

Begin by logging into eCoordinator and choosing your chapter folder. In this example we're working with the Mid-Coast chapter. Select the Volunteer tab and the TMN Standard grid view from the dropdown list.

Account Tools Report All

TEXAS
PARKS &
WILDLIFE

TPWD - Master Naturalist Mid Coast

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book Email Share Automation Add Hours Newly shared records Folder Manager

Clear Filters Grid Settings TMN Standard Filters TMN-Active/InTrain/NotEligible/

1 to 88 of 88 Volunteers

	Last Name v1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Baiamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				
<input type="checkbox"/>	Bootzin	Rebecca				
<input type="checkbox"/>	Burge	William				

Click on the Filters button.

TPWD - Master Naturalist : Mid Coast

Volunteers Opportunities Chapters

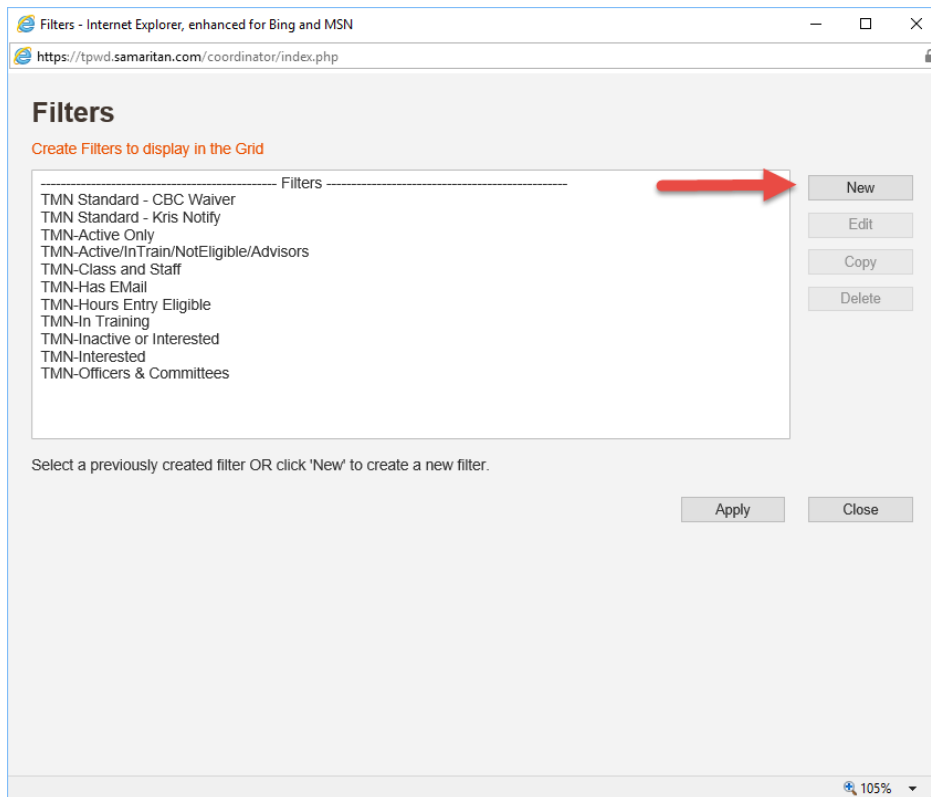
New Edit Delete Reports Calendar Request/Approve Log Book Email Share

Clear Filters Grid Settings TMN Standard Filters TMN-Active/InTrain/NotEligible/

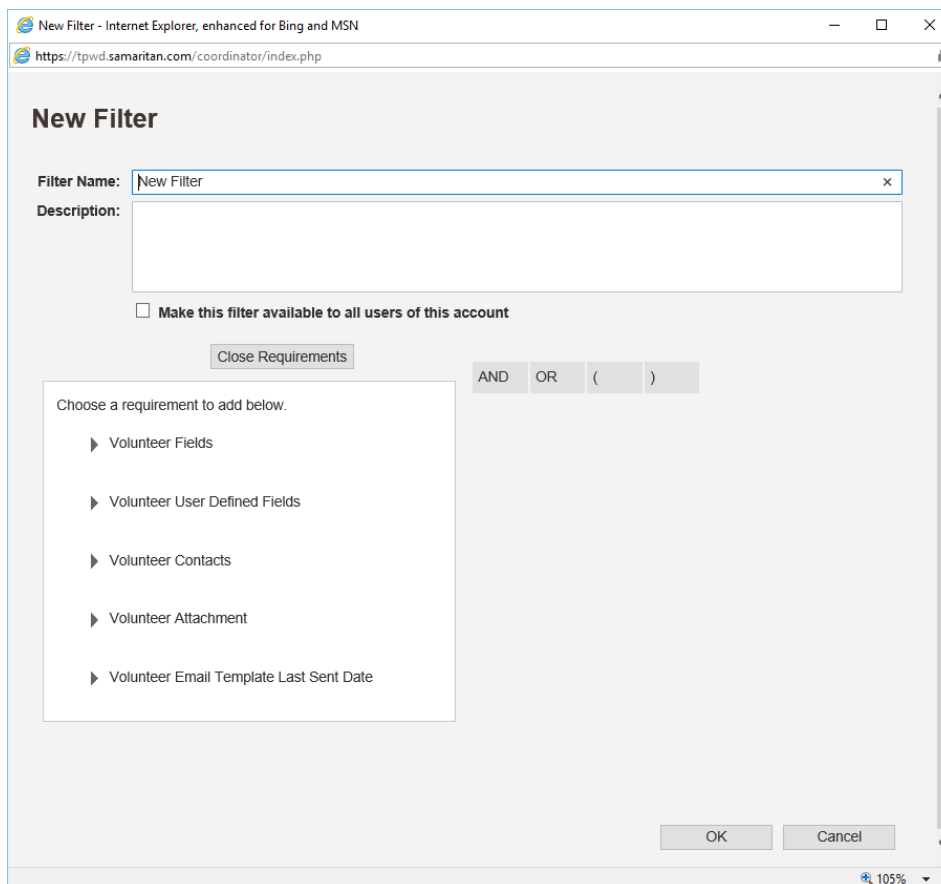
1 to 88 of 88 Volunteers

	Last Name v1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane	midcoast-LAlison	TMN-Active	70	(361)
<input type="checkbox"/>	Amsler, III	Neill	midcoast-namsler	TMN-Active	70	(361) 319-5252 (361)
<input type="checkbox"/>	Baiamonte	Terry	midcoast-TBaiamonte	TMN-Active	116	(361)
<input type="checkbox"/>	Bailey	Donna	midcoast-DBailey	TMN-Active	63	(361) 872-2264 (281)
<input type="checkbox"/>	Barnhart	Claire	midcoast-CBarnhart	TMN-Active	64	(361)
<input type="checkbox"/>	Barron	Trey	midcoast-tbarron	TMN-Advisor	116	(361) 576-0022
<input type="checkbox"/>	Barton	Karen	midcoast-KBarton	TMN-Active	67	(361)

The Filters window is displayed. Click on the New button.



The New Filter window is displayed.



In this case we are creating a filter for TMN-Active volunteers who have not paid 2018 dues. As a reward for service, the Mid-Coast chapter does not require volunteers with over 5,000 service hours to pay dues. Enter a name and description for your search.

New Filter - Internet Explorer, enhanced for Bing and MSN
https://tpwd.samaritan.com/coordinator/index.php

New Filter

Filter Name: Dues Check

Description: Active Volunteers, does not include 2017 or 2025

☐ Make this filter available to all users of this account

Close Requirements

Choose a requirement to add below.

- ▶ Volunteer Fields
- ▶ Volunteer User Defined Fields
- ▶ Volunteer Contacts
- ▶ Volunteer Attachment
- ▶ Volunteer Email Template Last Sent Date

AND OR ()

OK Cancel

Now we need to find our requirements fields. Expand the User Defined Fields list on the left.

New Filter - Internet Explorer, enhanced for Bing and MSN
https://tpwd.samaritan.com/coordinator/index.php

New Filter

Filter Name: Dues Check

Description: Active Volunteers, does not include 2017 or 2025

☐ Make this filter available to all users of this account

Close Requirements

Choose a requirement to add below.

- ▼ Volunteer Fields
 - Activity Status
 - Activity Status Date
 - Address is not work address
 - Age
 - Any additional information
 - Availability
 - Available hours
 - Birthday

AND OR ()

Expand the Certifications group list.

New Filter - Internet Explorer, enhanced for Bing and MSN
https://tpwd.samaritan.com/coordinator/index.php

Filter Name: Dues Check
Description: Active Volunteers, does not include 2017 or 2025

☐ Make this filter available to all users of this account

Close Requirements

Choose a requirement to add below.

- Volunteer Fields
- Volunteer User Defined Fields
 - General
 - Background and Driver Check
 - Alternative Workforce
 - Group Affiliation
 - Certifications
 - Certifications/Master Naturalist Certification Level
 - Certifications/Initial Certification
 - Certifications/Master Naturalist Cert Date
 - Certifications/Master Naturalist Dues

AND OR ()

OK Cancel

Scroll down the list until you find Certifications under the User Defined Fields list. Scroll down the Certifications list until you find the Certifications/ Master Naturalist Certifications Level. **Hint: when looking for fields, think about where they appear in the Volunteer Profile. The dues field is located on the User Defined tab, in the Certifications group on the Volunteer Profile.** Click on the Certifications/Master Naturalist Dues listing to show the qualifications options. Select equals and the option TMN-Active. Click the Save button.

Media Waiver

Group Affiliation

Certifications

Certifications/Master Naturalist Certification Level

Certifications/Classroom Training c

Certifications/Initial Certification

Certifications/Master Naturalist Cert Date

Certifications/Master Naturalist Dues

Certifications/Master Naturalist Class

Certifications/Master Naturalist Certification Comments

OK Cancel

equals TMN-Active

Cancel Save

Click the AND and (buttons.

New Filter

Filter Name: Dues Check

Description: Active Volunteers, does not include 2018 or 2025

☐ Make this filter available to all users of this account

Close Requirements

Choose a requirement to add below.

- ▶ Volunteer Fields
- ▼ Volunteer User Defined Fields
 - ▶ General
 - ▶ Background and Driver Check
 - ▶ Alternative Workforce

Certifications/Master Naturalist Certification Level **equals** TMN-Active

AND

(

Scroll down the list until you find Certifications under the User Defined Fields list. Scroll down the Certifications list until you find the Certifications/ Master Naturalist Dues listing (near the bottom of the list). Click on the Certifications/Master Naturalist Dues listing to show the qualifications options. Select does not include and enter 2017. Click on the Save button. Remember that we're looking for TMN-Active volunteers who do not have 2017 in their dues field.

Group Affiliation

▼ Certifications

- Certifications/Master Naturalist Certification Level
- Certifications/Initial Certification
- Certifications/Master Naturalist Cert Date
- Certifications/Master Naturalist Dues
- Certifications/Master Naturalist Class
- Certifications/Master Naturalist Certification Comments
- Certifications/Chapter Trained In
- Certifications/Chapter Certified
- Certifications/Current Chapter
- Certifications/Angler Ed Instructor
- Certifications/Angler Ed Instructor Modified Date
- Certifications/Angler Ed Instructor Date

does not include 2017

Cancel Save

Click the OR button.

New Filter

Filter Name: Dues Check

Description: Active Volunteers, does not include 2018 or 2025

☐ Make this filter available to all users of this account

[Close Requirements](#)

Choose a requirement to add below.

- ▶ Volunteer Fields
- ▼ Volunteer User Defined Fields
 - ▶ General
 - ▶ Background and Driver Check
 - ▶ Alternative Workforce
 - ▶ Group Affiliation

AND OR ()

Certifications/Master Naturalist Certification Level **equals** TMN-Active

AND

(

Certifications/Master Naturalist Dues **does not include** 2017

OR

In the Mid-Coast chapter volunteers with $\geq 5,000$ service hours are not required to pay dues. To eliminate them we populate the dues field with the year 2025. If your chapter does not do this then skip to the Filter saving step.

Click the OR button. Add the qualifiers for the 2025 year just like 2017. Click the) button.

New Named Search

Search Name: Dues Check

Description: Active Volunteers, does not include 2017 or 2025

☐ Make this named search available to all users of this account

[Close Requirements](#)

Choose a requirement to add below.

- ▶ Volunteer Fields
- ▼ User Defined Fields
 - ▼ Certifications
 - Certifications/Project WILD Facilitator Modified Date
 - Certifications/Angler Ed Instructor Modified Date
 - Certifications/Fly Fishing Instructor Modified Date
 - Certifications/Area Chief Instructor Modified Date
 - Certifications/Master Naturalist Certification Level
 - Certifications/Master Naturalist Cert Date
 - Certifications/Master Naturalist Certification Comments

AND OR ()

Certifications/Master Naturalist Certification Level **equals** TMN-Active

AND

(

Certifications/Master Naturalist Dues **does not include** 2017

OR

Certifications/Master Naturalist Dues **does not include** 2025

)

This is the result we're looking for:

New Filter

Filter Name: Dues Check

Description: Active Volunteers, does not include 2018 or 2025

☐ Make this filter available to all users of this account

[Close Requirements](#)


Choose a requirement to add below.

- ▶ Volunteer Fields
- ▼ Volunteer User Defined Fields
 - ▶ General
 - ▶ Background and Driver Check
 - ▶ Alternative Workforce
 - ▶ Group Affiliation
- ▼ Certifications
 - Certifications/Master Naturalist Certification Level
 - Certifications/Initial Certification

AND OR ()

	▲ ▼ X
AND	▲ ▼ X
(▲ ▼ X
Certifications/Master Naturalist Dues does not include 2017	▲ ▼ X
OR	▲ ▼ X
Certifications/Master Naturalist Dues does not include 2025	▲ ▼ X
)	▲ ▼ X

OK Cancel



Save your work. Scroll down to the bottom of the page and click the OK button.

New Filter

Filter Name: Dues Check

Description: Active Volunteers, does not include 2018 or 2025

☐ Make this filter available to all users of this account

[Close Requirements](#)


Choose a requirement to add below.

- ▶ Volunteer Fields
- ▼ Volunteer User Defined Fields
 - ▶ General
 - ▶ Background and Driver Check
 - ▶ Alternative Workforce
 - ▶ Group Affiliation
- ▼ Certifications
 - Certifications/Master Naturalist Certification Level
 - Certifications/Initial Certification

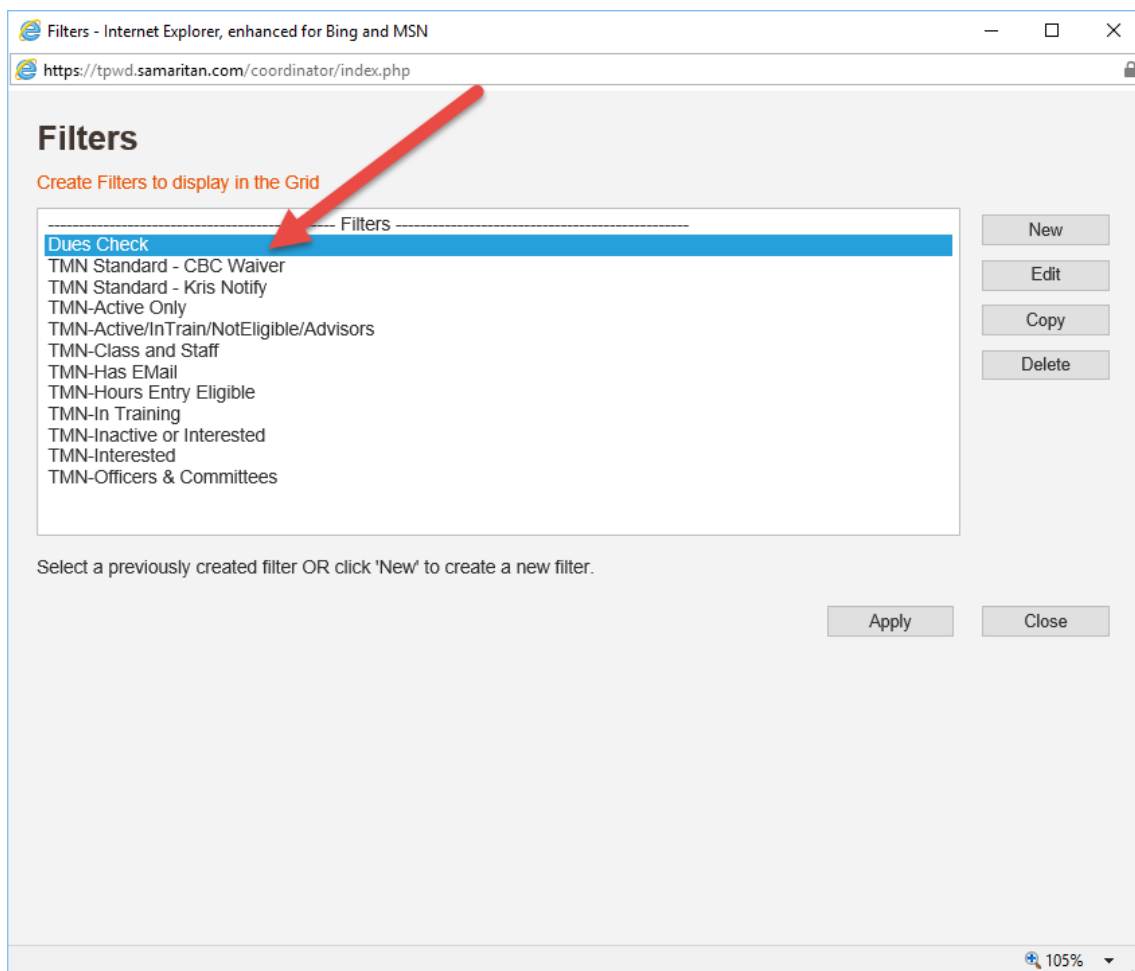
AND OR ()

	▲ ▼ X
AND	▲ ▼ X
(▲ ▼ X
Certifications/Master Naturalist Dues does not include 2017	▲ ▼ X
OR	▲ ▼ X
Certifications/Master Naturalist Dues does not include 2025	▲ ▼ X
)	▲ ▼ X

OK Cancel

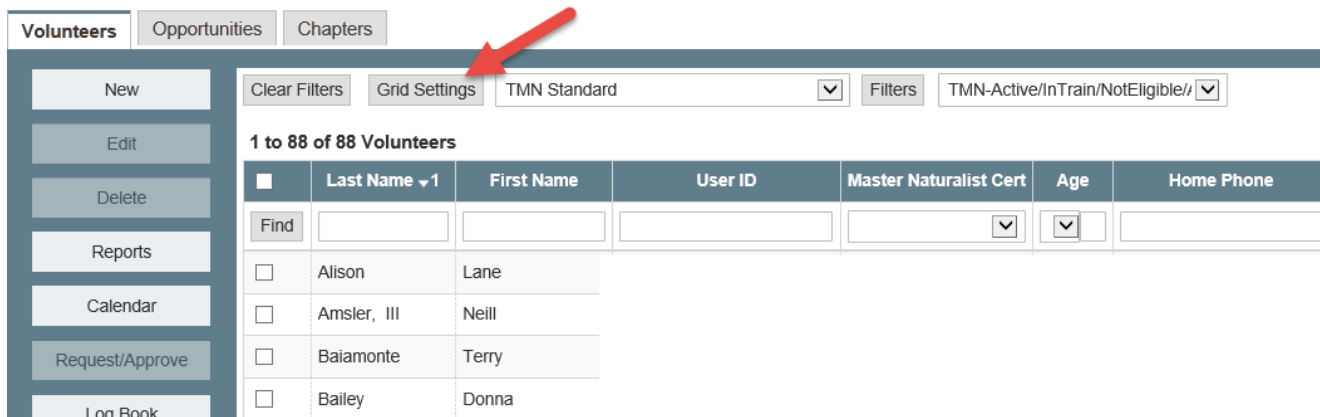


Now we have a new Filter. Click on the Close button to close the window.



When the Filters window closes we return to the Volunteer grid. Click the Grid Settings Button.

TPWD - Master Naturalist : Mid Coast



The Grid Settings for Volunteers window is shown.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☐ Volunteer
- ☐ Vol: Email Template Last Sent Date
- ☐ Vol: General*
- ☐ Vol: Background and Driver Check*
- ☐ Vol: Alternative Workforce*
- ☐ Vol: Group Affiliation*
- ☐ Vol: Certifications*
- ☐ Vol: Contact*
- ☐ Vol: TMN Recognition*
- ☐ Vol: TMN Officers/Committees*

* Indicates user defined fields.

Save As:
TMN Standard

☒ Make this saved grid available to all users of this account

Saved Grids List:
TMN Standard

Delete Open

Default Saved Grid At Login
Remember the last grid upon logout

Selected Columns:

Column Searches	Sort	Width
Last Name	-	99
First Name	-	108
User ID	-	162
Certifications/Master Naturalist Certificat	▼	135
Age	=	50
Home Phone	-	153
Cell Phone	-	153
Email Address	-	270
TMN Officers/Committees/TMN Officer L	▼	135
TMN Officers/Committees/TMN Committ	-	135
Certifications/Current Chapter*	-	135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort
- ☐ Currently selected folder
- ☒ Currently selected filter

Click To Select

TMN-Active/InTrain/Not

Filters

Move Up Move Down

Apply OK Cancel

Our focus is on dues for our new grid view. Begin by holding the Ctrl key on the keyboard and clicking the User ID, Age, TMN Officers/Committees/TMN Officer List, TMN Officers/Committees/ TMN Committee, Certifications/ Current Chapter, and Gender selected columns fields as shown below. Click on the << button to return these fields to the Available Columns list.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☐ Volunteer
- ☐ Vol: Email Template Last Sent Date
- ☐ Vol: General*
- ☐ Vol: Background and Driver Check*
- ☐ Vol: Alternative Workforce*
- ☐ Vol: Group Affiliation*
- ☐ Vol: Certifications*
- ☐ Vol: Contact*
- ☐ Vol: TMN Recognition*
- ☐ Vol: TMN Officers/Committees*

* Indicates user defined fields.

Save As:
TMN Standard

☒ Make this saved grid available to all users of this account

Saved Grids List:
TMN Standard

Delete Open

Default Saved Grid At Login
Remember the last grid upon logout

Selected Columns:

Column Searches	Sort	Width
First Name	-	108
User ID	-	162
Certifications/Master Naturalist Certificat	▼	135
Age	=	50
Home Phone	-	153
Cell Phone	-	153
Email Address	-	270
TMN Officers/Committees/TMN Officer L	▼	135
TMN Officers/Committees/TMN Committ	-	135
Certifications/Current Chapter*	-	135
Gender	▼	63

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Additional items to include as part of this saved grid:

- ☒ Column searches

Move Up Move Down

Now we have selected the columns that we want for our resulting grid with one exception, the Dues field. Expand the VOL: Certifications group in the Available Columns list.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- Volunteer
- Vol: Email Template Last Sent Date
- Vol: General*
- Vol: Background and Driver Check*
- Vol: Alternative Workforce*
- Vol: Group Affiliation*
- Vol: Certifications***
- Certifications/Master Naturalist Certification Level*
- Certifications/Initial Certification*
- Certifications/Master Naturalist Cert Date*
- Certifications/Master Naturalist Dues*
- Certifications/Master Naturalist Class*

Selected Columns:

Column Searches	Sort	Width
Last Name	—	99
First Name	—	108
Home Phone	—	153
Cell Phone	—	153
Email Address	—	270

* Indicates user defined fields.

Scroll down until you find the Certifications/Master Naturalist Dues field in the list. Click on it to highlight and then click the >> button to add it to the Selected Columns list.

Select Columns to display in the Grid

Available Columns:

- Vol: Alternative workforce
- Vol: Group Affiliation*
- Vol: Certifications***
- Certifications/Master Naturalist Certification Level*
- Certifications/Initial Certification*
- Certifications/Master Naturalist Cert Date*
- Certifications/Master Naturalist Dues***
- Certifications/Master Naturalist Class*
- Certifications/Master Naturalist Certification Comments*
- Certifications/Chapter Trained In*
- Certifications/Chapter Certified*
- Certifications/Current Chapter*

Selected Columns:

Column Searches	Sort	Width
Last Name	—	99
First Name	—	108
Home Phone	—	153
Cell Phone	—	153
Email Address	—	270

* Indicates user defined fields.

The Dues field is now in the Selected Columns List.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

<input checked="" type="checkbox"/> Vol. Alternative workforce
<input checked="" type="checkbox"/> Vol: Group Affiliation*
<input checked="" type="checkbox"/> Vol: Certifications*
Certifications/Master Naturalist Certification Level*
Certifications/Initial Certification*
Certifications/Master Naturalist Cert Date*
Certifications/Master Naturalist Dues*
Certifications/Master Naturalist Class*
Certifications/Master Naturalist Certification Comments*
Certifications/Chapter Trained In*
Certifications/Chapter Certified*
Certifications/Current Chapter*

* Indicates user defined fields.

Selected Columns:

Column Searches	Sort	Width
Last Name	—	99
First Name	—	108
Home Phone	—	153
Cell Phone	—	153
Email Address	—	270
Certifications/Master Naturalist Dues*	—	135

Click on the Currently Selected Folder checkbox and select your chapter from the Chapter dropdown list. Click on the Currently Selected Filter dropdown list and select the Filter that you saved previously. In this case we are using the Dues Check Filter.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☐ Vol: Alternative workforce
- ☒ Vol: Group Affiliation*
- ☒ Vol: Certifications*
 - Certifications/Master Naturalist Certification Level*
 - Certifications/Initial Certification*
 - Certifications/Master Naturalist Cert Date*
 - Certifications/Master Naturalist Dues***
 - Certifications/Master Naturalist Class*
 - Certifications/Master Naturalist Certification Comments*
 - Certifications/Chapter Trained In*
 - Certifications/Chapter Certified*
 - Certifications/Current Chapter*

>> <<

Selected Columns:

Column Searches	Sort	Width
Last Name	—	99
First Name	—	108
Home Phone	—	153
Cell Phone	—	153
Email Address	—	270
Certifications/Master Naturalist Dues*	—	135

* Indicates user defined fields.

Save As:

TMN Standard

☒ Make this saved grid available to all users of this account Save

Saved Grids List:

TMN Standard ▼

Delete Open

Default Saved Grid At Login

Remember the last grid upon logout ▼

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100 Move Up Move Down

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort
- ☒ Currently selected folder Mid Coast ▼
- ☒ Currently selected filter **Dues Check** ▼

Filters

Apply OK Cancel

Now we need to save the grid under a new name. Click in the Save As name text box and type a new name. Then click the save button.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- Vol: Alternative Workforce
- Vol: Group Affiliation*
- Vol: Certifications*
- Certifications/Master Naturalist Certification Level*
- Certifications/Initial Certification*
- Certifications/Master Naturalist Cert Date*
- Certifications/Master Naturalist Dues*
- Certifications/Master Naturalist Class*
- Certifications/Master Naturalist Certification Comments*
- Certifications/Chapter Trained In*
- Certifications/Chapter Certified*
- Certifications/Current Chapter*

* Indicates user defined fields.

Save As:

Dues Check

☐ Make this saved grid available to all users of this account

Saved Grids List:

TMN Standard

Default Saved Grid At Login

Remember the last grid upon logout

Selected Columns:

Column Searches	Sort	Width
Last Name	—	99
First Name	—	108
Home Phone	—	153
Cell Phone	—	153
Email Address	—	270
Certifications/Master Naturalist Dues*	—	135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort
- ☒ Currently selected folder: Mid Coast
- ☒ Currently selected filter: Dues Check

Buttons: Move Up, Move Down, Save, Delete, Open, Apply, OK, Cancel, Filters

This example is saved as Dues Check. Click the OK button to return to the Volunteer tab.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- Vol: Alternative Workforce
- Vol: Group Affiliation*
- Vol: Certifications*
- Certifications/Master Naturalist Certification Level*
- Certifications/Initial Certification*
- Certifications/Master Naturalist Cert Date*
- Certifications/Master Naturalist Dues*
- Certifications/Master Naturalist Class*
- Certifications/Master Naturalist Certification Comments*
- Certifications/Chapter Trained In*
- Certifications/Chapter Certified*
- Certifications/Current Chapter*

* Indicates user defined fields.

Save As:

Dues Check

☐ Make this saved grid available to all users of this account

Saved Grids List:

TMN Standard

Default Saved Grid At Login

Remember the last grid upon logout

Selected Columns:

Column Searches	Sort	Width
Last Name	—	99
First Name	—	108
Home Phone	—	153
Cell Phone	—	153
Email Address	—	270
Certifications/Master Naturalist Dues*	—	135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort
- ☒ Currently selected folder: Mid Coast
- ☒ Currently selected filter: Dues Check

Buttons: Move Up, Move Down, Save, Delete, Open, Apply, OK, Cancel, Filters

The resulting grid view is a list of our TMN-Active volunteers who have not paid their 2018 dues. Note that the Dues Check grid view and Dues Check Filter are being used.

TPWD - Master Naturalist : Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

Delete

Reports

Calendar

Request/Approve

Log Book

Email

Share

Automation

Add Hours

Newly shared records

Folder Manager

Clear Filters

Grid Settings

Dues Check

Filters

Dues Check

1 to 80 of 80 Volunteers

	Last Name ▼1	First Name	Home Phone	Cell Phone	Email Address	Master Naturalist Due
Find						
<input type="checkbox"/>	Alison	Lane				2018
<input type="checkbox"/>	Amsler, III	Neill				2018
<input type="checkbox"/>	Balamonte	Terry				2018
<input type="checkbox"/>	Bailey	Donna				2018
<input type="checkbox"/>	Barnhart	Claire				2018
<input type="checkbox"/>	Barton	Karen				2018
<input type="checkbox"/>	Benson	Karen				2018
<input type="checkbox"/>	Berger	Allan				2018
<input type="checkbox"/>	Boatman	Helen				2018
<input type="checkbox"/>	Bootzin	Rebecca				2018
<input type="checkbox"/>	Burge	William				2018
<input type="checkbox"/>	Burnett	Mike				2018
<input type="checkbox"/>	Burnett	Sam				2018

[Return to the Table of Contents](#)


Certifications, Volunteer Counts and Hours Reporting Percentages

Begin by logging into eCoordinator and choosing your chapter folder. In this example we're working with the Mid-Coast chapter. Select the Volunteer tab and select the TMN Standard grid view from the dropdown list.

Account

Tools

Report All



TPWD - Master Naturalist : Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

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Reports

Calendar

Request/Approve

Log Book

Email

Share

Automation

Add Hours

Newly shared records

Folder Manager

Clear Filters

Grid Settings

TMN Standard

Filters

TMN-Active/InTrain/NotEligible/

1 to 88 of 88 Volunteers

	Last Name ▼1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Balamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				
<input type="checkbox"/>	Bootzin	Rebecca				
<input type="checkbox"/>	Burge	William				

Select the TMN Standard grid view from the Grid View selection dropdown list. Select the TMN-Hours Entry Eligible Filter from the Filters dropdown list. The resulting grid shows the TMN-Active and TMN-InTraining volunteers excluding TMN-Inactive, TMN-Interested, and TMN-Not Eligible.



TPWD - Master Naturalist : Mid Coast

Volunteers | Opportunities | Chapters

New | Edit | Delete | Reports | Calendar | Request/Approve | Log Book

Clear Filters | Grid Settings | **TMN Standard** | Filters

1 to 88 of 88 Volunteers

	Last Name ▼ 1	First Name	User ID	Master Nat	Cell Phone
<input type="checkbox"/>	Alison	Lane			
<input type="checkbox"/>	Amsler, III	Neill			
<input type="checkbox"/>	Baiamonte	Terry			
<input type="checkbox"/>	Bailey	Donna			
<input type="checkbox"/>	Barnhart	Claire			

----- Filters -----
 Dues Check
 TMN Standard - CBC Waiver
 TMN Standard - Kris Notify
 TMN-Active Only
TMN-Active/InTrain/NotEligible/Advisors
 TMN-Class and Staff
 TMN-Has Email
 TMN-Hours Entry Eligible
 TMN-In Training
 TMN-Inactive or Interested
 TMN-Interested
 TMN-Officers & Committees

The Mid-Coast chapter has 85 volunteers who meet the Hours Entry Eligible criteria.

TPWD - Master Naturalist : Mid Coast

Volunteers | Opportunities | Chapters

New | Edit | Delete | Reports | Calendar | Request/Approve | Log Book | Email | Share | Automation | Add Hours | Newly shared records

Clear Filters | Grid Settings | Saved Grids List | Filters | **TMN-Hours Entry Eligible**

1 to 85 of 85 Volunteers

	Last Name ▼ 1	First Name	User ID	Master Naturalist Cert	Age	Home Phone	Cell Phone
<input type="checkbox"/>	Alison	Lane	midcoast-LAlison	TMN-Active	70		(361) 790-3103
<input type="checkbox"/>	Amsler, III	Neill	midcoast-namsler	TMN-Active	70	(361) 319-5252	(361) 319-5252
<input type="checkbox"/>	Baiamonte	Terry	midcoast-TBaiamonte	TMN-Active	116		(361) 935-2322
<input type="checkbox"/>	Bailey	Donna	midcoast-DBailey	TMN-Active	63	(361) 872-2264	(281) 908-0000
<input type="checkbox"/>	Barnhart	Claire	midcoast-CBarnhart	TMN-Active	64		(361) 542-0348
<input type="checkbox"/>	Barton	Karen	midcoast-KBarton	TMN-Active	67		(361) 649-9305
<input type="checkbox"/>	Benson	Karen	midcoast-KBenson	TMN-Active	70		(361) 350-9999
<input type="checkbox"/>	Berger	Allan	midcoast-aberger	TMN-Active	68		(713) 829-2852
<input type="checkbox"/>	Berger	Brigid	midcoast-bberger	TMN-Active	57		(713) 825-1929
<input type="checkbox"/>	Boatman	Helen	midcoast-HBoatman	TMN-Active	79		(361) 649-4908
<input type="checkbox"/>	Bootzin	Rebecca	midcoast-RBootzin	TMN-Active	64		(361) 676-2883
<input type="checkbox"/>	Burge	William	midcoast-bburge	TMN-Active	61		(713) 828-3823

Select All volunteers in Grid option.

TPWD - Master Naturalist : Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

Delete

Reports

Calendar

Request/Approve

All Volunteers in Grid

All Volunteers in Account

Share

Automation

Add Hours

Newly shared records

Clear Filters

Grid Settings

----- Saved Grids List -----

Filters

TMN-Hours Entry I

1 to 85 of 85 Volunteers

	Last Name ▼1	First Name	User ID	Master Naturalist Cert	Age
Find					
<input checked="" type="checkbox"/>	Alison	Lane			
<input type="checkbox"/>	Amsler, III	Neill			
<input type="checkbox"/>	Baiamonte	Terry			
<input type="checkbox"/>	Calley	Donna			
<input type="checkbox"/>	Barnhart	Claire			
<input type="checkbox"/>	Barton	Karen			
<input type="checkbox"/>	Benson	Karen			
<input type="checkbox"/>	Berger	Allan			
<input type="checkbox"/>	Berger	Brigid			
<input type="checkbox"/>	Boatman	Helen			
<input type="checkbox"/>	Bootzin	Rebecca			
<input type="checkbox"/>	Burge	William			

Note: Approve all hours before checking certifications and milestones.

The eCoordinator Log Book System window is displayed. Check that you have All Log Book entries selected. Check the date range. In this example we are checking for certifications in 2018. The date range has been set to January 1, 2018 through December 31, 2018. Click the Apply button to apply the settings to the grid.

Log Book System

Specific Date Range Start Date: Jan 1 2018 End Date: Dec 31 2018 Apply Reset

All log book entries Applies to: Start Date Summary mode: Summarize by: Volunteer Name

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New Show All Refresh Grid Settings Saved Grids Filters Filters

1 to 69 of 69 Rows

	Volunteer Name	Opportunity Title	Start Da	TMN Ho	AT Hour	TMN Init	Approval Status	Admin Activit	Approved By
<input type="checkbox"/>	Berger, Brigid	15 Opportunities	N/A	589.5	53		Not Yet Approved:6, Yes	Board/Committ	N/A
<input type="checkbox"/>	Garland, Patricia	13 Opportunities	N/A	488.75	24		Not Yet Approved:4, Yes	Board/Committ	N/A
<input type="checkbox"/>	Kirkwood, Raymond	17 Opportunities	N/A	479.25	33.25		Yes Approved:88	Board/Committ	N/A
<input type="checkbox"/>	Kirkwood, Kris	15 Opportunities	N/A	468.5	16.75		Yes Approved:187	Board/Committ	N/A
<input type="checkbox"/>	Shirey, Linda	11 Opportunities	N/A	310.5	15.5		Not Yet Approved:1, Yes	Board/Committ	N/A
<input type="checkbox"/>	Burge, William	10 Opportunities	N/A	294.25	23.75		Not Yet Approved:2, Yes	Board/Committ	N/A
<input type="checkbox"/>	Friedrichs, Bob	10 Opportunities	N/A	272	14.5		Yes Approved:47	Chapter Meetir	N/A
<input type="checkbox"/>	Ortego, Dora	9 Opportunities	N/A	255	21		Not Yet Approved:7, Yes	Chapter Meetir	N/A
<input type="checkbox"/>	Price, Janet	13 Opportunities	N/A	236.75	17.75		Not Yet Approved:2, Yes	Board/Committ	N/A

Click the Show All button and then select TMN Standard-Awards & Recertification from the Grid View dropdown list. Note: Selecting this

Log Book System

Specific Date Range Start Date: Jan 1 2018 End Date: Dec 31 2018 Apply Reset

All log book entries Applies to: Start Date Summary mode: Summarize by: Volunteer Name

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New Show All Refresh Grid Settings TMN Standard-Awards & Recertification Filters TMN-Vol Hours Approved

1 to 69 of 69 Rows

	Volunteer Name	TMN Hours	AT Hours	Master Naturalist Clas	Initial Certificati	Master Naturalis	250 TMN Hours Awarc	250 Hrs Awar
<input type="checkbox"/>	Bailey, Donna		4	2010	08/01/2012	06/02/2017	Yes	06/02/2017
<input type="checkbox"/>	Rios, Adrian			2018				
<input type="checkbox"/>	Nichols, Dianne		4.25	2012	01/01/2012	11/12/2016	Yes	12/31/2013
<input type="checkbox"/>	Crocker, Jeanne			2018				
<input type="checkbox"/>	Keene, Gay			2018				
<input type="checkbox"/>	Rios, Gloria		3	2018				
<input type="checkbox"/>	Wilson, Phoebe	5	14	2018				
<input type="checkbox"/>	Dorn, Claudia	6	11	2011	01/01/2011	12/31/2017	Yes	12/31/2013
<input type="checkbox"/>	Hejducek, Julie	9.25	7.25	2018				

Now we are looking at all volunteers who report hours in 2018 with TMN Hours summarized and sorted in descending order. **Note: this will not include hours from volunteers who transferred to another chapter.** The light blue background signifies that the grid is in summary mode. Sixty-nine volunteers have reported hours in 2018 (number of rows). So 81% of the Mid-Coast hours entry eligible reported some hours in 2018 (69 volunteers reporting hours divided by 85 hours entry eligible volunteers from the row count of the Volunteer tab equals 81% reporting hours for 2018).

Log Book System

Specific Date Range

Start Date:

Jan

1

2018

End Date:

Dec

31

2018

Applies to:

Start Date

Summary mode

Summarize by:

Volunteer Name

All log book entries

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New

Show All

Refresh

Grid Settings

TMN Standard-Awards & Recertificati

Filters

TMN-Vol Hours Approved

Details

1 to 69 of 69 Rows

	Volunteer Name	TMN Hours	AT Hours	Master Naturalist Clas	Initial Certificati	Master Naturalis	250 TMN Hours Award	250 Hrs Award
Find		=	=		=	=		=
<input type="checkbox"/>	Bailey, Donna		4	2010	08/01/2012	06/02/2017	Yes	06/02/2017
<input type="checkbox"/>	Rios, Adrian			2018				
<input type="checkbox"/>	Nichols, Dianne		4.25	2012	01/01/2012	11/12/2016	Yes	12/31/2013
<input type="checkbox"/>	Crocker, Jeanne			2018				
<input type="checkbox"/>	Keene, Gay			2018				
<input type="checkbox"/>	Rios, Gloria		3	2018				
<input type="checkbox"/>	Wilson, Phoebe	5	14	2018				
<input type="checkbox"/>	Dorn, Claudia	6	11	2011	01/01/2011	12/31/2017	Yes	12/31/2013
<input type="checkbox"/>	Hejducek, Julie	9.25	7.25	2018				

Click on the = dropdown list on the left side of the TMN Hours Find grid row. Select >=.

Log Book System

Specific Date Range

Start Date:

Jan

1

2018

End Date:

Dec

31

2018

Applies to:

Start Date

Summary mode

Summarize by:

Volunteer Name

All log book entries

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New

Show All

Refresh

Grid Settings

----- Saved Grids -----

Filters

TMN-Vol Hours Approved

Details

1 to 69 of 69 Rows

	Volunteer Name	TMN Hours	AT Hours	Master Naturalist Clas	Initial Certificati	Master Naturalis	250
Find		=	=		=	=	
<input type="checkbox"/>	Bailey, Donna		4	2010	08/01/2012	06/02/2017	
<input type="checkbox"/>	Rios, Adrian			2018			
<input type="checkbox"/>	Nichols, Dianne		4.25	2012	01/01/2012	11/12/2016	
<input type="checkbox"/>	Crocker, Jeanne			2018			
<input type="checkbox"/>	Keene, Gay			2018			
<input type="checkbox"/>	Rios, Gloria		3	2018			
<input type="checkbox"/>	Wilson, Phoebe	5	14	2018			
<input type="checkbox"/>	Dorn, Claudia	6	11	2011	01/01/2011	12/31/2017	

Enter 40 in the right side. Select the >= from the dropdown list under AT Hours and enter 8 in the text box. Click the Find button. Our list now shows only those volunteers who had greater or equal to 40 hours of service and greater than or equal to 8 hours of advanced training hours in 2018. With the current hours eligible count of 85, the Mid-Coast chapter had 69% of volunteers who certified in 2018. (34 certified rows in the grid divided by 85 hours entry eligible from the row count of the volunteer tab= 40% certified for 2018). This is a low average for the Mid-Coast chapter. Hurricane Harvey had an effect on volunteering and reporting.

Log Book System

Specific Date Range

Start Date:

Jan

1

2018

Apply

End Date:

Dec

31

2018

Reset

Summary mode

Summarize by:

Volunteer Name

All log book entries

Applies to:

Start Date

Reset

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New

Show All

Refresh

Grid Settings

Saved Grids

Filters

TMN-Vol Hours Approved

1 to 34 of 34 Rows

Check the Master Naturalist Cert Date column to see which volunteer profiles you need to update. **Tip: Use automation to update these as a group instead of having to update each volunteer profile.**

Log Book System

Specific Date Range

Start Date:

Jan

1

2018

Apply

End Date:

Dec

31

2018

Reset

Summary mode

Summarize by:

Volunteer Name

All log book entries

Applies to:

Start Date

Reset

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New

Show All

Refresh

Grid Settings

Saved Grids

Filters

TMN-Vol Hours Approved

1 to 34 of 34 Rows

In summary the Mid-Coast chapter had:

85 volunteers who met the hours entry eligible criteria (current year)

69 volunteers who reported hours in 2018

69 reporting hours divided by 85 hours entry eligible equals 81% reporting hours for 2018

34 Volunteers who certified


34 volunteers who certified divided by 85 hours entry eligible volunteers equals 40% certified for 2018

[Return to the Table of Contents](#)

Milestones

Begin by logging into eCoordinator and choosing your chapter folder. In this example we're working with the Mid-Coast chapter. Select the Volunteer tab and select the TMN Standard grid view from the dropdown list.

Account Tools Report All



TPWD - Master Naturalist **Mid Coast**

Volunteers Opportunities Chapters

New
Edit
Delete
Reports
Calendar
Request/Approve
Log Book
Email
Share
Automation
Add Hours
Newly shared records
Folder Manager

Clear Filters Grid Settings **TMN Standard** Filters TMN-Active/InTrain/NotEligible/

1 to 88 of 88 Volunteers

	Last Name ▼ 1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Balamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				
<input type="checkbox"/>	Bootzin	Rebecca				
<input type="checkbox"/>	Burge	William				

Select the TMN Standard grid view from the Grid View selection dropdown list. Select the TMN-Hours Entry Eligible Filter from the Filters dropdown list. The resulting grid shows the TMN-Active and TMN-InTraining volunteers excluding TMN-Inactive, TMN-Interested, and TMN-Not Eligible.



TPWD - Master Naturalist : Mid Coast

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book

Clear Filters Grid Settings **TMN Standard** Filters

1 to 88 of 88 Volunteers

	Last Name ▼ 1	First Name	User ID	Master Nat	Cell Phone
<input type="checkbox"/>	Alison	Lane			
<input type="checkbox"/>	Amsler, III	Neill			
<input type="checkbox"/>	Baiamonte	Terry			
<input type="checkbox"/>	Bailey	Donna			
<input type="checkbox"/>	Barnhart	Claire			

Filters: Dues Check, TMN Standard - CBC Waiver, TMN Standard - Kris Notify, TMN-Active Only, **TMN-Active/InTrain/NotEligible/Advisors**, TMN-Class and Staff, TMN-Has Email, **TMN-Hours Entry Eligible**, TMN-In Training, TMN-Inactive or Interested, TMN-Interested, TMN-Officers & Committees

The Mid-Coast chapter has 85 volunteers who meet the Hours Entry Eligible criteria. Make a note of this number for your volunteers reporting calculation later. Select the Log Book Button.

TPWD - Master Naturalist : Mid Coast

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book Email Share Automation Add Hours Newly shared records

Clear Filters Grid Settings Saved Grids List Filters **TMN-Hours Entry Eligible**

1 to 85 of 85 Volunteers

	Last Name ▼ 1	First Name	User ID	Master Naturalist Cert	Age	Home Phone	Cell Phone
<input type="checkbox"/>	Alison	Lane	midcoast-LAlison	TMN-Active	70		(361) 790-3103
<input type="checkbox"/>	Amsler, III	Neill	midcoast-namsler	TMN-Active	70	(361) 319-5252	(361) 319-5252
<input type="checkbox"/>	Baiamonte	Terry	midcoast-TBaiamonte	TMN-Active	116		(361) 935-2322
<input type="checkbox"/>	Bailey	Donna	midcoast-DBailey	TMN-Active	63	(361) 872-2264	(281) 908-0000
<input type="checkbox"/>	Barnhart	Claire	midcoast-CBarnhart	TMN-Active	64		(361) 542-0348
<input type="checkbox"/>	Barton	Karen	midcoast-KBarton	TMN-Active	67		(361) 649-9305
<input type="checkbox"/>	Benson	Karen	midcoast-KBenson	TMN-Active	70		(361) 350-9999
<input type="checkbox"/>	Berger	Allan	midcoast-aberger	TMN-Active	68		(713) 829-2852
<input type="checkbox"/>	Berger	Brigid	midcoast-bberger	TMN-Active	57		(713) 825-1929
<input type="checkbox"/>	Boatman	Helen	midcoast-HBoatman	TMN-Active	79		(361) 649-4908
<input type="checkbox"/>	Bootzin	Rebecca	midcoast-RBootzin	TMN-Active	64		(361) 676-2883
<input type="checkbox"/>	Burge	William	midcoast-bburge	TMN-Active	61		(713) 828-3823

Select All volunteers in Grid option.

TPWD - Master Naturalist : Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

Delete

Reports

Calendar

Request/Approve

All Volunteers in Grid

All Volunteers in Account

Share

Automation

Add Hours

Newly shared records

Clear Filters

Grid Settings

----- Saved Grids List -----

Filters

TMN-Hours Entry I

1 to 85 of 85 Volunteers

	Last Name ▾1	First Name	User ID	Master Naturalist Cert	Age
Find					
<input checked="" type="checkbox"/>	Alison	Lane			
<input type="checkbox"/>	Amsler, III	Neill			
<input type="checkbox"/>	Baiamonte	Terry			
<input type="checkbox"/>	Calley	Donna			
<input type="checkbox"/>	Barnhart	Claire			
<input type="checkbox"/>	Barton	Karen			
<input type="checkbox"/>	Benson	Karen			
<input type="checkbox"/>	Berger	Allan			
<input type="checkbox"/>	Berger	Brigid			
<input type="checkbox"/>	Boatman	Helen			
<input type="checkbox"/>	Bootzin	Rebecca			
<input type="checkbox"/>	Burge	William			

Note: Approve all hours before checking certifications and milestones.

The eCoordinator Log Book System window is displayed. Check that All Log Book entries are selected. Select Relative date range. In this example we are checking for milestones. Choose All Time from the Period dropdown list. Click the Apply button to apply these settings to the grid.

Log Book System

Relative Date Range: Period: All Time Summary mode:

All log book entries Applies to: Start Date Reset

Summary by: Volunteer Name

New Show All Refresh Grid Settings TMN Standard Filters TMN-Vol Hours Approved

Details 1 to 69 of 69 Rows

	Volunteer Name	Opportunity Title	Start Da	TMN Ho	AT Hour	TMN Init	Approval Status	Admin Activit	Approved By
Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Kirkwood, Raymond	34 Opportunities	N/A	11487.4	589.25	Yes Approved:384	Board/Committ	N/A	
<input type="checkbox"/>	Kirkwood, Kris	33 Opportunities	N/A	10158.7	516.5	Yes Approved:766	Board/Committ	N/A	
<input type="checkbox"/>	Berger, Brigid	26 Opportunities	N/A	5196	396.75	Yes Approved:520	Board/Committ	N/A	
<input type="checkbox"/>	Smudy, Ron	16 Opportunities	N/A	4065.4	99.5	Yes Approved:156	Board/Committ	N/A	
<input type="checkbox"/>	Berger, Allan	24 Opportunities	N/A	3677	347.75	Yes Approved:149	Chapter Meetir	N/A	
<input type="checkbox"/>	Burnett, Mike	4 Opportunities	N/A	3524.5	189.75	Yes Approved:66		N/A	
<input type="checkbox"/>	Threatt, Barbara	12 Opportunities	N/A	3380.75	204	Yes Approved:89	Chapter Meetir	N/A	

Select the TMN Standard-Awards 00250 Hours grid view.

Log Book System

Relative Date Range: Period: All Time Summary mode:

All log book entries Applies to: Start Date Reset

Summary by: Volunteer Name

New Show All Refresh Grid Settings **Saved Grids** Filters TMN-Vol Hours Approved

Details 1 to 20 of 20 Rows

	Volunteer Name	TMN Hours	Hours Award	Initial Certificati	Master Naturalist Clas
Find	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Alison, Lane	389.5	Yes	01/01/2007	2006
<input type="checkbox"/>	Bailey, Donna	407	Yes	08/01/2012	2010
<input type="checkbox"/>	Barton, Karen	307	Yes	10/02/2014	2014
<input type="checkbox"/>	Burge, William	352.25	Yes	12/31/2017	2017
<input type="checkbox"/>	Carney, Carroll	391.25	Yes	01/01/2006	2004
<input type="checkbox"/>	Clark, Laura	456	Yes	08/01/2014	2014
<input type="checkbox"/>	Cunningham, Robert	320.75	Yes	06/03/2017	2017
<input type="checkbox"/>	Eggert, Marie	264	Yes	12/31/2013	2013
<input type="checkbox"/>	Frank, Linda	418.75	Yes	01/01/2012	2012
<input type="checkbox"/>	Harlan, Greg	440.25	Yes	01/01/2002	2002
<input type="checkbox"/>	Hartigan, Patrick	421	Yes	12/31/2013	2013
<input type="checkbox"/>	Hudson, Beth	261.25		11/14/2016	2016

We are now looking at volunteers with cumulative service hours ≥ 250 but less than 500. Look for anyone who has an empty date in the 250 Hrs Award Date column.

Log Book System - Internet Explorer, enhanced for Bing and MSN
 https://tpwd.samaritan.com/coordinator/index.php

Log Book System

Relative Date Range Period: All Time
 All log book entries Applies to: Start Date

Summary mode Summarize by: Volunteer Name
 New Show All Refresh Grid Settings TMN Standard-Awards 00250 Hours TMN-Vol Hours Approved

1 to 20 of 20 Rows

	Volunteer Name ▼1	TMN Hours	AT Hours	250 Hrs Award Date	250 TMN Hours Awarded	Initial Certification	Master Naturalist Class
<input type="checkbox"/>	Alison, Lane	389.5	68.5	01/04/2011	Yes	01/01/2007	2006
<input type="checkbox"/>	Bailey, Donna	407	82.5	06/02/2017	Yes	08/01/2012	2010
<input type="checkbox"/>	Barton, Karen	307	63	07/01/2017	Yes	10/02/2014	2014
<input type="checkbox"/>	Burge, William	352.25	46.5	08/04/2018	Yes	12/31/2017	2017
<input type="checkbox"/>	Carney, Carroll	391.25	111.5	01/04/2008	Yes	01/01/2006	2004
<input type="checkbox"/>	Clark, Laura	456	181.5	05/15/2016	Yes	08/01/2014	2014
<input type="checkbox"/>	Cunningham, Robert	320.75	77.5	05/31/2018	Yes	06/03/2017	2017
<input type="checkbox"/>	Eggert, Marie	264	28	11/12/2016	Yes	12/31/2013	2013
<input type="checkbox"/>	Frank, Linda	418.75	120	08/01/2014	Yes	01/01/2012	2012
<input type="checkbox"/>	Harlan, Greg	440.25	60	10/31/2014	Yes	01/01/2002	2002
<input type="checkbox"/>	Hartigan, Patrick	421	134.75	02/01/2016	Yes	12/31/2013	2013
<input type="checkbox"/>	Hudson, Beth	261.25	65.75			11/14/2016	2016
<input type="checkbox"/>	Koenig, Catherine	485.75	158	04/04/2017	Yes	11/03/2015	2015
<input type="checkbox"/>	Konarik, Melanie	278.25	143.5	09/30/2018	Yes	07/01/2015	2015
<input type="checkbox"/>	Mathis, Barbara	492.25	143.5	04/04/2017	Yes	06/03/2015	2015
<input type="checkbox"/>	Odgers, Dawn	400	25	04/04/2018	No	06/03/2017	2017

Check each of the milestone levels in the grid view dropdown list 20000, 15000, 10000, 5000, 4000, 2500, 1000, 500, and 250 and then their corresponding Awarded Date and Hours Award (Yes/No) columns to see if the volunteer profiles have been updated.


Tip: Check the ones that require updating and run a Logbook Data Grid Report. Exporting the data will give you a list of volunteers to update.


[Return to the Table of Contents](#)

Interests

Often a chapter is looking for volunteers with a particular skillset. Checking volunteer Work History and Experience could be just the answer. Begin by logging into eCoordinator and choosing your chapter folder. In this example we're working with the Mid-Coast chapter.

Account Tools Report All



TPWD - Master Naturalist  Mid Coast

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book Email Share Automation Add Hours Newly shared records Folder Manager

Clear Filters Grid Settings **TMN Standard** Filters TMN-Active/InTrain/NotEligible/

1 to 88 of 88 Volunteers

	Last Name ▾1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Baiamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				
<input type="checkbox"/>	Bootzin	Rebecca				
<input type="checkbox"/>	Burge	William				

Select the TMN Standard grid view from the dropdown list. Click on the Grid Settings button.

TPWD - Master Naturalist : Mid Coast

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book Email

Clear Filters **Grid Settings** **TMN Standard** Filters TMN-Active/InTrain/NotEligible/

1 to 88 of 88 Volunteers

	Last Name ▾1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane	midcoast-LAlison	TMN-Active	70	
<input type="checkbox"/>	Amsler, III	Neill	midcoast-namsler	TMN-Active	70	(361) 319-5252
<input type="checkbox"/>	Baiamonte	Terry	midcoast-TBaiamonte	TMN-Active	116	
<input type="checkbox"/>	Bailey	Donna	midcoast-DBailey	TMN-Active	63	(361) 872-2264
<input type="checkbox"/>	Barnhart	Claire	midcoast-CBarnhart	TMN-Active	64	
<input type="checkbox"/>	Barron	Trey	midcoast-tbarron	TMN-Advisor	116	(361) 576-0022

The Grid Settings for Volunteers window is shown. Expand the Vol: General field list and click on General/ Work History/ Experience. Click the >> button to move it to the Selected Columns list.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☒ Volunteer
- ☒ Vol: Email Template Last Sent Date
- ☒ Vol: General*
 - General/Nickname*
 - General/Co-resident*
 - General/Are you a TPWD Employee?*
 - General/Work Status*
 - General/Work History/Experience***
 - General/Reference Information*
 - General/Licensure/Certifications/Skills*
- ☒ Vol: Background and Driver Check*
- ☒ Vol: Alternative Workforce*

* Indicates user defined fields.

Save As:
TMN Standard

Selected Columns:

	Column Searches	Sort	Width
Last Name		—	99
First Name		—	108
User ID		—	162
Certifications/Master Naturalist Certificati		▼	135
Age	=	▼	50
Home Phone		—	153
Cell Phone		—	153
Email Address		—	270
TMN Officers/Committees/TMN Officer L		▼	135
TMN Officers/Committees/TMN Committ		—	135
Certifications/Current Chapter*		—	135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Move Up
Move Down

Position it to the third column position by selecting it and then click the Move Up button.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☒ Volunteer
- ☒ Vol: Email Template Last Sent Date
- ☒ Vol: General*
 - General/Nickname*
 - General/Co-resident*
 - General/Are you a TPWD Employee?*
 - General/Work Status*
 - General/Work History/Experience***
 - General/Reference Information*
 - General/Licensure/Certifications/Skills*
- ☒ Vol: Background and Driver Check*
- ☒ Vol: Alternative Workforce*

* Indicates user defined fields.

Save As:
TMN Standard

☒ Make this saved grid available to all users of this account

Selected Columns:

	Column Searches	Sort	Width
Last Name		—	99
First Name		—	108
General/Work History/Experience*		—	135
User ID		—	162
Certifications/Master Naturalist Certificati		▼	135
Age	=	▼	50
Home Phone		—	153
Cell Phone		—	153
Email Address		—	270
TMN Officers/Committees/TMN Officer L		▼	135
TMN Officers/Committees/TMN Committ		—	135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Move Up
Move Down

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort

Type a name for the new grid setting and click on the Save button. Click OK to return to the Volunteer tab using the new grid view.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☒ Volunteer
- ☒ Vol: Email Template Last Sent Date
- ☒ Vol: General*
- ☒ Vol: Background and Driver Check*
- ☒ Vol: Alternative Workforce*
- ☒ Vol: Group Affiliation*
- ☒ Vol: Certifications*
- ☒ Vol: Contact*
- ☒ Vol: TMN Recognition*
- ☒ Vol: TMN Officers/Committees*

* Indicates user defined fields.

Save As:
Volunteer Work History and Experience

☐ Make this saved grid available to all users of this account

Saved Grids List:
Volunteer Work History and Experience

Default Saved Grid At Login:
Remember the last grid upon logout

Selected Columns:

Column Searches	Sort	Width
Last Name	-	99
First Name	-	108
General/Work History/Experience*	-	135
User ID	-	162
Certifications/Master Naturalist Certificati	▼	135
Age	=	50
Home Phone	-	153
Cell Phone	-	153
Email Address	-	270
TMN Officers/Committees/TMN Officer L	▼	135
TMN Officers/Committees/TMN Committ	-	135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort
- ☐ Currently selected folder
- ☒ Currently selected filter

Filters: TMN-Active/InTrain/Not

Buttons: Save, Apply, OK, Cancel, Move Up, Move Down, Delete, Open

Using our new grid view, Work History/ Experience has now been added in the third column position in the grid. Review the Work History/ Experience column to see if the skillset you need is listed.

TPWD - Master Naturalist : All Data

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book Email Share Automation Add Hours Newly shared records

Clear Filters Grid Settings Volunteer Work History and Experience Filters TMN-Active/InTrain/NotEligible//

1 to 100 of 5226 Volunteers Page 1 of 53

	Last Name	First Name	Work History/Experier	User ID	Master Naturalist Cert	Age	Ho
<input type="checkbox"/>	Abbott	Shelly	2013 - present: Homes				
<input type="checkbox"/>	Abbott	Thomas	Project Management, C				
<input type="checkbox"/>	Abel	Harriet	High School Physics an				
<input type="checkbox"/>	Abernathy	Ann	Auditor				
<input type="checkbox"/>	Abernathy	Sue					
<input type="checkbox"/>	Abernethy	Susan	CPA				
<input type="checkbox"/>	Abrahams	Petrine	Landscape Designer				
<input type="checkbox"/>	Abreu	James	Owned a motorcycle de				
<input type="checkbox"/>	Abright	William	Most Recent = Psychot				
<input type="checkbox"/>	Ackerman	Benjamin					
<input type="checkbox"/>	Ackerman	Judy	Army				

[Return to the Table of Contents](#)

Class Listing

Begin by logging into eCoordinator and selecting your chapter folder. In this example we're working in the Mid-Coast folder and we want a listing of the volunteers in the 2016 class.

Select the TMN Standard – Chapter Member Summary grid view from the Grid View selection dropdown box.

TPWD - Master Naturalist : Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

Delete

Reports

Calendar

Request/Approve

Log Book

Email


Share

Automation


Add Hours

Clear Filters


Grid Settings

TMN Standard-Chapter Member Summa 

Filters

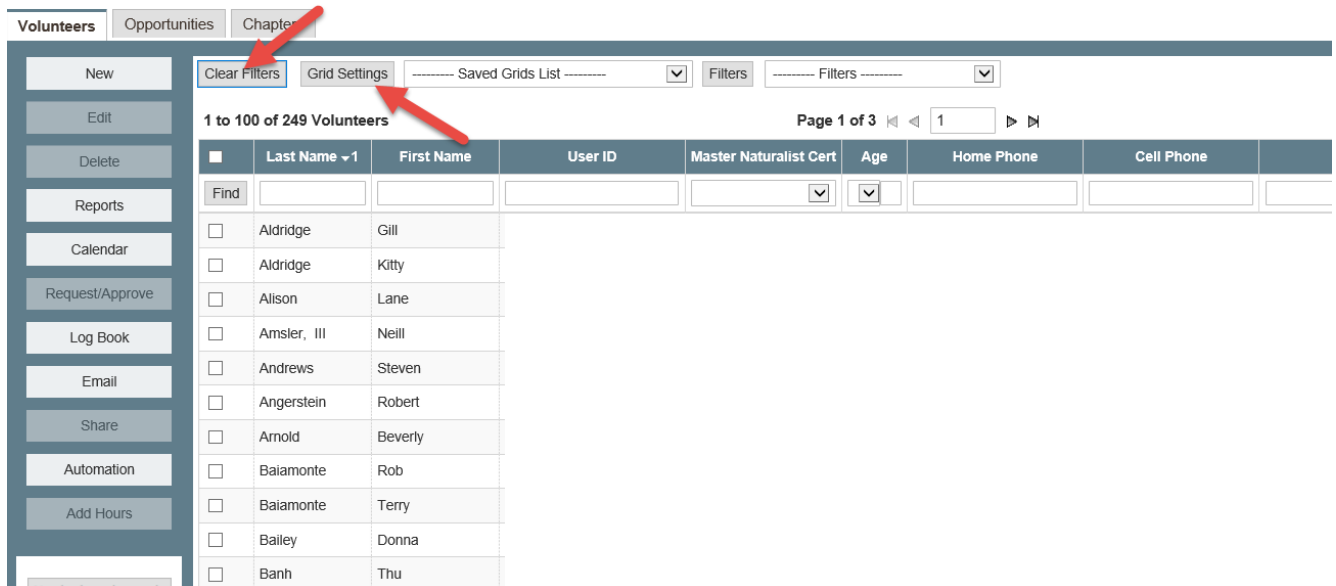
TMN-Active/InTrain/NotEligible/ 

1 to 88 of 88 Volunteers

	Last Name  1	First Name	User ID	Home Phone	Cell Phone	Email Address
Find						
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Baiamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				

Since some of the 2016 class may no longer be active we need to include them in the grid. Do this by selecting the Clear Filters button. Now the grid has all of the chapter's historical volunteers who have not transferred out of the chapter. Click the Grid Settings button.

TPWD - Master Naturalist : Mid Coast



Volunteers Opportunities Chapter

New Edit Delete Reports Calendar Request/Approve Log Book Email Share Automation Add Hours

Clear Filters Grid Settings Saved Grids List Filters Filters

1 to 100 of 249 Volunteers Page 1 of 3

	Last Name	First Name	User ID	Master Naturalist Cert	Age	Home Phone	Cell Phone
<input type="checkbox"/>	Aldridge	Gill					
<input type="checkbox"/>	Aldridge	Kitty					
<input type="checkbox"/>	Alison	Lane					
<input type="checkbox"/>	Amsler, III	Neill					
<input type="checkbox"/>	Andrews	Steven					
<input type="checkbox"/>	Angerstein	Robert					
<input type="checkbox"/>	Arnold	Beverly					
<input type="checkbox"/>	Balamonte	Rob					
<input type="checkbox"/>	Balamonte	Terry					
<input type="checkbox"/>	Bailey	Donna					
<input type="checkbox"/>	Banh	Thu					

The Grid Settings for Volunteers is shown. Scroll down the Selected Columns list and find the Certifications/ Master Naturalist Class column. Type 2016 in the text box to the right of the class field. Click on the Apply button. This applies the view to the Volunteer tab. Since this will be a temporary view, click the Cancel button to return to the Volunteer tab.

Grid Settings For Volunteers

Select Columns to display in the Grid

Available Columns:

- ☒ Volunteer
- ☒ Vol: Email Template Last Sent Date
- ☒ Vol: General*
- ☒ Vol: Background and Driver Check*
- ☒ Vol: Alternative Workforce*
- ☒ Vol: Group Affiliation*
- ☒ Vol: Certifications*
- ☒ Vol: Contact*
- ☒ Vol: TMN Recognition*
- ☒ Vol: TMN Officers/Committees*

* Indicates user defined fields.

Selected Columns:

Column Searches	Sort	Width
Cell Phone	-	108
Email Address	-	270
Street Address 1	-	180
City	-	99
Zip	-	54
Age	=	50
Certifications/Master Naturalist Certificat		135
Certifications/Master Naturalist Dues*		135
Certifications/Master Naturalist Class*	2016	135
Certifications/Initial Certification*	=	99
Certifications/Chapter Certified*		135

The top to bottom order of the fields above matches the left to right order of the columns on the grid.

Number of records per page: 100

Additional items to include as part of this saved grid:

- ☒ Column searches
- ☒ Current column sort
- ☐ Currently selected folder
- ☒ Currently selected filter

Save As: TMN Standard-Chapter Member Summary

☒ Make this saved grid available to all users of this account

Saved Grids List: TMN Standard-Chapter Member Summary

Default Saved Grid At Login: Remember the last grid upon logout

Apply OK Cancel

When the Volunteer tab is shown again the 2016 class are the only volunteers in the list.

TPWD - Master Naturalist : Mid Coast

New

Edit

Delete

Reports

Calendar

Request/Approve

Log Book

Email

Share

Automation

Add Hours

Newly shared records

Folder Manager

All Data

My Data (3)

Inbox (18)

Archive

Clear Filters

Grid Settings

----- Saved Grids List -----

Filters

TMN-Active/InTrain/NotEligible/

1 to 12 of 12 Volunteers

	Last Name v1	First Name	User ID	Home Phone	Cell Phone	Email Address	Street Address 1
Find							
<input type="checkbox"/>	Amsler, III	Neill					
<input type="checkbox"/>	Burge	William					
<input type="checkbox"/>	Cunningham	Robert					
<input type="checkbox"/>	DeVries	Lisa					
<input type="checkbox"/>	Guilbeaux	Scott					
<input type="checkbox"/>	Kleypas	Jynatha					
<input type="checkbox"/>	Ortego	Dora					
<input type="checkbox"/>	Savage	Robyn					
<input type="checkbox"/>	Spurrell	Nelida					
<input type="checkbox"/>	Stapleton	Phil					
<input type="checkbox"/>	Stapleton	Rebecca					
<input type="checkbox"/>	Sterne	Martha					

[Return to the Table of Contents](#)


Emailing Volunteer Milestones and Certification Progress


Begin by logging into eCoordinator and choosing your chapter folder. In this example we're working with the Mid-Coast chapter. Select the Volunteer tab and select the TMN Standard grid view from the dropdown list.

Account

Tools

Report All



TPWD - Master Naturalist :  Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

Delete

Reports

Calendar

Request/Approve

Log Book

Email

Share

Automation

Add Hours

Newly shared records

Folder Manager

Clear Filters

Grid Settings

TMN Standard

Filters

TMN-Active/InTrain/NotEligible/

1 to 88 of 88 Volunteers

	Last Name v1	First Name	User ID	Master Naturalist Cert	Age	Home Phone
Find						
<input type="checkbox"/>	Alison	Lane				
<input type="checkbox"/>	Amsler, III	Neill				
<input type="checkbox"/>	Balamonte	Terry				
<input type="checkbox"/>	Bailey	Donna				
<input type="checkbox"/>	Barnhart	Claire				
<input type="checkbox"/>	Barron	Trey				
<input type="checkbox"/>	Barton	Karen				
<input type="checkbox"/>	Benson	Karen				
<input type="checkbox"/>	Berger	Allan				
<input type="checkbox"/>	Berger	Brigid				
<input type="checkbox"/>	Boatman	Helen				
<input type="checkbox"/>	Bootzin	Rebecca				
<input type="checkbox"/>	Burge	William				

Select the TMN Standard grid view from the Grid View selection dropdown list. Select the TMN-Hours Entry Eligible Filter from the Filters dropdown list. The resulting grid shows the TMN-Active and TMN-InTraining volunteers excluding TMN-Inactive, TMN-Interested, and TMN-Not Eligible.



TPWD - Master Naturalist : Mid Coast

Volunteers | Opportunities | Chapters

New | Edit | Delete | Reports | Calendar | Request/Approve | Log Book

Clear Filters | Grid Settings | TMN Standard | Filters

1 to 88 of 88 Volunteers

	Last Name ▼ 1	First Name	User ID	Master Nat	Cell Phone
<input type="checkbox"/>	Alison	Lane			
<input type="checkbox"/>	Amsler, III	Neill			
<input type="checkbox"/>	Baiamonte	Terry			
<input type="checkbox"/>	Bailey	Donna			
<input type="checkbox"/>	Barnhart	Claire			

Filters

- Dues Check
- TMN Standard - CBC Waiver
- TMN Standard - Kris Notify
- TMN-Active Only
- TMN-Active/InTrain/NotEligible/Advisors**
- TMN-Class and Staff
- TMN-Has EMail
- TMN-Hours Entry Eligible
- TMN-In Training
- TMN-Inactive or Interested
- TMN-Interested
- TMN-Officers & Committees

Set the Relative Date Range to This Year to include hours reported in the current year. Select TMN Standard Awards & Recertification from the Grid Settings dropdown list. Finally, click the Email button.

Log Book System

Relative Date Range: This Year | Period: This Year | Apply | Summary mode: | Summarize by: Volunteer Name

All log book entries | Applies to: Start Date | Reset

New | Show All | Refresh | Grid Settings | TMN Standard-Awards & Recertification | Filters | TMN-Vol Hours Approved

1 to 69 of 69 Rows

	Volunteer Name	TMN Hours	AT Hours	Master Naturalist Clas	Initial Cert. Recati	Master Naturalis	250 TMN Hours Award	250 Hrs Award	500 TM
<input type="checkbox"/>	Bailey, Donna		4	2010	08/01/2012	06/02/2017	Yes	06/02/2017	
<input type="checkbox"/>	Adrian			2018					
<input type="checkbox"/>	Nichols, Dianne		4.25	2012	01/01/2012	11/12/2016	Yes	12/31/2013	
<input type="checkbox"/>	Crocker, Jeanne			2018					
<input type="checkbox"/>	Keene, Gay			2018					
<input type="checkbox"/>	Rios, Gloria		3	2018					
<input type="checkbox"/>	Wilson, Phoebe	5	14	2018					
<input type="checkbox"/>	Dorn, Claudia	6	11	2011	01/01/2011	12/31/2017	Yes	12/31/2013	
<input type="checkbox"/>	Hejducek, Julie	9.25	7.25	2018					
<input type="checkbox"/>	Moore, Jane	9.25	9	2018					
<input type="checkbox"/>	Burnett, Sam	12		2005	01/01/2005	01/02/2011	Yes	01/04/2006	
<input type="checkbox"/>	Wilson, Vickie	15.5	5.5	2018					

Email

The eCoordinator Volunteer Log Book Email window is shown.

Volunteer Log Book Email

You can insert a mail merge field into any of the fields below.

To: ☒ All 69 record(s) in the grid (Donna Bailey...Brigid Berger)

Reply To:

Sender Name:

Sender Organization:

Cc:

Bcc:

Subject:

Message:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

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A ▾ **A** ▾

☰ ☱ ☲ ☳

☴ ☵ ☶ ☷

🔗 🔗

Hi [VOL:VOL_FIRST_NAME]:

You have recorded [LBE:TMN_HOURS:1] Volunteer Hours and [LBE:AT_HOURS:1] Advanced Training Hours.

You need 40 Volunteer Hours and 8 Advanced Training hours to recertify for this year.

Keep Busy!

[Email Queue](#)

Volunteer Mail Merge Fields:

▾

The cursor is in the Message field.

Attachments: (Maximum 2MB)

Attach Data Grid Report to Email:

▾

Attach Volunteer Report to Email:

▾

☐ Report should include only recipient's data

Save Email Template:

☒ Make this template available to other users of this account.

Saved Email Template List:

▾

Send Using:

☒ eCoordinator

☐ Default email client on this computer

☐ Send Email Results Report email.

Use the Saved Email Template List to select the TMN-Recertification Status template. Click the Open button below the dropdown list.

Volunteer Log Book Email

You can insert a mail merge field into any of the fields below.

To: ☒ All 69 record(s) in the grid (Donna Bailey...Brigid Berger)

Reply To:

Sender Name:

Sender Organization:

Cc:

Bcc:

Subject:

Message:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Verdana 14px B I U

A ▾ A ▾ [List Icons] [Link Icon] [Image Icon] [Table Icon]

<> [Full Screen Icon]

Hi [VOL:VOL_FIRST_NAME]:

You have recorded [LBE:TMN_HOURS:1] Volunteer Hours and [LBE:AT_HOURS:1] Advanced Training Hours.

You need 40 Volunteer Hours and 8 Advanced Training hours to recertify for this year.

Keep Busy!

[Email Queue](#)

Volunteer Mail Merge Fields:

Account Title

The cursor is in the Message field.

Attachments: (Maximum 2MB)

Attach Data Grid Report to Email:

▾

☐ Report should include only recipient's data

Save Email Template:

TMN-Recertification Status

☒ Make this template available to other users of this account.

Saved Email Template List:

TMN-Recertification Status

Send Using:

☒ eCoordinator

☐ Default email client on this computer

☐ Send Email Results Report email.

Change the information in the template to your contact information and signature. Use the Save Email Template text box to create a template with your information. Prefix the name of the template with your first initial and last name. You will use this new template for recertification email communication in the future. Click the Save button.

Volunteer Log Book Email

You can insert a mail merge field into any of the fields below.

To: ☒ All 69 record(s) in the grid (Donna Bailey...Brigid Berger)

Reply To:

Sender Name:

Sender Organization:

Cc:

Bcc:

Subject:

Message:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷

Verdana 14px

B *I* U

A **A**

<>

Hi [VOL:VOL_FIRST_NAME]:

You have recorded [LBE:TMN_HOURS:1] Volunteer Hours and [LBE:AT_HOURS:1] Advanced Training Hours.

You need 40 Volunteer Hours and 8 Advanced Training hours to recertify for this year.

Keep Busy!

Email Queue

Volunteer Mail Merge Fields:

The cursor is in the Message field.

Attachments: (Maximum 2MB)

Attach Data Grid Report to Email:

Attach Volunteer Report to Email:

☐ Report should include only recipient's data

Save Email Template:

☐ Make this template available to other users of this account.

Saved Email Template List:

Send Using:

☒ eCoordinator

☐ Default email client on this computer

☐ Send Email Results Report email.

Click the Preview button.

Message:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Verdana 14px **B** *I* U

A ▾ **A** ▾ [List Icons] [Link Icon] [Image Icon] [Table Icon]

<> [Full Screen Icon]

Hi [VOL:VOL_FIRST_NAME]:

You have recorded [LBE:TMN_HOURS:1] Volunteer Hours and [LBE:AT_HOURS:1] Advanced Training Hours.

You need 40 Volunteer Hours and 8 Advanced Training hours to recertify for this year.

Keep Busy!

☐ Report should include only recipient's data

Save Email Template:

BJames Recertification Template

☐ Make this template available to other users of this account. Save

Saved Email Template List:

TMN-Recertification Status ▾

Delete Open

Send Using:

☒ eCoordinator

☐ Default email client on this computer

☐ Send Email Results Report email.

Reset Preview Send Cancel Message

Signature: [\[Show\]](#) formatting toolbar

Your Name Here ^

The eCoordinator Email Preview window is shown. This is what your email will look like when sent to the volunteers in your list. Click the Close button.

eCoordinator Email Preview - Internet Explorer, enhanced for Bing and MSN

https://tpwd.samaritan.com/coordinator/index.php

eCoordinator Email Preview

To: i@gmail.com

Reply To: youremail@here.com

Cc:

Bcc:

Subject: 'Your Chapter' Annual Recertification Status

Message:

Hi Donna:

You have recorded Volunteer Hours and 4 Advanced Training Hours.

You need 40 Volunteer Hours and 8 Advanced Training hours to recertify for this year.

Keep Busy!

Your Name Here

Your Phone Number

Note: If you use HTML in your email then you must use HTML tags for proper formatting of white space including spaces and blank lines.

Close

105%

When you are satisfied with your email, click the Send button. This will send an individualized email to each of the volunteers in your log book grid.

Message:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Verdana 14px **B** *I* U

A ▾ **A** ▾ [List Icons] [Link Icon] [Image Icon] [Table Icon]

<> [Full Screen Icon]

Hi [VOL:VOL_FIRST_NAME]:

You have recorded [LBE:TMN_HOURS:1] Volunteer Hours and [LBE:AT_HOURS:1] Advanced Training Hours.

You need 40 Volunteer Hours and 8 Advanced Training hours to recertify for this year.

Keep Busy!

☐ Report should include only recipient's data

Save Email Template:

BJames Recertification Template

☐ Make this template available to other users of this account. Save

Saved Email Template List:

TMN-Recertification Status ▾

Delete Open

Send Using:

☒ eCoordinator

☐ Default email client on this computer


☐ Send Email Results Report email.

Reset Preview Send Cancel Message

Signature: [\[Show\]](#) formatting toolbar

Your Name Here

Your Phone Number



There is also template named TMN-Milestone Status for use in communicating volunteer cumulative and milestone dates. Use the same steps above to customize and use this template.

[Return to the Table of Contents](#)


Chapter Reports


Use the Opportunity tab for reporting cumulative hour totals for the chapter. If you use the Volunteer tab you may be missing hours reported by volunteers who have transferred to other chapters. Hours always stay with the opportunities.


Hours by Category | Creating Pivot Tables and Charts in Excel

In this example we will be gathering information out of eCoordinator and using it to report 2017 hours and impact data for the Mid-Coast chapter. In addition, we will create a chart showing total hours spent in each opportunity category for the year.

Log in to eCoordinator. Choose your chapter folder. In this example we're using the Mid-Coast chapter. Select the Opportunity tab and the TMN Standard grid view. Click the Log Book button and choose all opportunities in grid.

TPWD - Master Naturalist :  Mid Coast

Volunteers Opportunities 








Clear Filters Grid Settings **TMN Standard** Filters 

1 to 75 of 75 Opportunities



<input type="checkbox"/>	Opportunity Title ▾1	Description	Opportunity/Organization	Alternate Contact Name
<input type="checkbox"/>	Find			
<input type="checkbox"/>	Apply to the Mid-Coast Chapter	Apply to take certification training with Coast Texas Master Naturalist Chapter. Contact the Memberst	<input checked="" type="checkbox"/> Mid Coast	
<input type="checkbox"/>	AT: Lecture Series presentation	Sessions that are part of a series offe	<input checked="" type="checkbox"/> Mid Coast	
<input type="checkbox"/>	AT: Online Training	Approved online training listed on the	<input checked="" type="checkbox"/> MC Hours-keeper	Brad James
<input type="checkbox"/>	AT: Single presentation	Approved training that is not part of a	<input checked="" type="checkbox"/> MC Hours-keeper	Brad James
<input type="checkbox"/>	AT: Specific-Project	Approved training for a specific Chapt Heavy Equipment training, Matagorda MAPS bird-banding. Specify the partner & pi	<input checked="" type="checkbox"/> Mid Coast	
<input type="checkbox"/>	AT: TX Waters Certification Training	This curriculum will allow Texas Masti focused educational activities at festi	<input checked="" type="checkbox"/> TPWD-TX Waters	Johnnie E. Smith
<input type="checkbox"/>	AT: with Chapter Meeting	Advanced Training provided in conjun	<input checked="" type="checkbox"/> Mid Coast	Brad James
<input type="checkbox"/>	AT: with State Meet	Advanced Training provided in conjun	<input checked="" type="checkbox"/> TMN Statewide	Brad James
<input type="checkbox"/>	CB: Chapter Business	Includes attending chapter meetings, keeping, website, newsletter, hospital	<input checked="" type="checkbox"/> Mid Coast	Brad James

Set the date range (January 1, 2016 to December 31, 2016). Click the Apply button. Choose the TMN Standard Reporting grid view from the Grid View dropdown list. Select Summary Mode.





Log Book System

Specific Date Range  Start Date: Jan 1 2017  End Date: Dec 31 2017  Apply  Summary mode  Summarize by: Opportunity Title  Applies to: Start Date  Reset

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New Show All Refresh Grid Settings TMN Standard Reporting  Filters ----- Filters ----- 




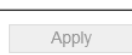



Details 1 to 60 of 60 Rows

	Opportunity Title ▼1	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Tra	Start
Find				= 	= 	= 	: 
<input checked="" type="checkbox"/>	AT: Lecture Series presentation	N/A	29 Volunteers	171.25			N/A
<input type="checkbox"/>	AT: Online Training	N/A	18 Volunteers	71.5			N/A
<input type="checkbox"/>	AT: Single presentation	N/A	51 Volunteers	388.5			N/A
<input type="checkbox"/>	AT: Specific-Project	N/A	38 Volunteers	329			N/A
<input type="checkbox"/>	AT: TX Waters Certification Tra	N/A	12 Volunteers	107.5			N/A
<input type="checkbox"/>	AT: with Chapter Meeting	N/A	38 Volunteers	90.5			N/A
<input type="checkbox"/>	AT: with State Meet	N/A	14 Volunteers	122.25			N/A
<input type="checkbox"/>	CB: Chapter Business	N/A	42 Volunteers		1141		N/A
<input type="checkbox"/>	FR: ANWR research	N/A	8 Volunteers		142.5		N/A
<input type="checkbox"/>	FR: Aquatic Life	N/A	3 Volunteers		3.75		N/A
<input type="checkbox"/>	FR: Bird Populations	N/A	33 Volunteers		2322.2		N/A



Approval
 Select All
 Unselect All
 Close

Click on the Reports button and choose Opportunity Data Grid.





Log Book System


Specific Date Range  Start Date: Jan 1 2017  End Date: Dec 31 2017  Apply  Summary mode  Summarize by: Opportunity Title  Applies to: Start Date  Reset

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range.

New Show All Refresh Grid Settings TMN Standard Reporting  Filters ----- Filters ----- 

Details 1 to 60 of 60 Rows

	Opportunity Title ▼1	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Tra	Start
Find				= 	= 	= 	: 
<input checked="" type="checkbox"/>	AT: Lecture Series presentation	N/A	29 Volunteers	171.25			N/A
<input type="checkbox"/>	AT: Online Training	N/A	18 Volunteers	71.5			N/A
<input type="checkbox"/>	AT: Single presentation	N/A	51 Volunteers	388.5			N/A
<input type="checkbox"/>	AT: Specific-Project	N/A	38 Volunteers	329			N/A
<input type="checkbox"/>	AT: TX Waters Certification Tra	N/A	12 Volunteers	107.5			N/A
<input type="checkbox"/>	AT: with Chapter Meeting	N/A	38 Volunteers	90.5			N/A
<input type="checkbox"/>	AT: with State Meet	N/A	14 Volunteers	122.25			N/A
<input type="checkbox"/>	CB: Chapter Business	N/A	42 Volunteers		1141		N/A
<input type="checkbox"/>	FR: ANWR research	N/A	8 Volunteers		142.5		N/A
<input type="checkbox"/>	FR: Aquatic Life	N/A	3 Volunteers		3.75		N/A
<input type="checkbox"/>	FR: Bird Populations	N/A	33 Volunteers		2322.2		N/A

Opportunity Roster
 Opportunities Registered
 Placement Report
 Referral Report
 Opportunity Schedule
 Opportunity Shift Placements
 Opportunity Report
 Log Book Data Grid Report 

The Report Parameters window is shown. Type a name for your report in the Report Title text box. Exclude the Start Date, Chapter Name, and Service Performed columns. Since this is summary data those column values are N/A. Choose Excel (*.xlsx) from the Report Format dropdown list. Click the OK button to continue.

Log Book Data Grid Report

Please select parameters for report

Print: ☒ All rows from grid
☐ Only the selected rows
☐ Print summary table only

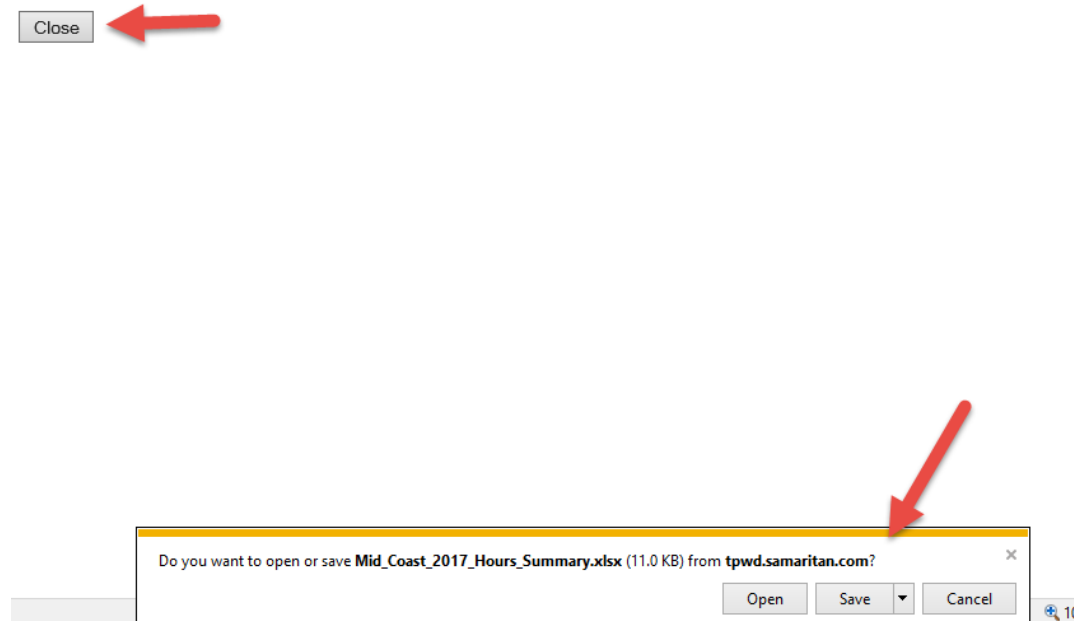
Report Title: Exclude column

Opportunity Title:	<input type="text" value="Opportunity Title"/>	<input type="checkbox"/>
Volunteer User ID:	<input type="text" value="Volunteer User ID"/>	<input type="checkbox"/>
Volunteer Name:	<input type="text" value="Volunteer Name"/>	<input type="checkbox"/>
AT Hours:	<input type="text" value="AT Hours"/>	<input type="checkbox"/>
TMN Hours:	<input type="text" value="TMN Hours"/>	<input type="checkbox"/>
TMN Initial Training:	<input type="text" value="TMN Initial Training"/>	<input type="checkbox"/>
Start Date:	<input type="text" value="Start Date"/>	<input checked="" type="checkbox"/>
What category does the project fall under:	<input type="text" value="What category does the project fall under"/>	<input type="checkbox"/>
Chapter Name:	<input type="text" value="Chapter Name"/>	<input checked="" type="checkbox"/>
Service Performed:	<input type="text" value="Service Performed"/>	<input checked="" type="checkbox"/>
Grand Total:	<input type="text" value="Grand Total"/>	<input type="checkbox"/>
Adult Male Total:	<input type="text" value="Adult Male Total"/>	<input type="checkbox"/>
Adult Female Total:	<input type="text" value="Adult Female Total"/>	<input type="checkbox"/>
Adult Sub Total:	<input type="text" value="Adult Sub Total"/>	<input type="checkbox"/>
Youth Sub total:	<input type="text" value="Youth Sub total"/>	<input type="checkbox"/>
Adult White:	<input type="text" value="Adult White"/>	<input type="checkbox"/>
Adult Hispanic:	<input type="text" value="Adult Hispanic"/>	<input type="checkbox"/>
Adult Black:	<input type="text" value="Adult Black"/>	<input type="checkbox"/>
Adult Asian:	<input type="text" value="Adult Asian"/>	<input type="checkbox"/>
Adult Amer Ind / Alaskan:	<input type="text" value="Adult Amer Ind / Alaskan"/>	<input type="checkbox"/>

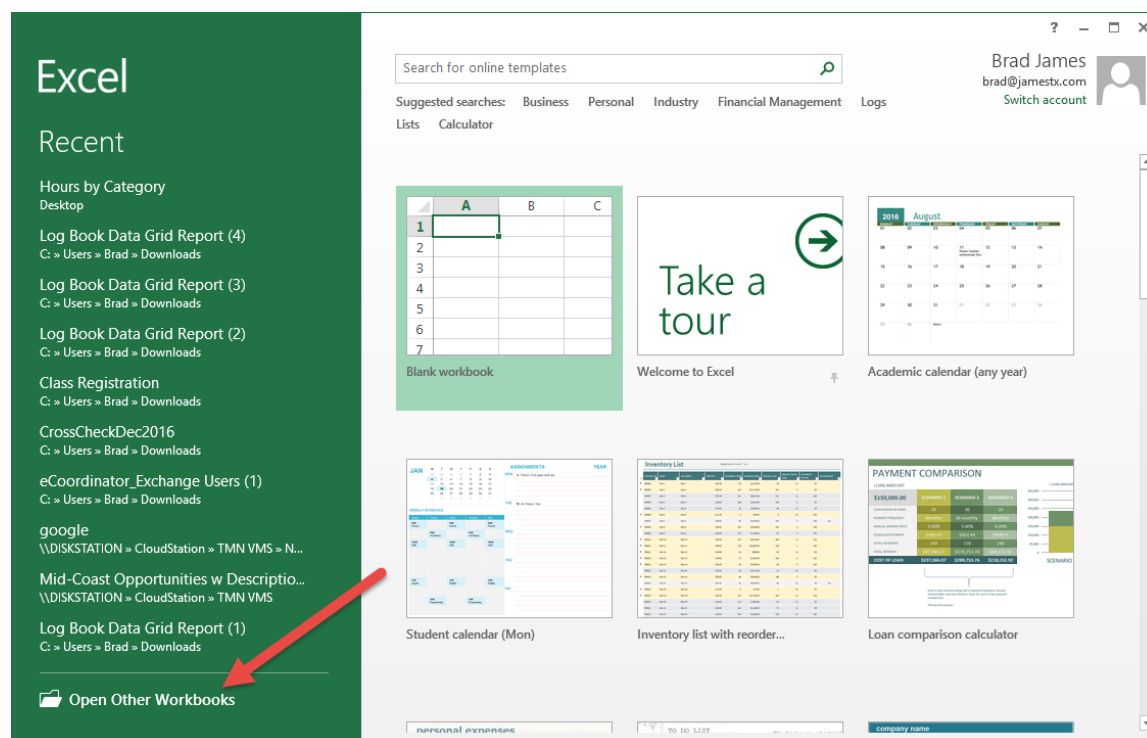
Report Format: ▼

Orientation: ☒ Portrait ☐ Landscape

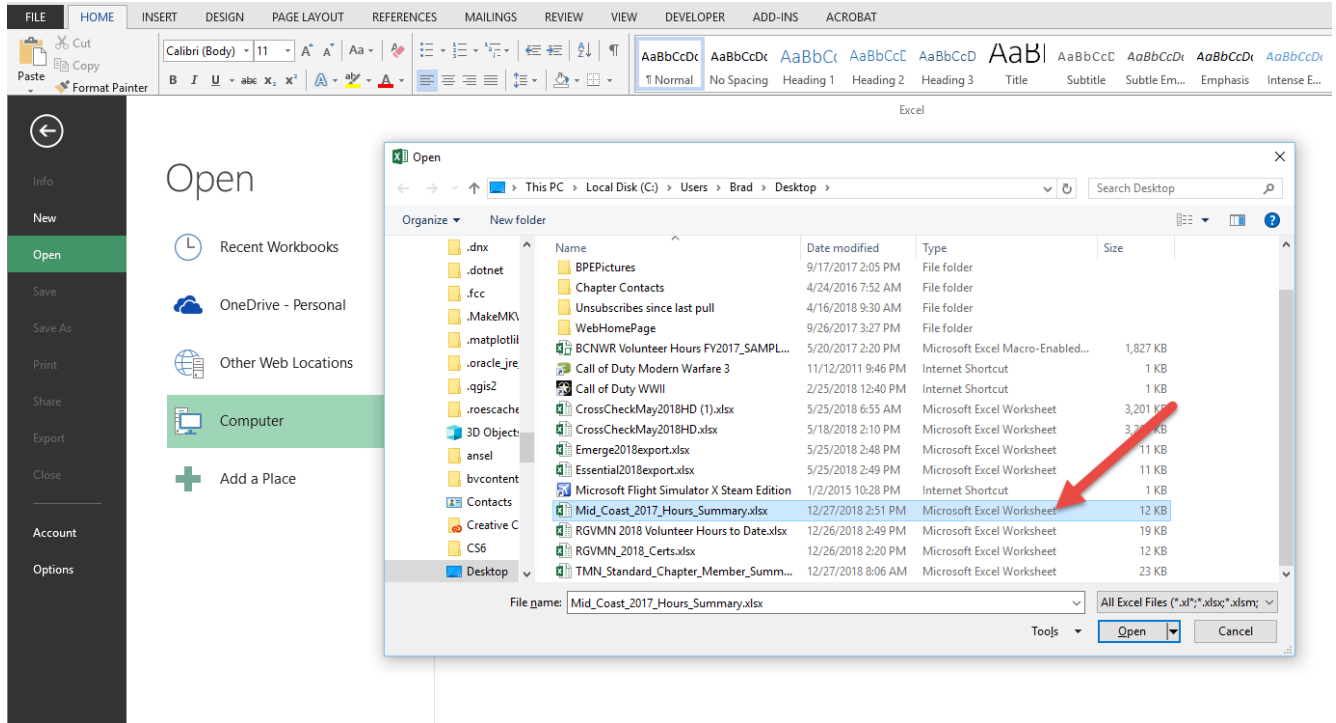
Depending on which internet browser software you are using the window shown below may be different. The purpose of this step is to save the data file from eCoordinator to your computer. In this example Internet Explorer is being used. Save the file and note where it is located on your computer. Often, the default folder is your Downloads folder. Google Chrome has a feature that shows the folder in which the file has been saved. If you are using Google Chrome you can select Show in Folder to get this information. Click the Close button when eCoordinator Log Book System window is shown again.



Open Excel. Choose Open Other Workbooks.



Click the Browse button or choose the folder where your report file was stored. Select your file and click the Open button.



The report data is now in Excel.

Mid_Coast_2017_Hours_Summary.xlsx - Excel						
Opportunity Title						
Opportunity Title	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Training	What category does the project fall under
AT: Lecture Series presentation	N/A	29 Volunteers	171.25			Advance Training
AT: Online Training	N/A	18 Volunteers	71.50			Advance Training
AT: Single presentation	N/A	51 Volunteers	388.50			Advance Training
AT: Specific-Project	N/A	38 Volunteers	329			Advance Training
AT: TX Waters Certification Training	N/A	12 Volunteers	107.50			Advance Training
AT: with Chapter Meeting	N/A	38 Volunteers	90.50			Advance Training
AT: with State Meet	N/A	14 Volunteers	122.25			Advance Training
CB: Chapter Business	N/A	42 Volunteers		1141		Chapter & Program Business/Administration
FR: ANWR research	N/A	8 Volunteers		142.50		Field Research (including surveys)
FR: Aquatic Life	N/A	3 Volunteers		3.75		Field Research (including surveys)
FR: Bird Populations	N/A	33 Volunteers		2,322.20		Field Research (including surveys)
FR: Insect Life	N/A	3 Volunteers		48		Field Research (including surveys)
FR: Mad Island	N/A	1 Volunteer		16		Field Research (including surveys)
FR: Other Partners	N/A	7 Volunteers		256.50		Field Research (including surveys)
FR: TPWD	N/A	3 Volunteers		18		Field Research (including surveys)
FR: Water Quality	N/A	2 Volunteers		28		Field Research (including surveys)
FR: WWF research	N/A	2 Volunteers		13		Field Research (including surveys)
Initial Training	N/A	16 Volunteers			735.25	
NPA: ANWR	N/A	3 Volunteers		92.50		Nature/Public Access
NPA: Aransas Pathways	N/A	7 Volunteers		78.25		Nature/Public Access
NPA: Coletto Creek	N/A	3 Volunteers		23		Nature/Public Access
NPA: Other Locations	N/A	1 Volunteer		11		Nature/Public Access
NPA: WWF	N/A	9 Volunteers		66.75		Nature/Public Access
OT: Partner Organization	N/A	9 Volunteers		203.50		Other

Mid_Coast_2017_Hours_Summary.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER TEAM

Paste Cut Copy Format Painter Clipboard Font Alignment Number Styles

Calibri 11 A A Wrap Text General Normal Bad Good Neutral Check Cell Explanatory ... Input Linked C

A1 Opportunity Title

	A	B	C	D	E	F	G
1	Opportunity Title	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Training	What category does the project fall under
2	AT: Lecture Series presentation	N/A	29 Volunteers	171.25			Advance Training
3	AT: Online Training	N/A	18 Volunteers	71.50			Advance Training
4	AT: Single presentation	N/A	51 Volunteers	388.50			Advance Training
5	AT: Specific-Project	N/A	38 Volunteers	329			Advance Training
6	AT: TX Waters Certification Training	N/A	12 Volunteers	107.50			Advance Training
7	AT: with Chapter Meeting	N/A	38 Volunteers	90.50			Advance Training
8	AT: with State Meet	N/A	14 Volunteers	122.25			Advance Training
9	CB: Chapter Business	N/A	42 Volunteers		1141		Chapter & Program Business/Administration
10	FR: ANWR research	N/A	8 Volunteers		142.50		Field Research (including surveys)
11	FR: Aquatic Life	N/A	3 Volunteers		3.75		Field Research (including surveys)
12	FR: Bird Populations	N/A	33 Volunteers		2,322.20		Field Research (including surveys)
13	FR: Insect Life	N/A	3 Volunteers		48		Field Research (including surveys)
14	FR: Mad Island	N/A	1 Volunteer		16		Field Research (including surveys)
15	FR: Other Partners	N/A	7 Volunteers		256.50		Field Research (including surveys)
16	FR: TPWD	N/A	3 Volunteers		18		Field Research (including surveys)
17	FR: Water Quality	N/A	2 Volunteers		28		Field Research (including surveys)
18	FR: WWF research	N/A	2 Volunteers		13		Field Research (including surveys)
19	Initial Training	N/A	16 Volunteers			735.25	
20	NPA: ANWR	N/A	3 Volunteers		92.50		Nature/Public Access
21	NPA: Aransas Pathways	N/A	7 Volunteers		78.25		Nature/Public Access
22	NPA: Coletto Creek	N/A	3 Volunteers		23		Nature/Public Access
23	NPA: Other Locations	N/A	1 Volunteer		11		Nature/Public Access
24	NPA: WWF	N/A	9 Volunteers		66.75		Nature/Public Access
25	OT: Partner Organization	N/A	9 Volunteers		203.50		Other

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER TEAM

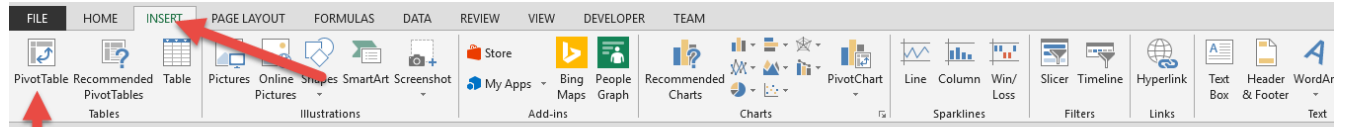
Paste Cut Copy Format Painter Clipboard Font Alignment Number Styles

Calibri 11 A^B B I U Wrap Text Merge & Center General \$ % 1/1000 0.00 Conditional Formatting Format as Table Normal Bad Good Check Cell Explanatory ... Input

A62 : X ✓ fx 60 Opportunities

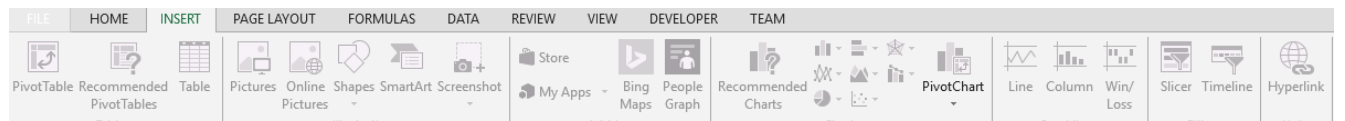
	A	B	C	D	E	F	G	H
40	RM: Aransas Pathways	N/A	19 Volunteers		194.25		Natural Resource Management	
41	RM: Coletto Creek	N/A	1 Volunteer		6		Natural Resource Management	
42	RM: Goose Island	N/A	2 Volunteers		38.50		Natural Resource Management	
43	RM: Mad Island	N/A	5 Volunteers		141.05		Natural Resource Management	
44	RM: MBBP	N/A	1 Volunteer		3		Natural Resource Management	
45	RM: Other Locations	N/A	24 Volunteers		869.70		Natural Resource Management	15
46	RM: PAIS Sea Turtles	N/A	7 Volunteers		596.25		Natural Resource Management	1
47	RM: WWF	N/A	1 Volunteer		4		Natural Resource Management	
48	TG: ANWR	N/A	5 Volunteers		139.50		Technical Guidance	15
49	TG: Aransas Pathways	N/A	6 Volunteers		40.50		Technical Guidance	2
50	TG: Balcones Canyonlands NWR	N/A	1 Volunteer		8.25		Technical Guidance	
51	TG: City or County	N/A	3 Volunteers		4.75		Technical Guidance	1
52	TG: Mad Island	N/A	1 Volunteer		53.95		Technical Guidance	
53	TG: Other Organizations	N/A	12 Volunteers		342.75		Technical Guidance	69
54	TG: TMN VMS Implementation and Support	N/A	1 Volunteer		130.25		Technical Guidance	2
55	TG: WWF	N/A	6 Volunteers		280.50		Technical Guidance	
56	TR: ANWR direct education	N/A	3 Volunteers		17		Training & Educating Others (Direct)	89
57	TR: Coletto Creek	N/A	5 Volunteers		28		Training & Educating Others (Direct)	28
58	TR: Mad Island	N/A	1 Volunteer		6		Training & Educating Others (Direct)	12
59	TR: Other Organizations	N/A	18 Volunteers		831		Training & Educating Others (Direct)	1110
60	TR: TMN VMS Implementation and Support	N/A	1 Volunteer		67		Training & Educating Others (Direct)	51
61	TR: WWF direct education	N/A	4 Volunteers		30.50		Training & Educating Others (Direct)	183
62	60 Opportunities	N/A	75 Volunteers	1,280.50	10,956.15	735.25	N/A	5742

Highlight the cells containing data. In this example, columns A-Q and rows 1-60. Choose the Insert tab on the menu and then click the Pivot Table icon on the Ribbon Bar.



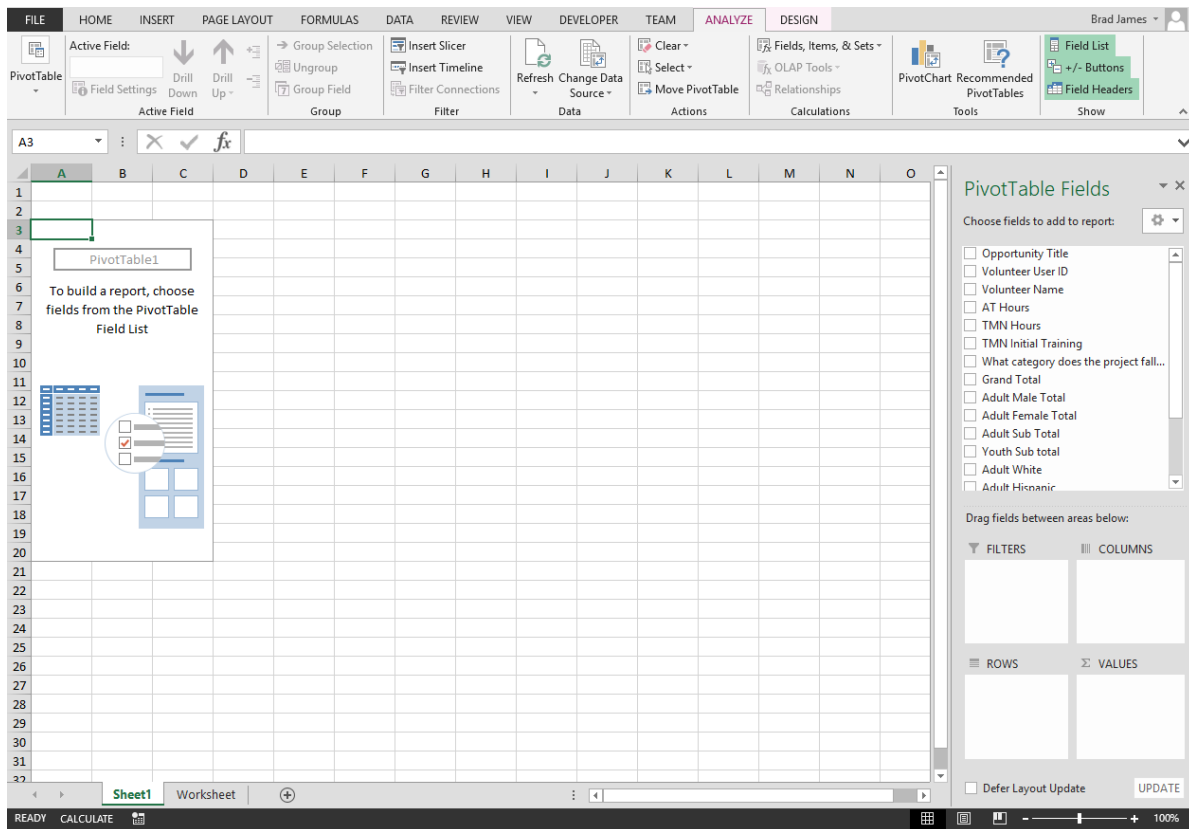
	A	B	C	D	E	F	G	H	I	J
1	Opportunity Title	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Training	What category does the project fall under	Grand Total	Adult Male Total	Adult Female Total
2	AT: Lecture Series presentation	N/A	29 Volunteers	171.25			Advance Training			
3	AT: Online Training	N/A	18 Volunteers	71.50			Advance Training			
4	AT: Single presentation	N/A	51 Volunteers	388.50			Advance Training			
5	AT: Specific-Project	N/A	38 Volunteers	329			Advance Training			
6	AT: TX Waters Certification Training	N/A	12 Volunteers	107.50			Advance Training			
7	AT: with Chapter Meeting	N/A	38 Volunteers	90.50			Advance Training			
8	AT: with State Meet	N/A	14 Volunteers	122.25			Advance Training			
9	CB: Chapter Business	N/A	42 Volunteers		1141		Chapter & Program Business/Administration			
10	FR: ANWR research	N/A	8 Volunteers		142.50		Field Research (including surveys)			
11	FR: Aquatic Life	N/A	3 Volunteers		3.75		Field Research (including surveys)			
12	FR: Bird Populations	N/A	33 Volunteers		2,322.20		Field Research (including surveys)			
13	FR: Insect Life	N/A	3 Volunteers		48		Field Research (including surveys)			
14	FR: Mad Island	N/A	1 Volunteer		16		Field Research (including surveys)			
15	FR: Other Partners	N/A	7 Volunteers		256.50		Field Research (including surveys)			
16	FR: TPWD	N/A	3 Volunteers		18		Field Research (including surveys)			
17	FR: Water Quality	N/A	2 Volunteers		28		Field Research (including surveys)			
18	FR: WWF research	N/A	2 Volunteers		13		Field Research (including surveys)			
19	Initial Training	N/A	16 Volunteers			735.25				
20	NPA: ANWR	N/A	3 Volunteers		92.50		Nature/Public Access			
21	NPA: Aransas Pathways	N/A	7 Volunteers		78.25		Nature/Public Access			
22	NPA: Coletto Creek	N/A	3 Volunteers		23		Nature/Public Access			
23	NPA: Other Locations	N/A	1 Volunteer		11		Nature/Public Access			
24	NPA: WWF	N/A	9 Volunteers		66.75		Nature/Public Access			
25	OT: Partner Organization	N/A	9 Volunteers		203.50		Other	7		2
26	PO: ANWR	N/A	18 Volunteers		1,192.25		Public Outreach (Indirect)	1799		66
27	PO: Aransas Pathways	N/A	9 Volunteers		78.75		Public Outreach (Indirect)	258		23
28	PO: ARH docent	N/A	3 Volunteers		48		Public Outreach (Indirect)	761		
29	PO: Balcones Canyonlands NWR	N/A	1 Volunteer		58.25		Public Outreach (Indirect)			
30	PO: Coletto Creek	N/A	11 Volunteers		96.75		Public Outreach (Indirect)	218		70

The Create Pivot Table window is shown. Check that New Worksheet is selected and click OK.

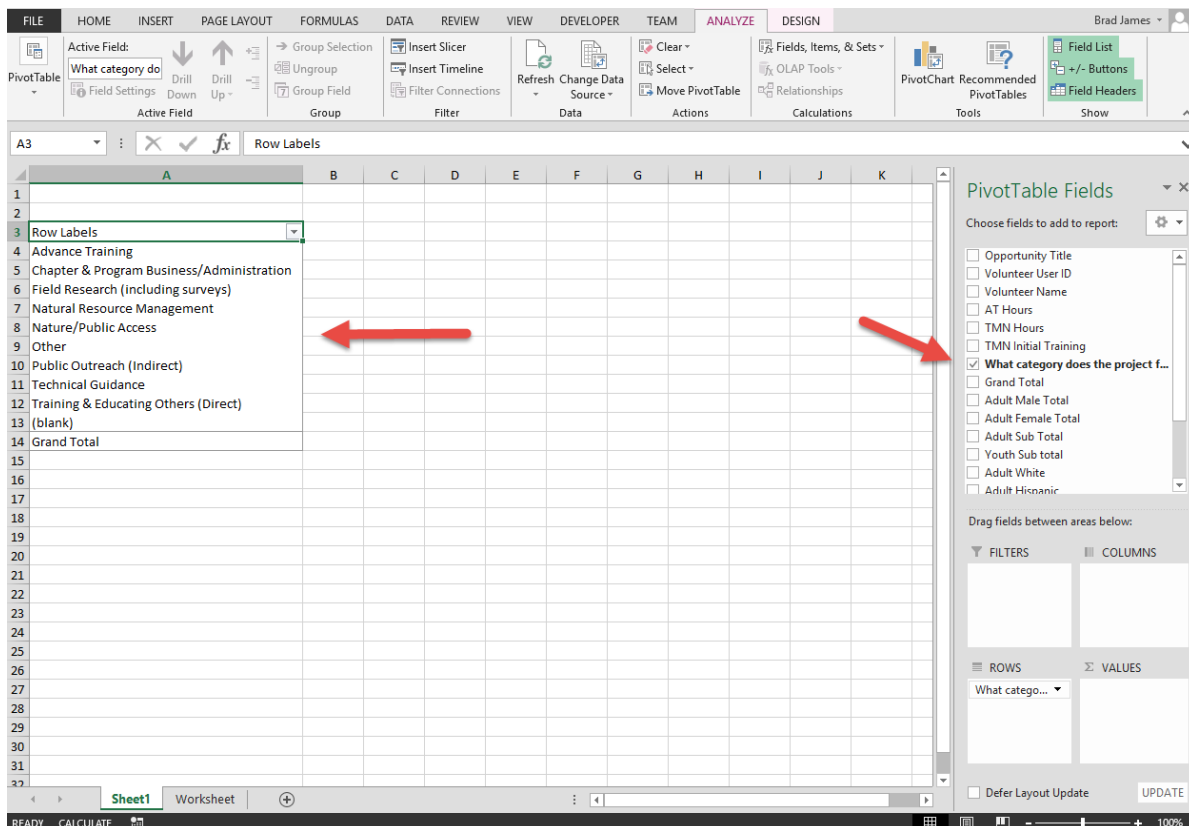


	A	B	C	D	E	F	G	H	I	J
1	Opportunity Title	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Training	What category does the project fall under	Grand Total	Adult Male Total	Adult Female Total
2	AT: Lecture Series presentation	N/A	29 Volunteers	171.25			Advance Training			
3	AT: Online Training	N/A	18 Volunteers	71.50			Advance Training			
4	AT: Single presentation	N/A	51 Volunteers	388.50			Advance Training			
5	AT: Specific-Project	N/A					Advance Training			
6	AT: TX Waters Certification Training	N/A					Advance Training			
7	AT: with Chapter Meeting	N/A					Advance Training			
8	AT: with State Meet	N/A					Advance Training			
9	CB: Chapter Business	N/A			1141		Chapter & Program Business/Administration			
10	FR: ANWR research	N/A			42.50		Field Research (including surveys)			
11	FR: Aquatic Life	N/A			3.75		Field Research (including surveys)			
12	FR: Bird Populations	N/A			22.20		Field Research (including surveys)			
13	FR: Insect Life	N/A			48		Field Research (including surveys)			
14	FR: Mad Island	N/A			16		Field Research (including surveys)			
15	FR: Other Partners	N/A			56.50		Field Research (including surveys)			
16	FR: TPWD	N/A			18		Field Research (including surveys)			
17	FR: Water Quality	N/A			28		Field Research (including surveys)			
18	FR: WWF research	N/A			13		Field Research (including surveys)			
19	Initial Training	N/A				735.25				
20	NPA: ANWR	N/A			92.50		Nature/Public Access			
21	NPA: Aransas Pathways	N/A			78.25		Nature/Public Access			
22	NPA: Coletto Creek	N/A			23		Nature/Public Access			
23	NPA: Other Locations	N/A			11		Nature/Public Access			
24	NPA: WWF	N/A			66.75		Nature/Public Access			
25	OT: Partner Organization	N/A			203.50		Other	7		2
26	PO: ANWR	N/A			1,192.25		Public Outreach (Indirect)	1799		66
27	PO: Aransas Pathways	N/A			78.75		Public Outreach (Indirect)	258		23
28	PO: ARH docent	N/A			48		Public Outreach (Indirect)	761		
29	PO: Balcones Canyonlands NWR	N/A			58.25		Public Outreach (Indirect)			
30	PO: Coletto Creek	N/A			96.75		Public Outreach (Indirect)	218		70

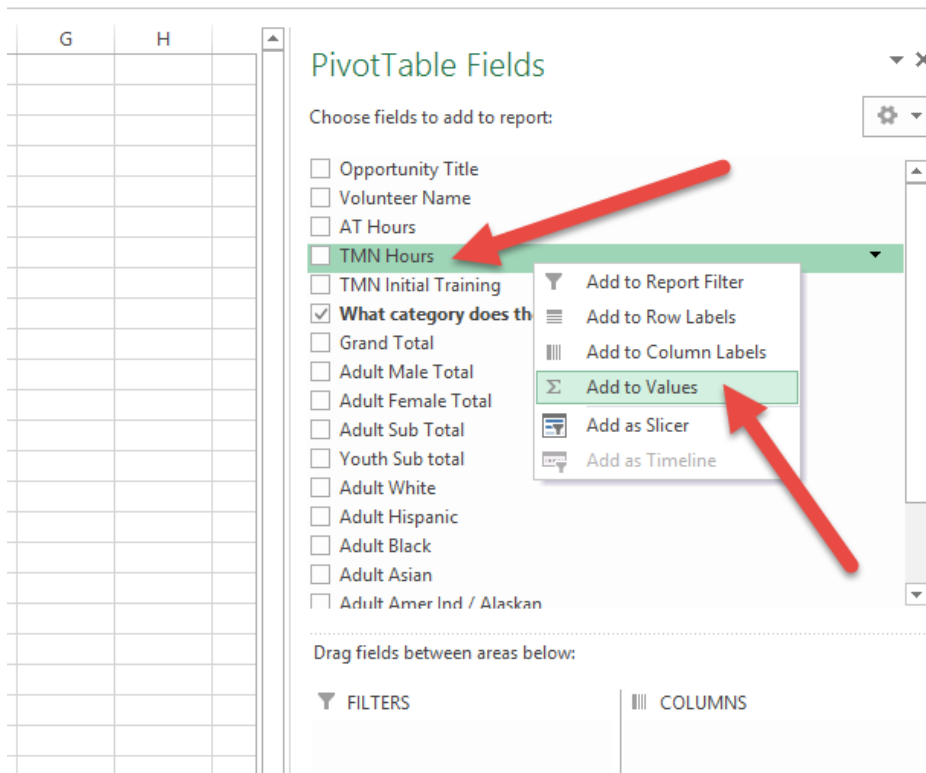
The new work sheet is shown with the pivot table.



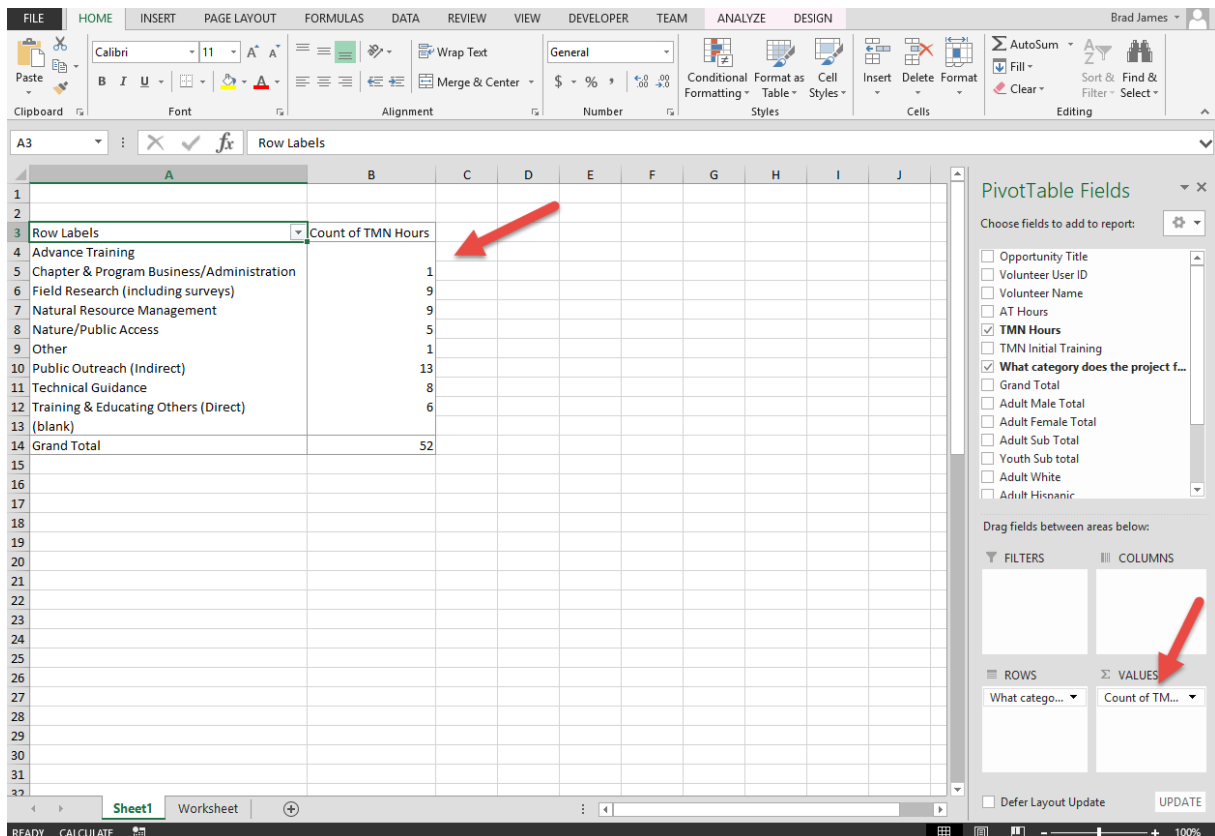
Click the “What category does the project fall under” checkbox to include this data in the table.



Position the mouse pointer over TMN Hours and right mouse click to show the Options dropdown list. Choose the Add to Values option.



Count of TMN Hours has been added to the table.



Position the mouse pointer over AT Hours and right mouse click to show the Options dropdown list. Choose the Add to Values option.

The screenshot shows the Excel interface with a PivotTable. The PivotTable Fields task pane is open on the right. In the 'VALUES' area, 'Count of TMN Hours' is listed. A right-click context menu is open over the 'AT Hours' field in the list, and the 'Add to Values' option is highlighted with a red arrow. The PivotTable in the background has 'Row Labels' and 'Count of TMN Hours' as columns.

Row Labels	Count of TMN Hours
Advance Training	1
Chapter & Program Business/Administration	9
Field Research (including surveys)	11
Natural Resource Management	4
Nature/Public Access	1
Other	12
Public Outreach (Indirect)	7
Technical Guidance	7
Training & Educating Others (Direct)	7
Grand Total	52

Count of AT hours has been added to the table.

The screenshot shows the updated Excel interface. The PivotTable now has two columns: 'Count of TMN Hours' and 'Count of AT Hours'. The 'AT Hours' field is also checked in the list of fields to add to the report. The 'VALUES' area in the task pane now shows both 'Count of TMN Hours' and 'Count of AT Hours'. A red arrow points to the 'Count of AT Hours' column in the PivotTable.

Row Labels	Count of TMN Hours	Count of AT Hours
Advance Training	1	7
Chapter & Program Business/Administration	9	
Field Research (including surveys)	9	
Natural Resource Management	5	
Nature/Public Access	1	
Other	13	
Public Outreach (Indirect)	8	
Technical Guidance	6	
Training & Educating Others (Direct)		
(blank)		
Grand Total	52	7

Click Count of TMN Hours in the Sum Values box to show the Options dropdown list. Choose the Value Fields Settings option.

The screenshot displays a report interface with a pivot table on the left and a field list on the right. The pivot table has two columns: 'Count of TMN Hours' and 'Count of AT Hours'. The data rows show various counts, with a total row at the bottom showing 52 for TMN Hours and 6 for AT Hours. The field list on the right includes a 'Choose fields to add to report:' section with checkboxes for 'Opportunity Title', 'Volunteer Name', 'AT Hours', 'TMN Hours', 'TMN Initial Training', and 'What category does the project fall under'. Below this is a 'Drag fields between areas below:' section with 'FILTERS', 'COLUMNS', 'ROWS', and 'VALUES' areas. The 'VALUES' area contains 'Count of TMN Hours'. A red arrow points from this field to a dropdown menu that is open, showing options like 'Move Up', 'Move Down', 'Move to Beginning', 'Move to End', 'Move to Report Filter', 'Move to Row Labels', 'Move to Column Labels', 'Move to Values', 'Remove Field', and 'Value Field Settings...'. Another red arrow points to the 'Value Field Settings...' option at the bottom of the dropdown menu.

	Count of TMN Hours	Count of AT Hours
1		6
9		
11		
4		
1		
12		
7		
7		
52	6	

Choose fields to add to report:

- ☐ Opportunity Title
- ☐ Volunteer Name
- ☒ AT Hours
- ☒ TMN Hours
- ☐ TMN Initial Training
- ☒ What category does the project fall under
- ☐ Grand Total
- ☐ Adult Male Total
- ☐ Adult Female Total
- ☐ Adult Sub Total
- ☐ Youth Sub total
- ☐ Adult White
- ☐ Adult Hispanic
- ☐ Adult Black

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

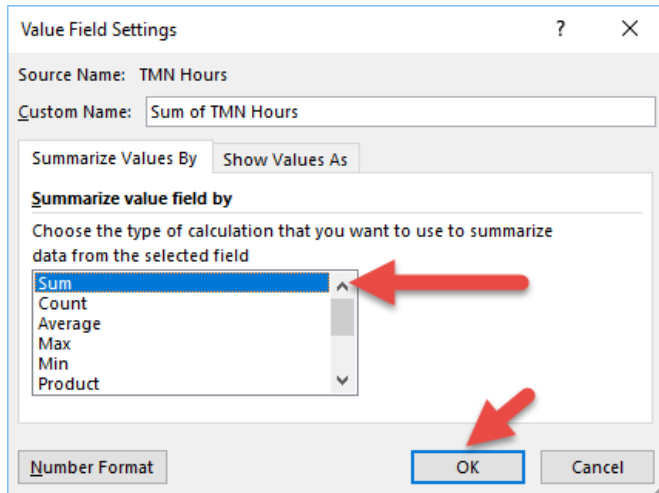
What category does the proje...

VALUES

Count of TMN Hours

- Move Up
- Move Down
- Move to Beginning
- Move to End
- Move to Report Filter
- Move to Row Labels
- Move to Column Labels
- Move to Values
- Remove Field
- Value Field Settings...

We want the sum of TMN hours in our chart, but not the number of opportunities in each category. When the Value Field Settings window is shown click Sum and then click on OK.



Click Count of AT Hours in the Sum Values box to show the Options dropdown list. Choose the Value Fields Settings option.

TMN Hours	Count of AT Hours
1237.5	6
3038.51	
2927.3	
209.5	
111.25	
3167.25	
1649.2	
1391	
13731.51	6

Choose fields to add to report:

- ☐ Opportunity Title
- ☐ Volunteer Name
- ☒ **AT Hours**
- ☒ **TMN Hours**
- ☐ TMN Initial Training
- ☒ **What category does the project fall under**
- ☐ Grand Total
- ☐ Adult Male Total
- ☐ Adult Female Total
- ☐ Adult Sub Total
- ☐ Youth Sub total
- ☐ Adult White
- ☐ Adult Hispanic
- ☐ Adult Black

Drag fields between areas below:

FILTERS

What category does the proje...

COLUMNS

Σ Values

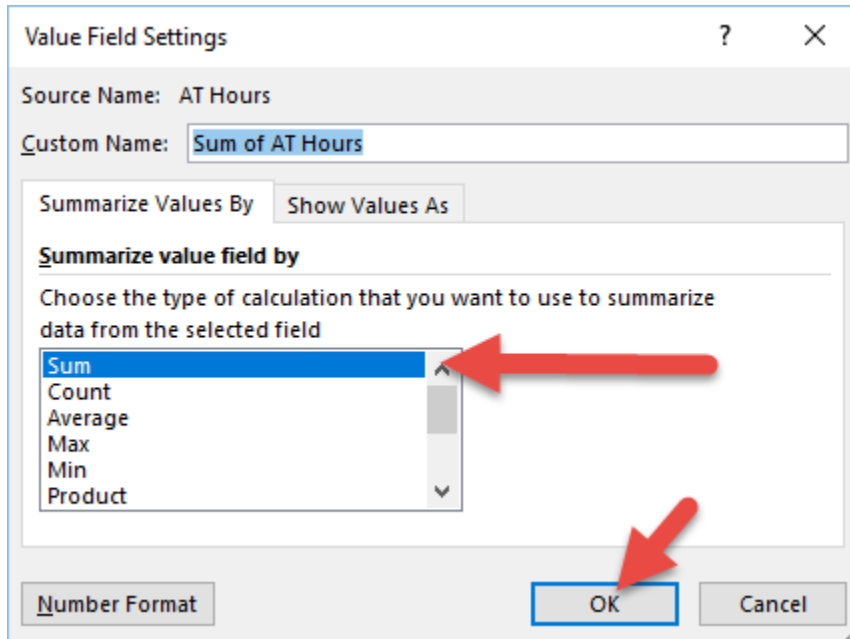
VALUES

Sum of TMN Hours

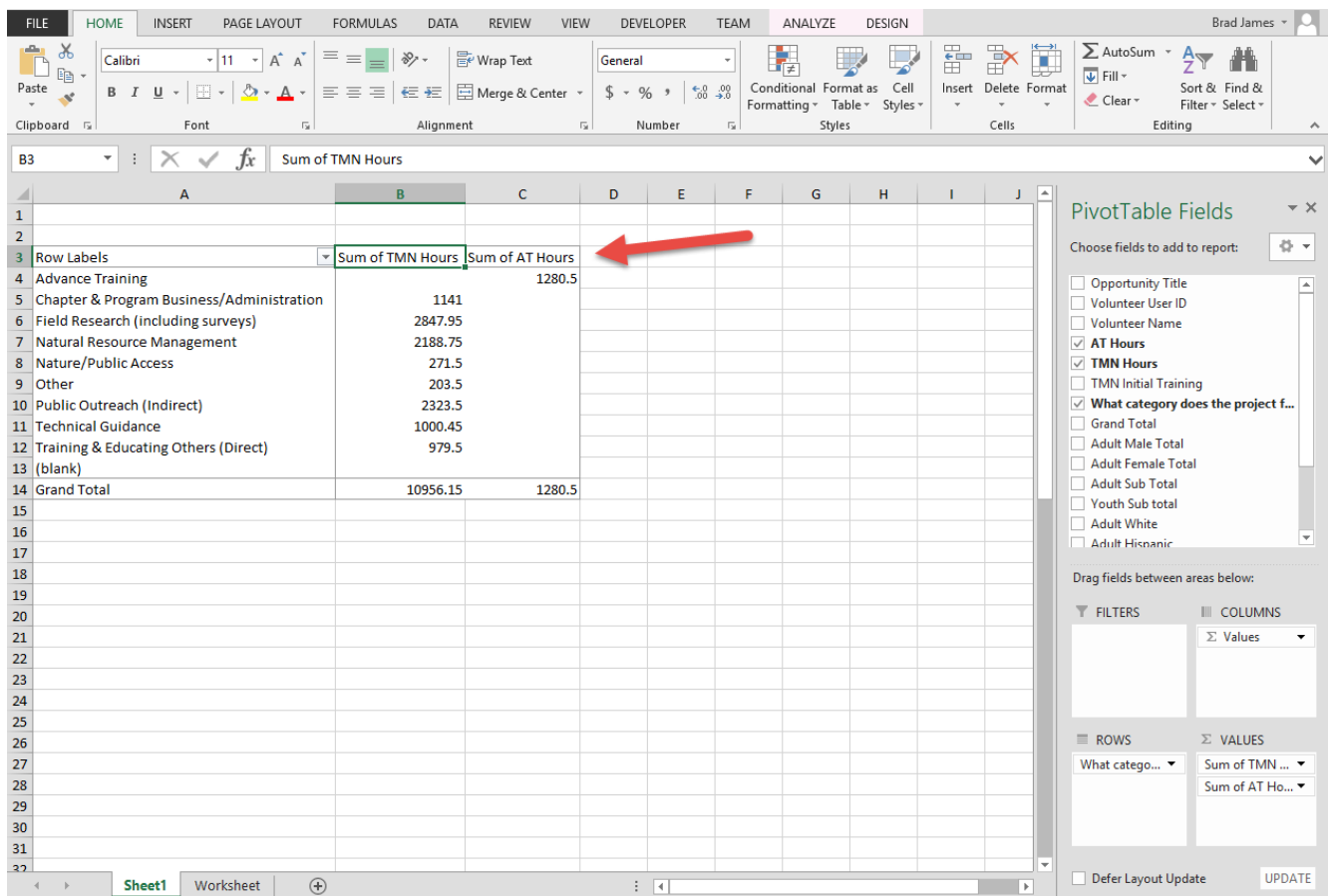
Count of AT Hours

- Move Up
- Move Down
- Move to Beginning
- Move to End
- Move to Report Filter
- Move to Row Labels
- Move to Column Labels
- Move to Values
- Remove Field
- Value Field Settings...

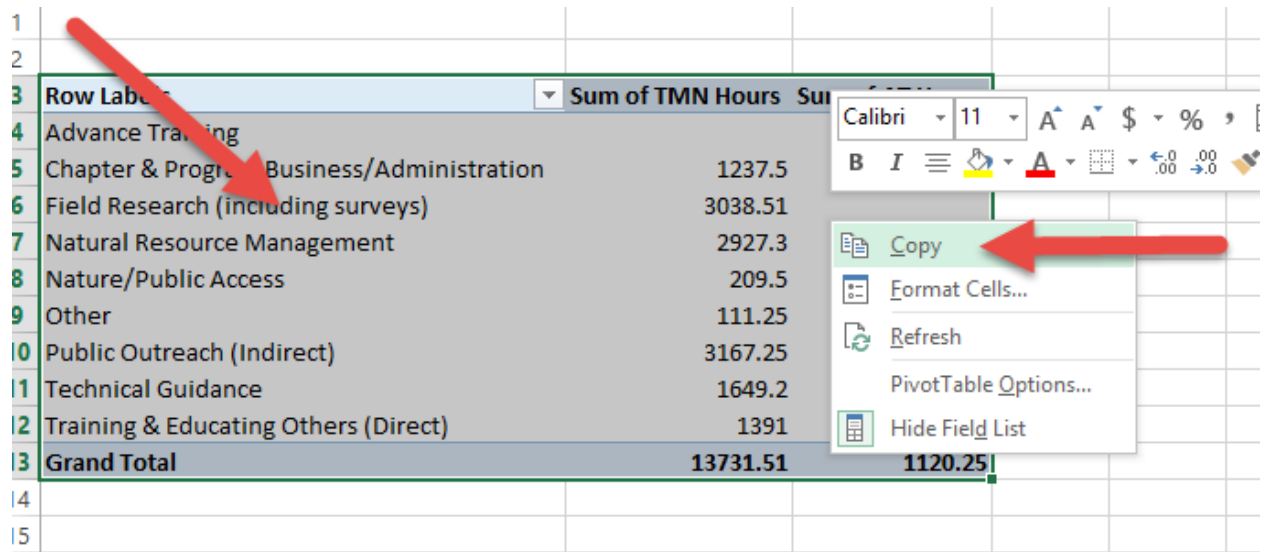
We want the sum of AT hours in our chart, but not the number of opportunities in the AT category. When the Value Field Settings window is shown click Sum and then click on OK.



Now we are showing total hours for each of the nine categories.

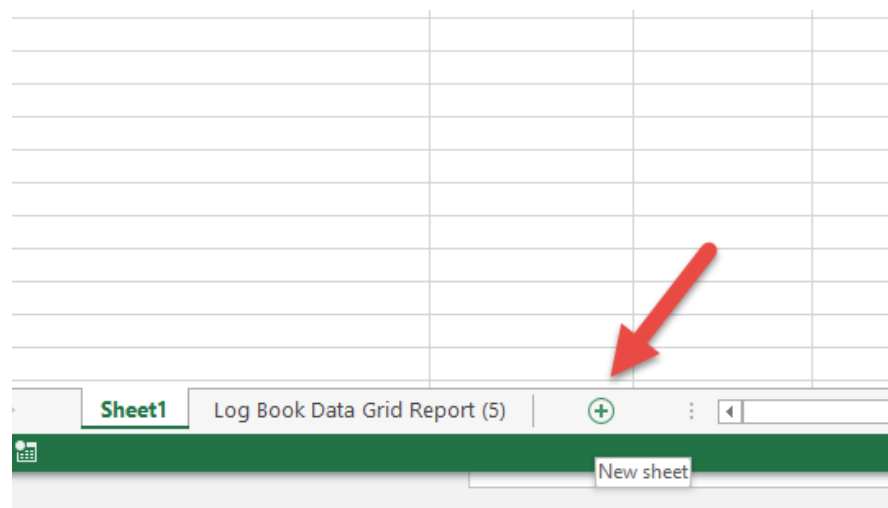


Select title row through the last category and the three columns. Exclude the total line. Right click and select Copy.



Row Labels	Sum of TMN Hours	Sum of ...
Advance Training		
Chapter & Program Business/Administration	1237.5	
Field Research (including surveys)	3038.51	
Natural Resource Management	2927.3	
Nature/Public Access	209.5	
Other	111.25	
Public Outreach (Indirect)	3167.25	
Technical Guidance	1649.2	
Training & Educating Others (Direct)	1391	
Grand Total	13731.51	1120.25

Select the New Sheet option and add a new sheet to the workbook.

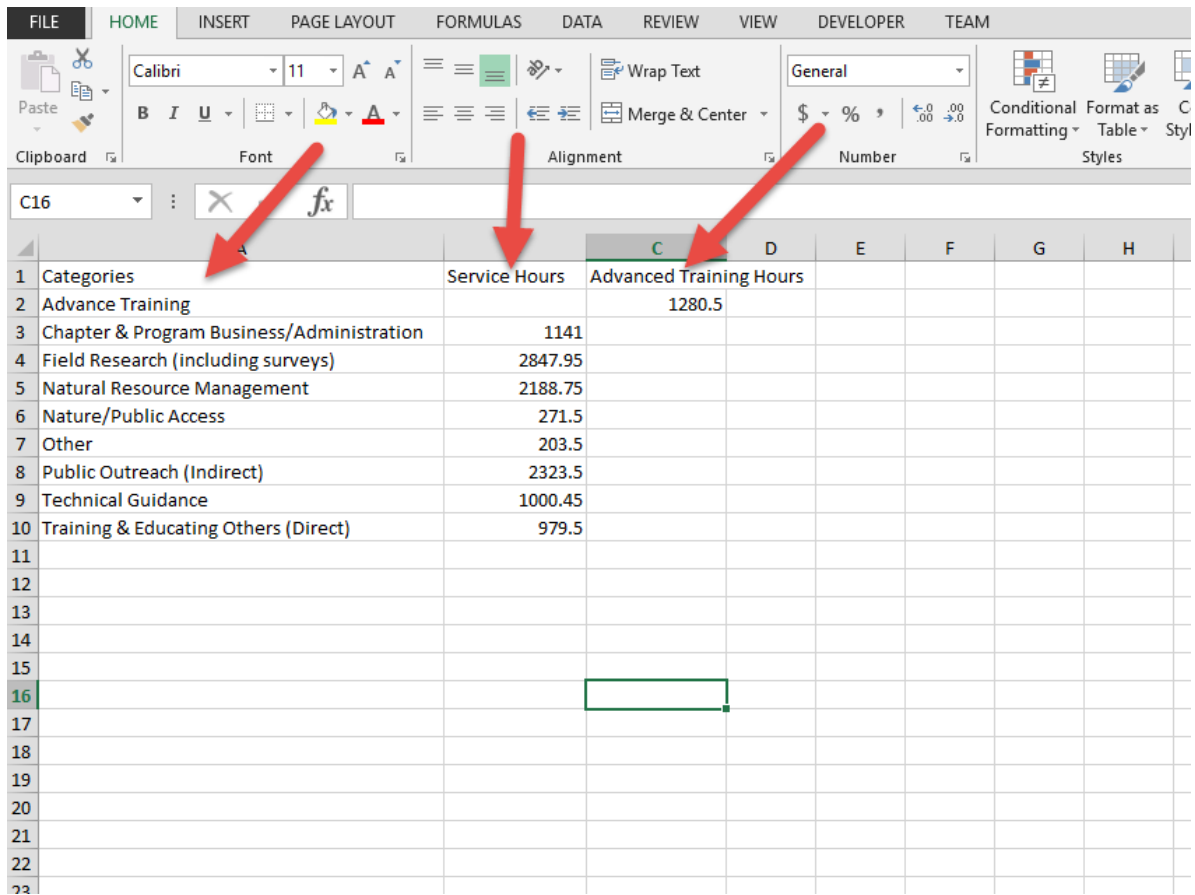


Select the newly created work sheet and right click on the new sheet and past the values into the sheet.

The screenshot shows the Microsoft Excel interface with the 'Log Book Data Grid Report (5)' workbook open. The 'Sheet2' tab is selected. A table of data is visible in the worksheet, with columns labeled 'Row Label', 'Sum of TN', and 'Sum of AT Hours'. The data includes rows for 'Advance Training', 'Chapter &', 'Field Rese', 'Natural Re', 'Nature/Pu', 'Other', 'Public Out', 'Technical', 'Training &', and a 'Grand Tot' row. A red arrow points to the 'Values (V)' option in the 'Paste Options' menu, which is displayed over the data table.

Row Label	Sum of TN	Sum of AT Hours
Advance Training	1120.25	
Chapter &	1237.5	
Field Rese		
Natural Re		
Nature/Pu	123	
Other		
Public Out	1649.2	
Technical	1391	
Training &	13731.51	1120.25
Grand Tot		

Adjust the column widths to see the data. Rename the column headings as shown below.



	Service Hours	Advanced Training Hours					
1	Categories						
2	Advance Training		1280.5				
3	Chapter & Program Business/Administration	1141					
4	Field Research (including surveys)	2847.95					
5	Natural Resource Management	2188.75					
6	Nature/Public Access	271.5					
7	Other	203.5					
8	Public Outreach (Indirect)	2323.5					
9	Technical Guidance	1000.45					
10	Training & Educating Others (Direct)	979.5					
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

Select the data cells in the worksheet.

FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

DEVELOPER

TEAM

PivotTable

Recommended PivotTables

Tables

Pictures

Online Pictures

Shapes

SmartArt

Screenshot

Illustrations

Store

My Apps

Bing Maps

People Graph

Add-ins

Recommended Charts

Charts

PivotChart

A1

✕

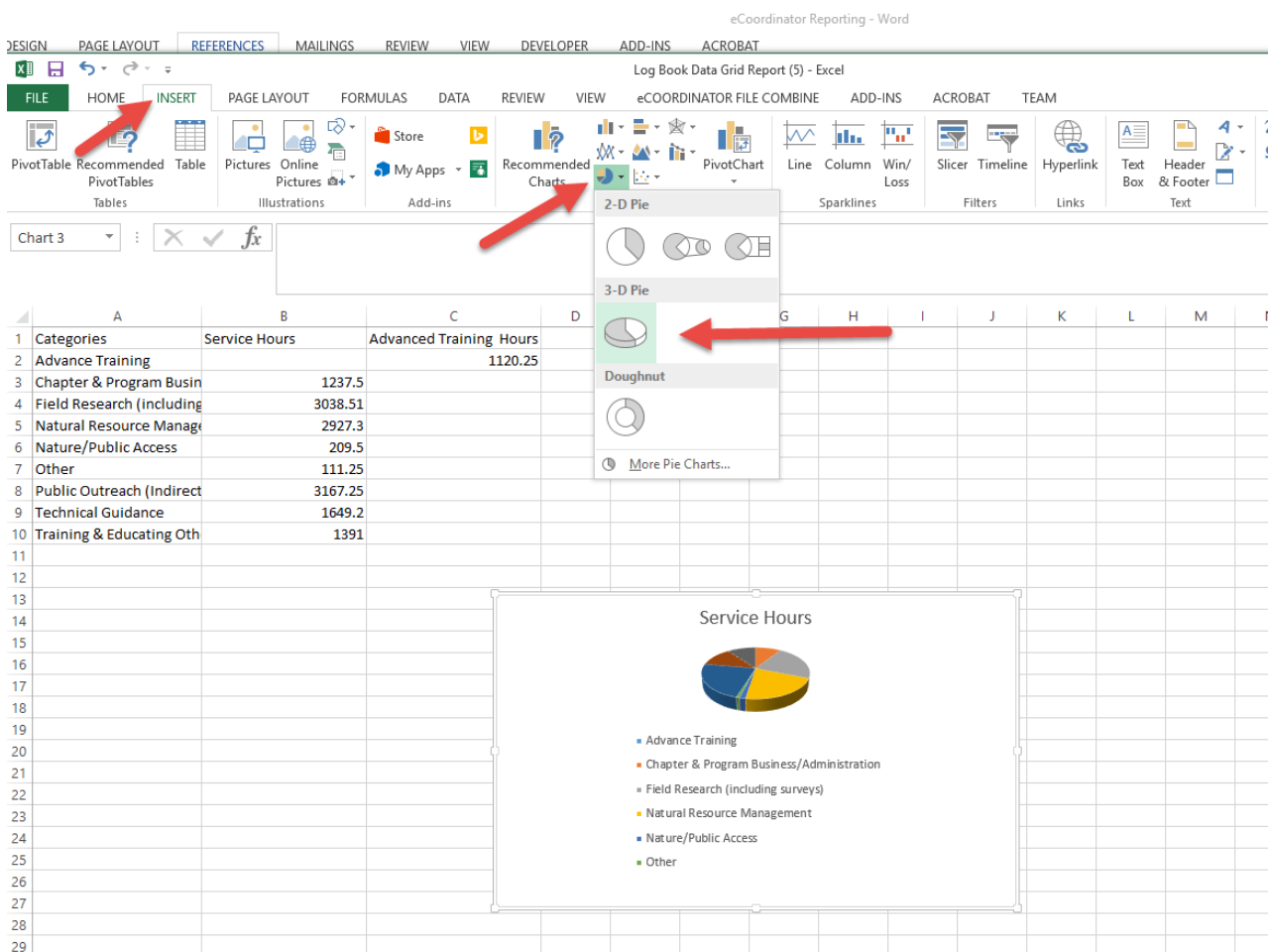
✓

fx

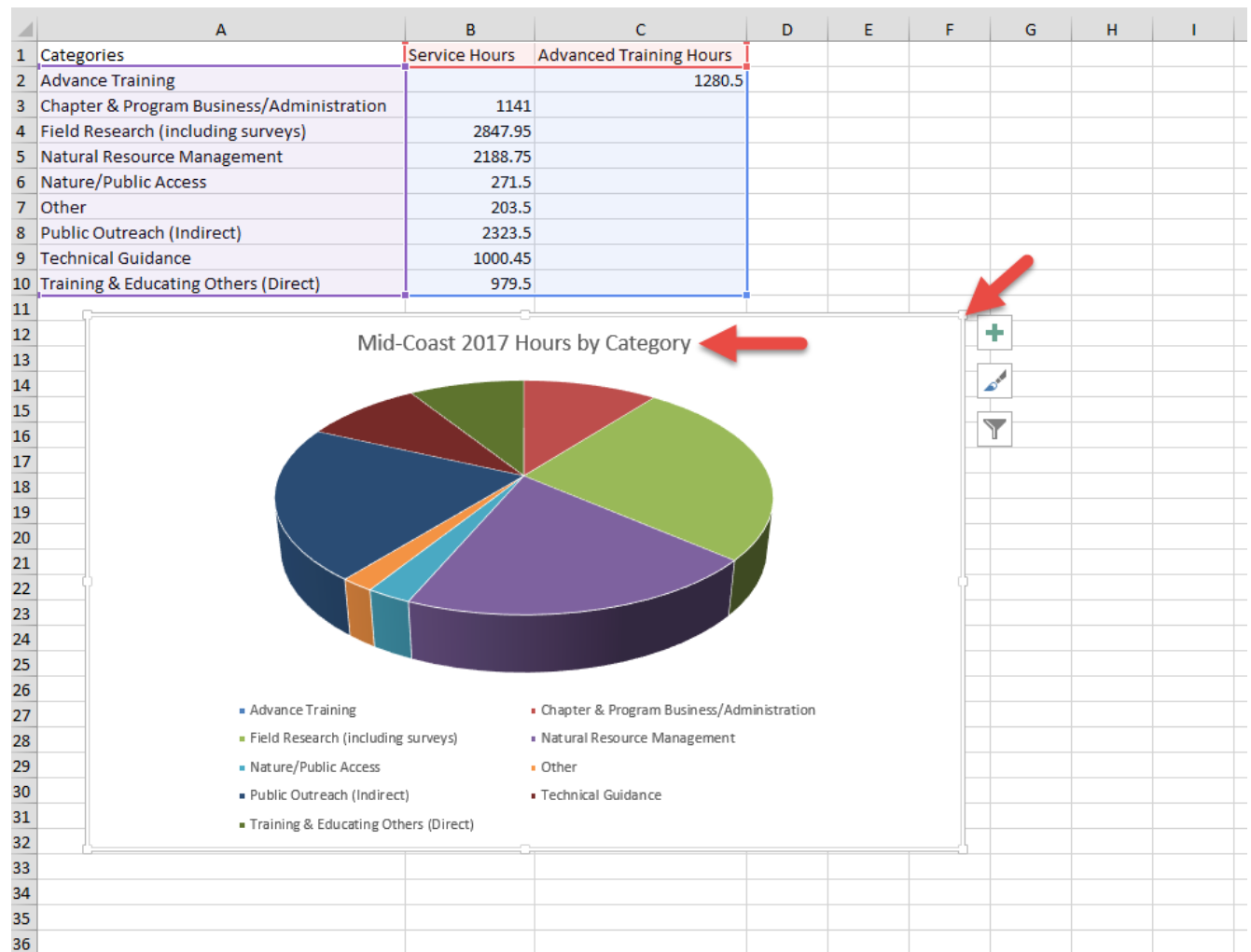
Categories

	A	B	C	D	E	F	G	H
1	Categories	Service Hours	Advanced Training Hours					
2	Advance Training		1280.5					
3	Chapter & Program Business/Administration	1141						
4	Field Research (including surveys)	2847.95						
5	Natural Resource Management	2188.75						
6	Nature/Public Access	271.5						
7	Other	203.5						
8	Public Outreach (Indirect)	2323.5						
9	Technical Guidance	1000.45						
10	Training & Educating Others (Direct)	979.5						
11								
12								

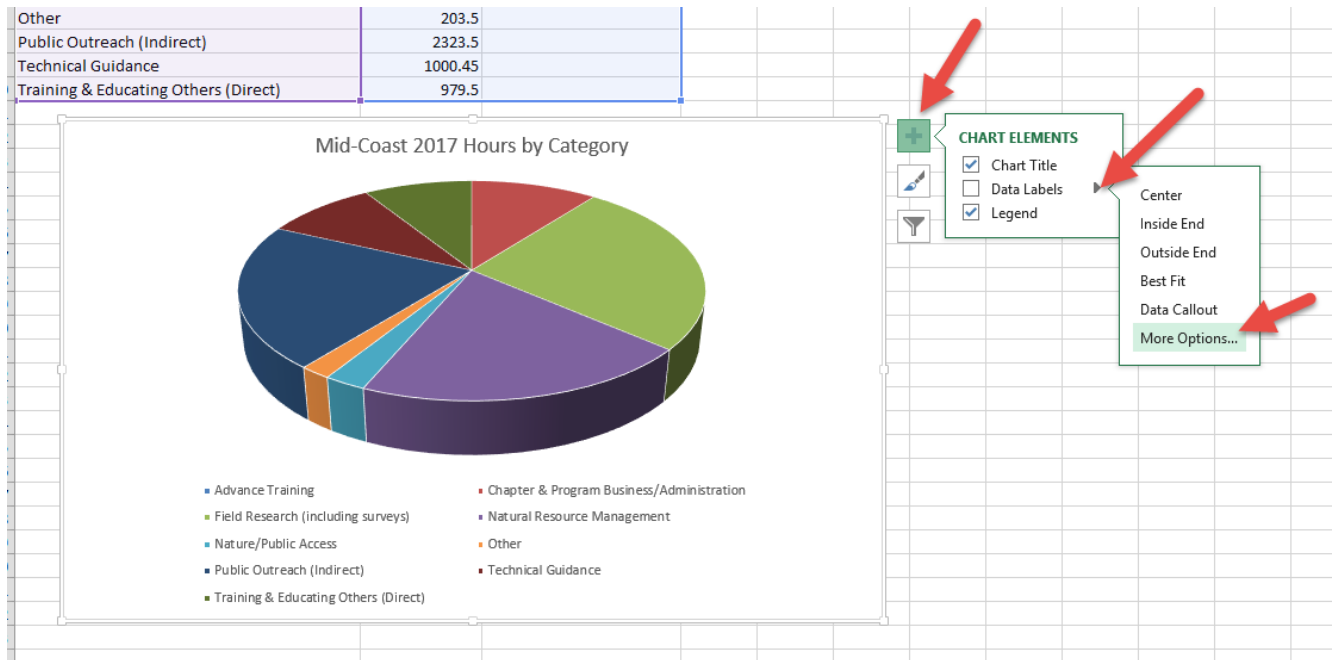
While the data cells are selected, choose the Insert tab on the menu and click on the Pie Chart icon on the Ribbon Bar. Choose the 3-D Pie chart option.



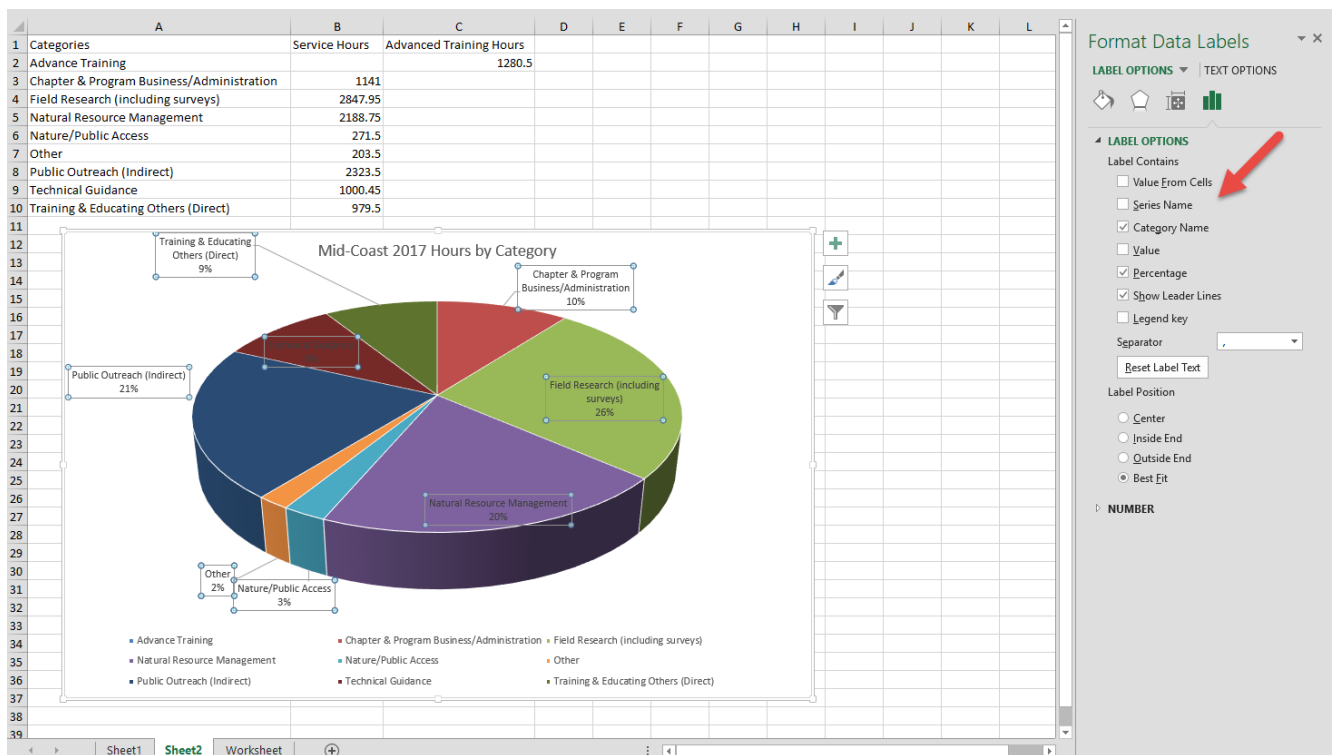
Adjust the size of the chart by grabbing the corners with the mouse pointer and holding down the left mouse button. Select the title box and type the title of your chart. In this example we're looking at the Mid-Coast 2017 Hours by Category.



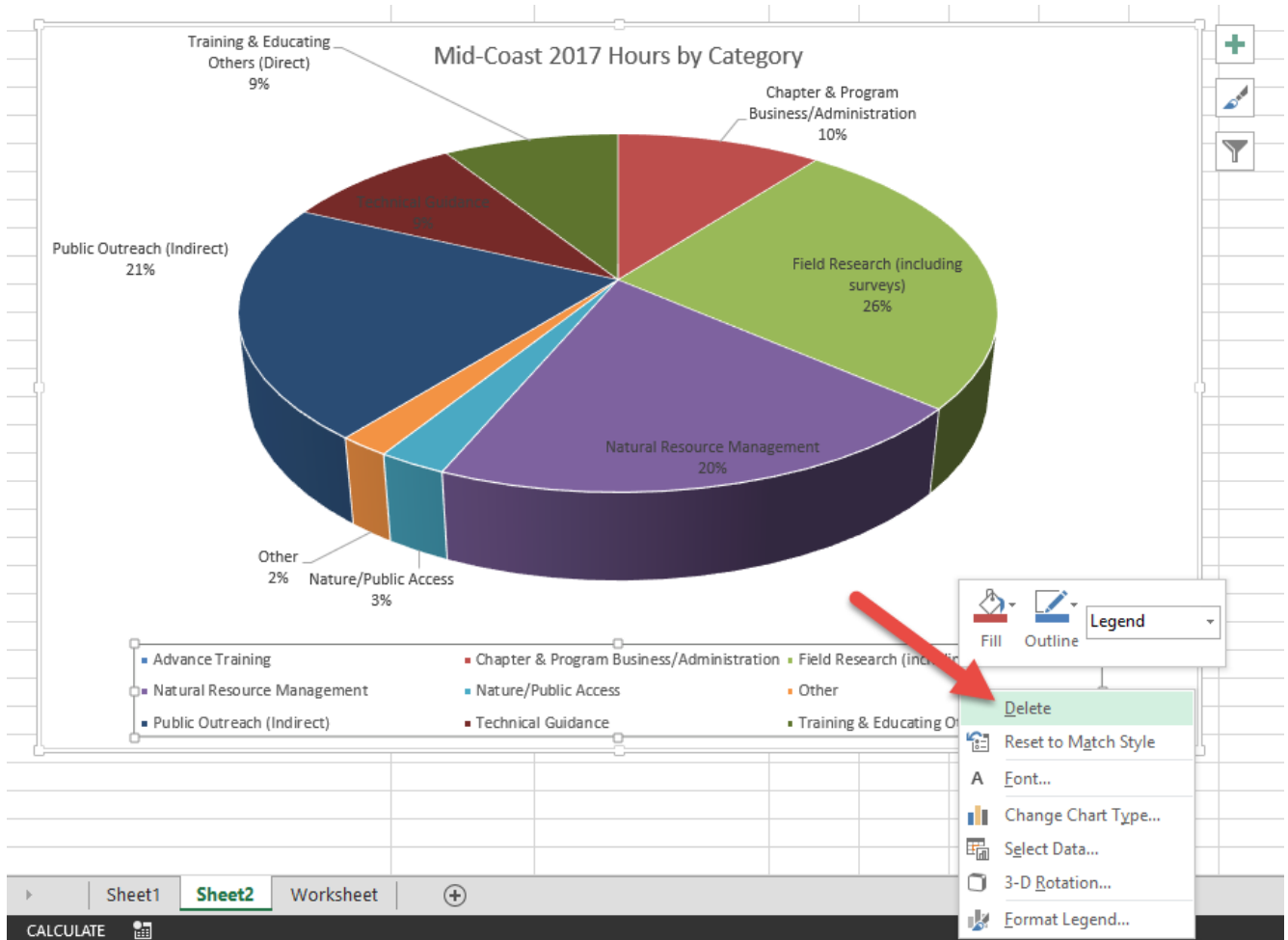
Click the Chart Elements + icon and expand the Data Labels selection. Choose More Options.



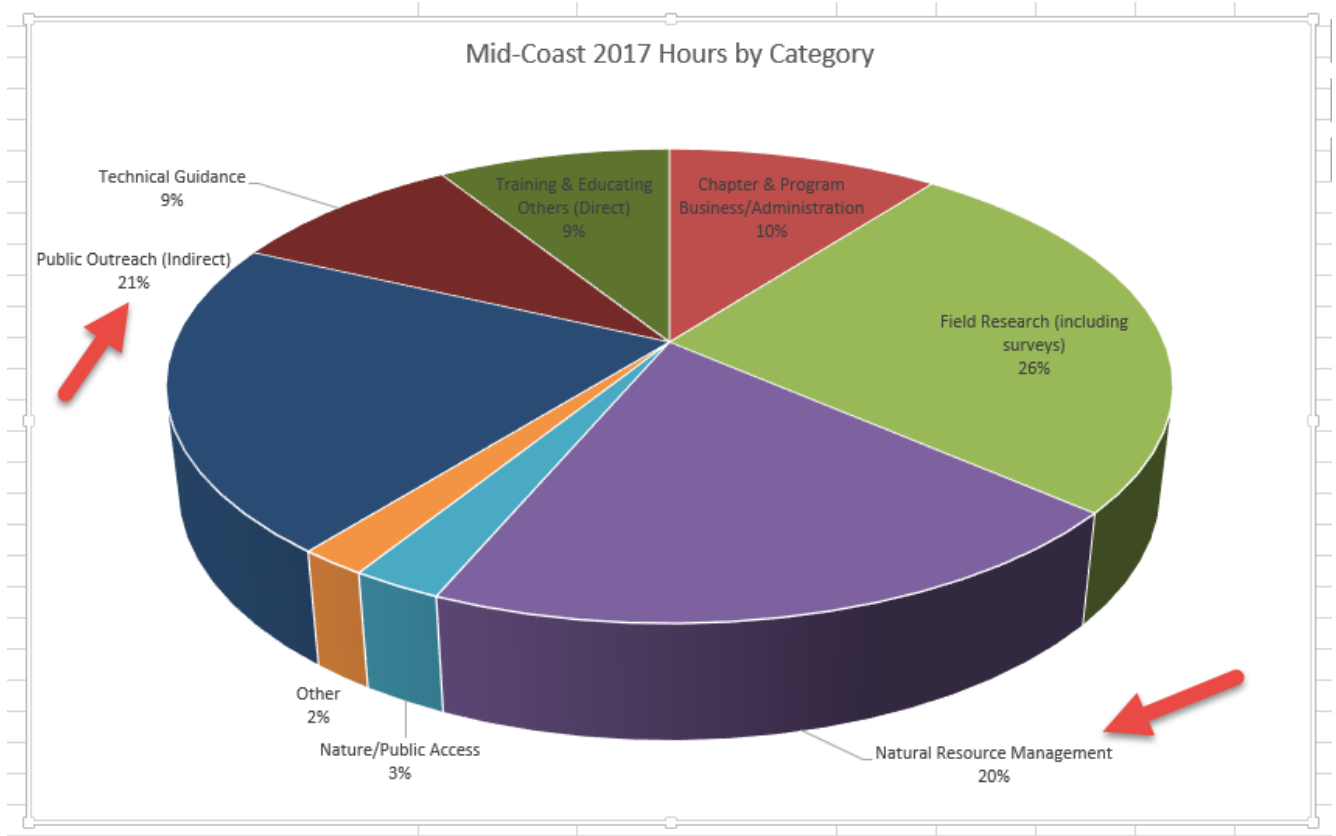
Format Data Labels is shown. Choose the Category Name and Percentage check boxes. Uncheck the value label. Click the X at the top of the Format Data Labels box to close it.



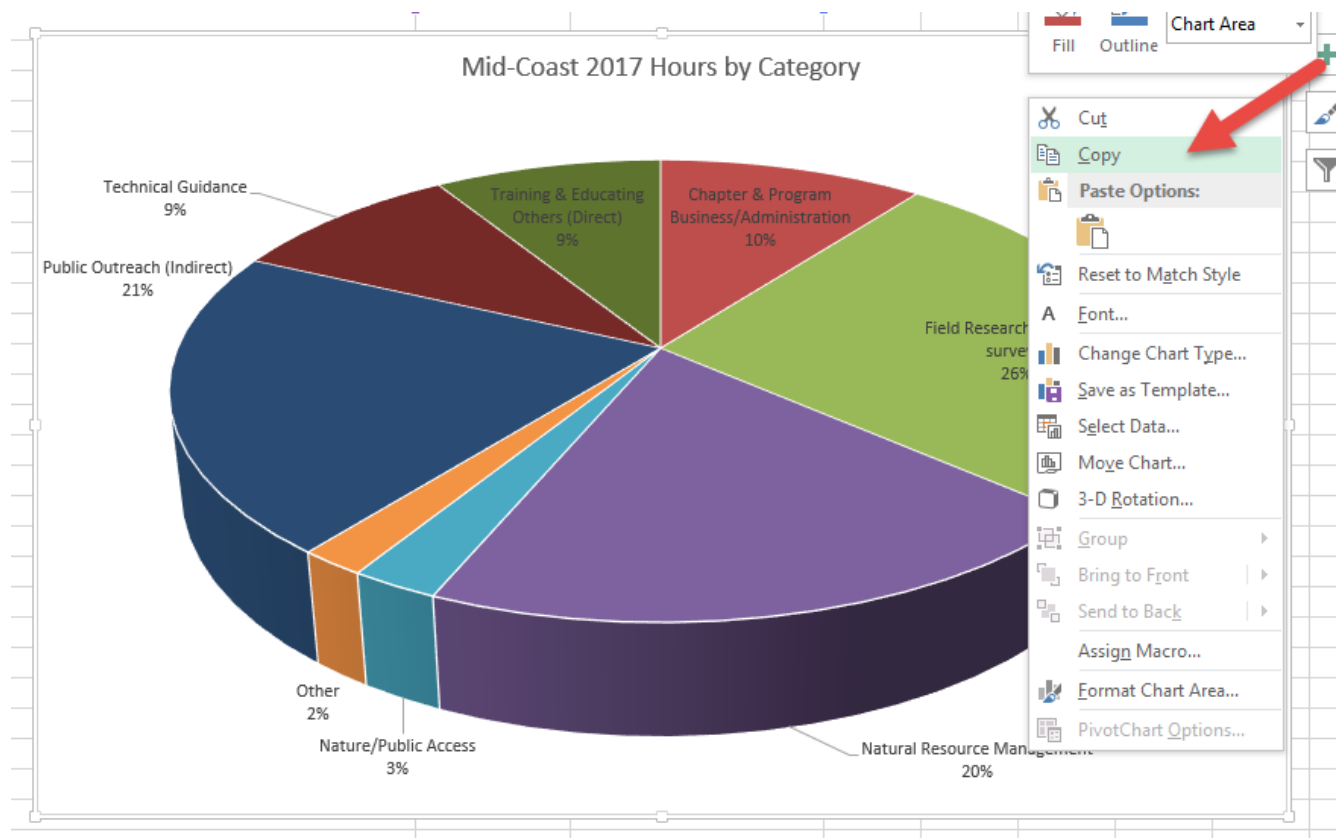
We now have the category names and percentage of the total hours in our pie chart. The legend at the bottom of the chart is redundant. Right mouse click on it and choose the delete option.



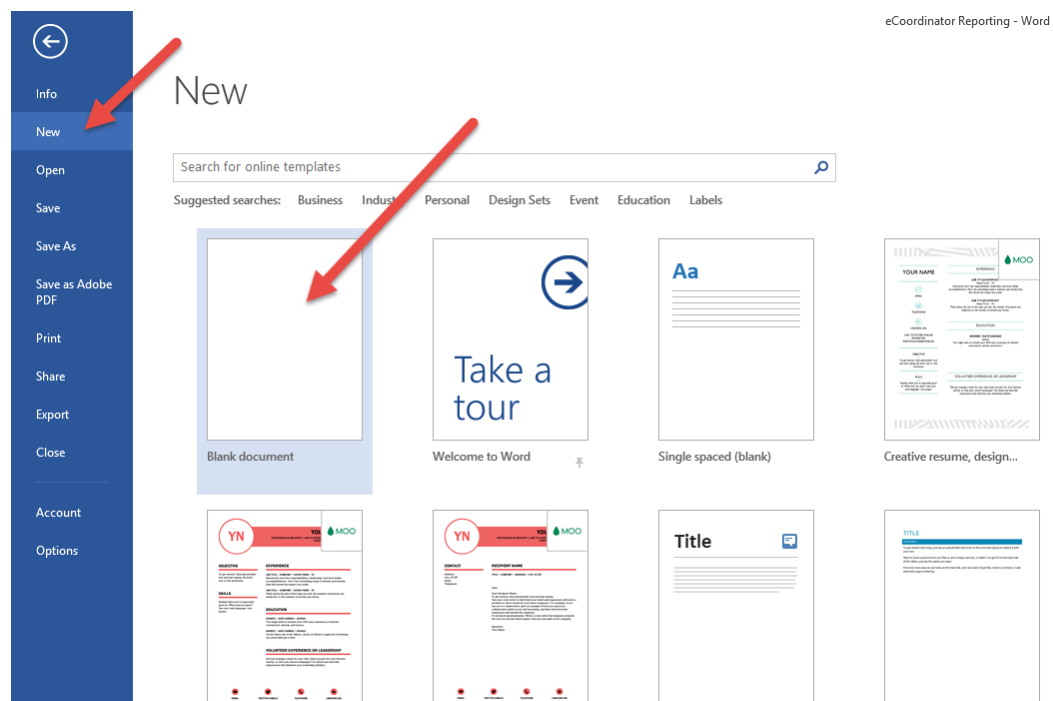
The chart is complete. If the text is hard to read within a slice. Drag it to an area where it is easier to read. Let's move it to something easier to send out to volunteers.



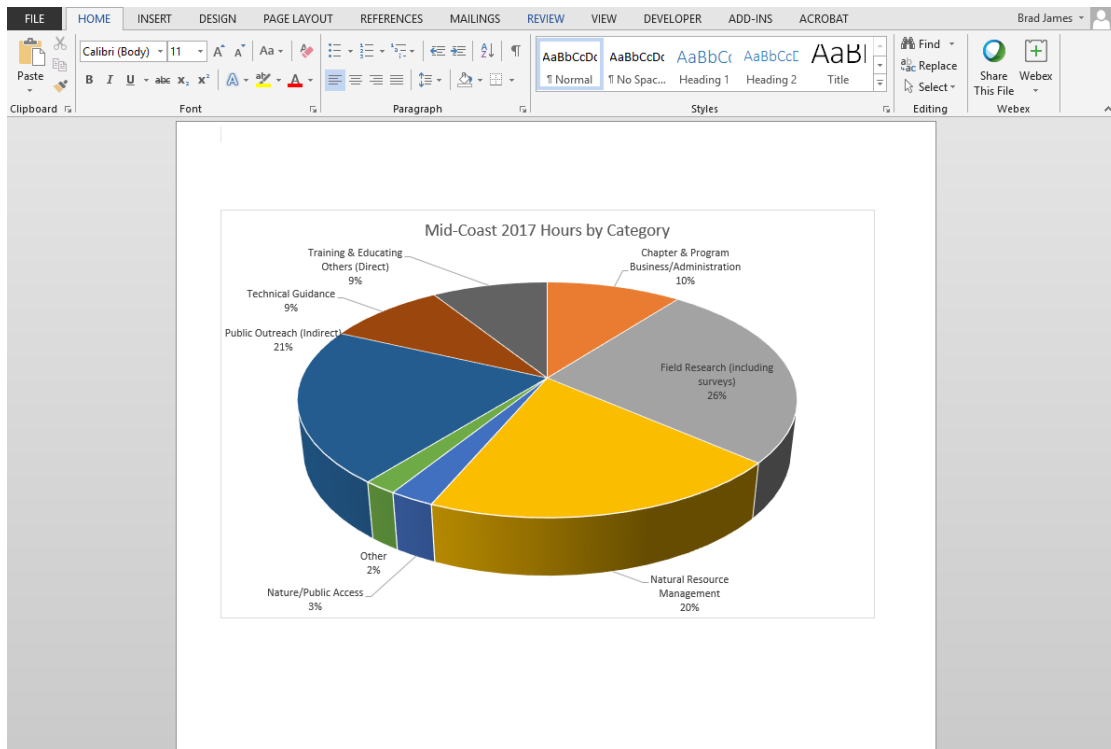
Right click on the chart and select Copy from the options list.



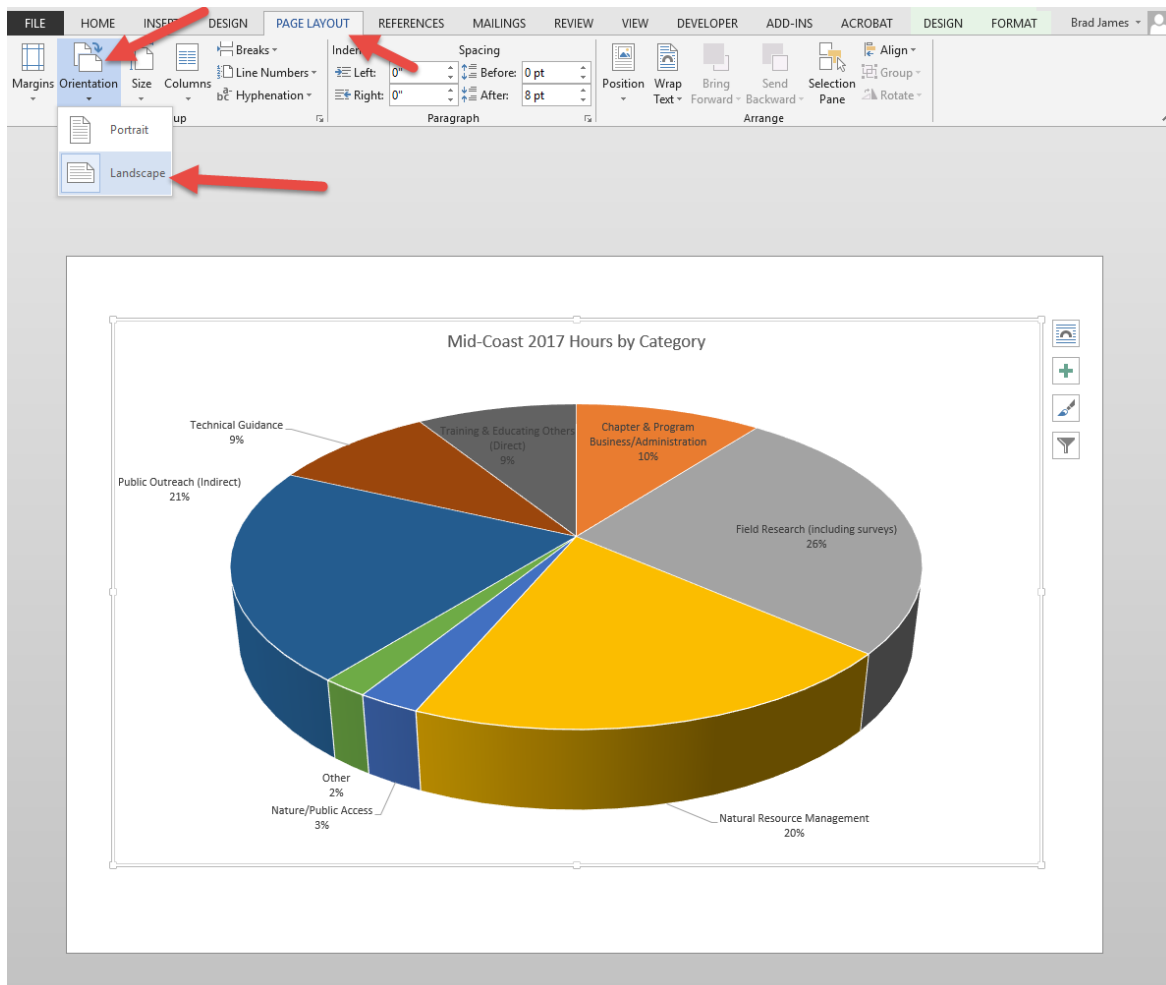
Open Microsoft Word and create a new blank document. Note: you could at this point paste this chart in applications other than Word. PowerPoint would be an example of one of these applications.



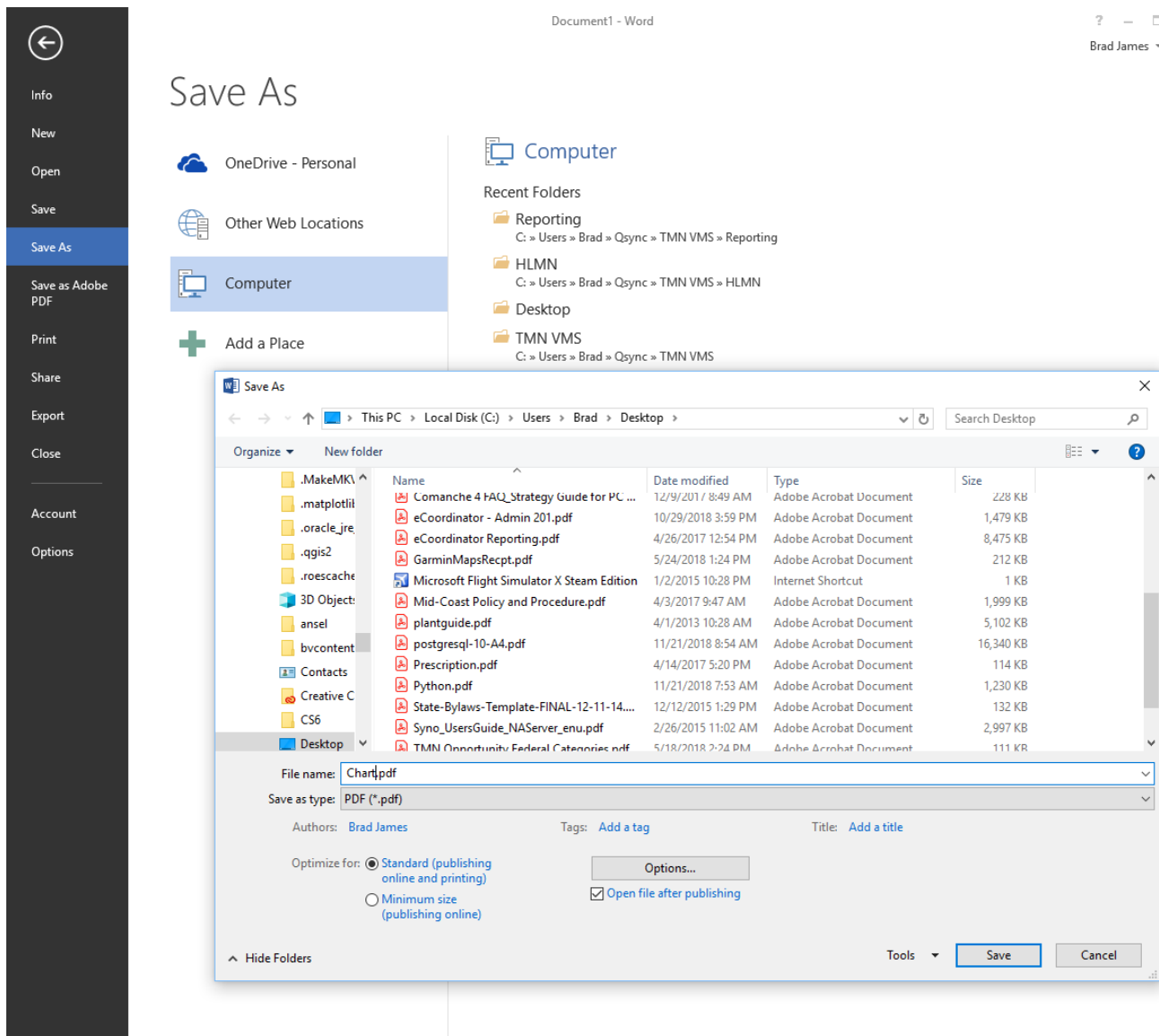
When the new Word document opens, click in the document space, right click and paste.



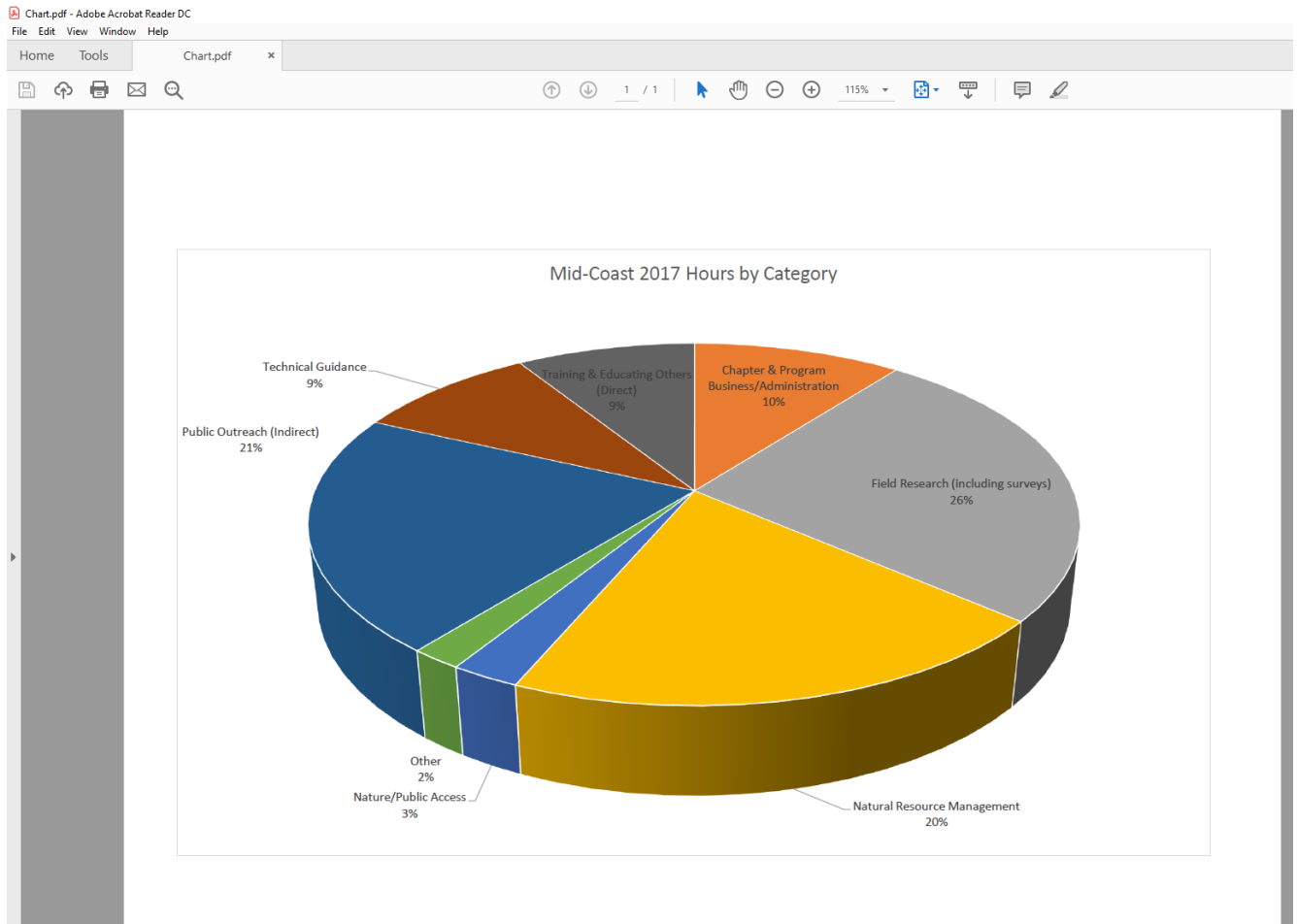
Choose Page Layout and change the page orientation to Landscape.



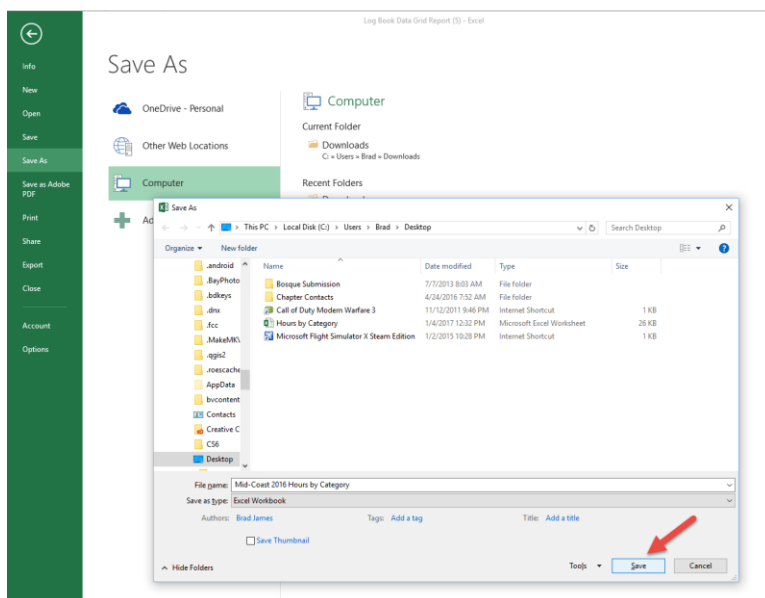
Choose the File menu, Save As, then choose a location to store the new document. Name your document and save the document as file type PDF. This will create a PDF document of your chart. This is a more secure document type to send via email.



The chart can now be opened in Adobe Acrobat Reader or your PDF reader of choice.



Returning to Excel, select File, name the file and then save as an Excel workbook.



[Return to the Table of Contents](#)

AgriLife Report

In many chapters the AgriLife extension agents request monthly reporting. These reports are generally focused on Outreach and Training and Educating Others opportunity categories. The information that they typically need, are the number of opportunities, how many volunteers contributed service to these opportunities, how many hours of service, and how many people were touched or impacted by the activities at these opportunities.

Log in to eCoordinator. Choose your chapter folder. In this example we're using the Mid-Coast chapter. Select the Opportunity tab. Select the TMN Standard AgriLife Training grid view from the Grid View dropdown list.

TPWD - Master Naturalist : Mid Coast

Volunteers

Opportunities

Chapters

New

Edit

Copy

Delete

Calendar

Reports

Request/Approve

Log Book

Email

Clear Filters

Grid Settings

TMN Standard-AgriLife Training

Filters

TMN-AgriLife Training

1 to 23 of 23 Opportunities

	OpportunityTitle ▼1	Opportunity/Organization	Opportunity Type	What category does the projec	Filled V
Find					
<input type="checkbox"/>	PO: AgriLife Partner	Mid Coast	Service Project	Public Outreach (Indirect)	8.
<input type="checkbox"/>	PO: ANWR	Aransas National Wildlife Re	Service Project	Public Outreach (Indirect)	8.
<input type="checkbox"/>	PO: Aransas Pathways	Aransas Co-John Strothmar	Service Project	Public Outreach (Indirect)	8.
<input type="checkbox"/>	PO: ARH docent	Aquarium at Rockport Harb	Service Project	Public Outreach (Indirect)	8.
<input type="checkbox"/>	PO: Balcones Canyonlands NWR	Balcones Canyonlands NWf	Service Project	Public Outreach (Indirect)	t
<input type="checkbox"/>	PO: Coletto Creek	Coletto Creek Park	Service Project	Public Outreach (Indirect)	8.
<input type="checkbox"/>	PO: HRC	Steve Balinger	Service Project	Public Outreach (Indirect)	8.

The TMN Standard AgriLife Training filter sets the chapter opportunities list to only include Public Outreach (Indirect) and Training and Educating Others (Direct). Mid-Coast has 23 opportunities that meet these criteria. Click on the Log Book button and choose all opportunities in grid.

TPWD - Master Naturalist : Mid Coast

Volunteers
Opportunities
Chapters

New
Edit
Copy
Delete
Calendar
Reports
Request/Approve
Log Book
Email
Share
Unshare

Clear Filters
Grid Settings
TMN Standard-AgriLife Training
Filters
TMN-AgriLife Training

1 to 23 of 23 Opportunities

	Opportunity Title ▼1	Opportunity/Organization	Opportunity Type	What category does it
Find				
<input type="checkbox"/>	PO: Balcones Canyonlands NWR	Balcones Canyonlands NWR	Service Project	Public Outreach
<input type="checkbox"/>	PO: Coleta Creek	Coleta Creek Park	Service Project	Public Outreach
<input type="checkbox"/>	PO: H/BC	Steve Reisinger	Service Project	Public Outreach
<input type="checkbox"/>	PO: Incidental	Mid Coast	Service Project	Public Outreach
<input type="checkbox"/>	PO: MBNP	Matagorda Bay Nature Park	Service Project	Public Outreach
<input type="checkbox"/>	PO: MCBNC	Matagorda County Bird & N	Service Project	Public Outreach
<input type="checkbox"/>	PO: MCTMN Plant Sale	Mid Coast	Service Project	Public Outreach
<input type="checkbox"/>	PO: Mission-Aransas NERR	Mission-Aransas NERR	Service Project	Public Outreach
<input type="checkbox"/>	PO: Other Events/Partners	Mid Coast	Service Project	Public Outreach

We are preparing a quarterly report so the last 3 months of 2018 are selected for the date range (Oct, 1 2018 to Dec, 31 2018). Set the date range and click apply. Check that summary mode is selected. Choose TMN Standard – AgriLife Training from the Grid View dropdown list.

Log Book System

Specific Date Range
Start Date: Oct 1 2018
End Date: Dec 31 2018
Applies to: Start Date
Include entries with no start or end date if the "Date Entered" falls within the specified date range.
Summary mode
Summarize by: Opportunity Title
Apply
Reset

Show All
Refresh
Grid Settings
TMN Standard-AgriLife Training
Filters

1 to 10 of 10 Rows

	Opportunity Title ▼1	What category does it	Start Date	TMN Hours	Volunteer Name	Chapter Name	Service Performance
Find							
<input type="checkbox"/>	PO: ANWR	Public Outreach (Indirect)	N/A	128	7 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Aransas Pathways	Public Outreach (Indirect)	N/A	18.25	4 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Coleta Creek	Public Outreach (Indirect)	N/A	26.75	2 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Incidental	Public Outreach (Indirect)	N/A	29	2 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: MCTMN Plant Sale	Public Outreach (Indirect)	N/A	5	1 Volunteer	1 Park	N/A
<input type="checkbox"/>	PO: Other Events/Partners	Public Outreach (Indirect)	N/A	24.75	5 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Texas State Aquarium	Public Outreach (Indirect)	N/A	15	1 Volunteer	1 Park	N/A
<input type="checkbox"/>	TR: Coleta Creek	Training & Educating Others	N/A	16	1 Volunteer	1 Park	N/A
<input type="checkbox"/>	TR: Other Organizations	Training & Educating Others	N/A	98	5 Volunteers	1 Park	N/A
<input type="checkbox"/>	TR: WWF direct education	Training & Educating Others	N/A	4.5	1 Volunteer	1 Park	N/A
Summary info (for all 10 rows)							
10 Opportunities:		N/A	N/A	365.25	20 Volunteers	1 Park	N/A
Average info (for all 10 rows)							
10 Opportunities:		N/A	N/A	36.525	2 Volunteers	0.1 Park	N/A

The resulting grid will typically satisfy the needs of the AgriLife Extension Agent. Looking at the total line in this grid there were 10 opportunities tracking outreach and training. 365.25 service hours were contributed. 20 volunteers contributing those hours.

Log Book System

Specific Date Range

Start Date:

Oct

1

2018

End Date:

Dec

31

2018

Applies to:

Start Date

Include entries with no start or end date if the "Date Entered" falls within the specified date range.

Summary mode

Summarize by:

Opportunity Title

Apply

Reset

New

Show All

Refresh

Grid Settings

TMN Standard-AgriLife Training

Filters

Filters

Details

1 to 10 of 10 Rows

Reports

Email

Approval

Select All

Unselect All

Close

	Opportunity Title	What category does it	Start Date	TMN Hours	Volunteer Name	Chapter Name	Service Performe
Find							
<input type="checkbox"/>	PO: ANWR	Public Outreach (Indire	N/A	128	7 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Aransas Pathways	Public Outreach (Indire	N/A	18.25	4 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Colet Creek	Public Outreach (Indire	N/A	26.75	2 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Incidental	Public Outreach (Indire	N/A	29	2 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: MCTMN Plant Sale	Public Outreach (Indire	N/A	5	1 Volunteer	1 Park	N/A
<input type="checkbox"/>	PO: Other Events/Partners	Public Outreach (Indire	N/A	24.75	5 Volunteers	1 Park	N/A
<input type="checkbox"/>	PO: Texas State Aquarium	Public Outreach (Indire	N/A	15	1 Volunteer	1 Park	N/A
<input type="checkbox"/>	TR: Colet Creek	Training & Educating O	N/A	16	1 Volunteer	1 Park	N/A
<input type="checkbox"/>	TR: Other Organizations	Training & Educating O	N/A	98	5 Volunteers	1 Park	N/A
<input type="checkbox"/>	TR: WWF direct education	Training & Educating O	N/A	4.5	1 Volunteer	1 Park	N/A
Summary info (for all 10 rows)							
	10 Opportunities	N/A	N/A	365.25	20 Volunteers	1 Park	N/A
Average info (for all 10 rows)							
	10 Opportunities:	N/A	N/A	36.525	2 Volunteers	0.1 Park	N/A

Scrolling to the right, we can see 1,016 people were impacted, 566 adults, and 450 youth.

Log Book System

Specific Date Range

Start Date:

Oct

1

2018

End Date:

Dec

31

2018

Applies to:

Start Date

Include entries with no start or end date if the "Date Entered" falls within the specified date range.

Summary mode

Summarize by:

Opportunity Title

Apply

Reset

New

Show All

Refresh

Grid Settings

TMN Standard-AgriLife Training

Filters

Filters

Details

1 to 10 of 10 Rows

Reports

Email

Approval

Select All

Unselect All

Close

	nd Total	Adult Sub Tot	Youth Sub tot	Adult Male Tot	Adult Female 1	Adult White	Adult Hispanic	Adult Black	Adult Asian	Adult Amer Inc	Ac
		195	164	17	16	9					
		68	0	7	45	12					
		6	76								
		61	20	30	30	45	20	5			
		8	180								
		225	10	24	26	44					
		3									
	0	566	450	78	117	110	20	5	0	0	
	0	56.6	45	7.8	11.7	11	2	0.5	0	0	

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Chapter Impact

It is important to report to your chapter volunteers the impact that they have made as a chapter. Log into eCoordinator and select your chapter folder. Choose the Opportunities tab. In this example we are using the Mid-Coast chapter folder. Click on the Clear Filters button. Click on the Log Book button and choose all opportunities in grid.

TPWD - Master Naturalist : Mid Coast

Volunteers **Opportunities** Chapters

New Edit Copy Delete Calendar Reports Request/Approve Log Book Email Share Unshare Automation Folder Manager

Clear Filters Grid Settings Saved Grids List Filters Filters

1 to 75 of 75 Opportunities

	Opportunity Title ▼1	Opportunity/Organization	Opportunity Type	What category does the project	Filled Vt	Surveys Used
<input type="checkbox"/>	Apply to the Mid-Coast Chapter	Mid Coast			1	
<input type="checkbox"/>	AT: Lecture Series presentation	Mid Coast	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	AT: Online Training	MC Hours-keeper	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	AT: Single presentation	MC Hours-keeper	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	AT: Specific-Project	Mid Coast	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	AT: TX Waters Certification Training	TPWD-TX Waters	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	AT: with Chapter Meeting	Mid Coast	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	AT: with State Meet	TMN Statewide	Advanced Training	Advance Training	84	TMN AT Report Hours
<input type="checkbox"/>	CB: Chapter Business	Mid Coast	Service Project	Chapter & Program Business/Ad	84	TMN Admin Report Ho
<input type="checkbox"/>	FR: ANWR research	Aransas National Wildlife R	Service Project	Field Research (including survey	84	TMN Field Research H
<input type="checkbox"/>	FR: Aquatic Life	Mid Coast	Service Project	Field Research (including survey	84	TMN Field Research H
<input type="checkbox"/>	FR: Bird Populations	Mid Coast	Service Project	Field Research (including survey	84	TMN Field Research H
<input type="checkbox"/>	FR: Insect Life	Mid Coast	Service Project	Field Research (including survey	84	TMN Field Research H

Choose the date range for the period you want to report on. We're looking at January, 1 2016 to December 31, 2016 in this example. Click the Apply button to apply your date range to the grid. Choose Summary mode. Select TMN Standard Reporting from the Grid View select dropdown list.

Log Book System

Specific Date Range ▼ Start Date: Jan 1 2018 End Date: Dec 31 2018 Apply Reset

Summary mode ▼ Summarize by: Opportunity Title ▼

☐ Include entries with no start or end date if the "Date Entered" falls within the specified date range

New Show All Refresh Grid Settings TMN Standard Reporting Filters

1 to 52 of 52 Rows

	Opportunity Title ▼1	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Tra	Start
<input type="checkbox"/>	AT: Lecture Series presentation	N/A	31 Volunteers	165.5			
<input type="checkbox"/>	AT: Online Training	N/A	21 Volunteers	90.6			
<input type="checkbox"/>	AT: Single presentation	N/A	48 Volunteers	472.75			
<input type="checkbox"/>	AT: Specific-Project	N/A	30 Volunteers	255.5			
<input type="checkbox"/>	AT: TX Waters Certification Tra	N/A	8 Volunteers	26.25			
<input type="checkbox"/>	AT: with Chapter Meeting	N/A	31 Volunteers	61			
<input type="checkbox"/>	AT: with State Meet	N/A	4 Volunteers	51			
<input type="checkbox"/>	CB: Chapter Business	N/A	44 Volunteers		1783.5		
<input type="checkbox"/>	FR: ANWR research	N/A	4 Volunteers		55.5		
<input type="checkbox"/>	FR: Aquatic Life	N/A	4 Volunteers		11		
<input type="checkbox"/>	FR: Bird Populations	N/A	33 Volunteers		1900.75		
<input type="checkbox"/>	FR: Insect Life	N/A	2 Volunteers		4.5		

Scroll to the bottom of the grid to view the summary info row. Looking at this row we see:

Number of opportunities with hours reported

Number of volunteers reporting

Total number of Advanced Training hours

Total number of Service hours

Total number of Initial Training hours

Total people impacted through outreach

Acreage impacted

New Trail Miles

Log Book System

Specific Date Range

Start Date:

Jan

1

2018

End Date:

Dec

31

2018

Applies to:

Start Date

Include entries with no start or end date if the "Date Entered" falls within the specified date range.

Summary mode

Summarize by:

Opportunity Title

Apply

Reset

New

Show All

Refresh

Grid Settings

TMN Standard Reporting

Filters

Filters

1 to 52 of 52 Rows

	Opportunity Title	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Tra	Start Date	What categ
Find				=	=	=	:	
<input type="checkbox"/>	RM: Texas Zoo	N/A	1 Volunteer		6		N/A	Natur
<input type="checkbox"/>	RM: TMMSN	N/A	1 Volunteer		6		N/A	Natur
<input type="checkbox"/>	TG: ANWR	N/A	5 Volunteers		37.5		N/A	
<input type="checkbox"/>	TG: Aransas Pathways	N/A	1 Volunteer		1.5		N/A	
<input type="checkbox"/>	TG: City or County	N/A	2 Volunteers		12.75		N/A	
<input type="checkbox"/>	TG: Other Organizations	N/A	12 Volunteers		184		N/A	
<input type="checkbox"/>	TG: TMN VMS Implementation	N/A	1 Volunteer		2.5		N/A	
<input type="checkbox"/>	TG: WWF	N/A	1 Volunteer		18.5		N/A	
<input type="checkbox"/>	TR: ANWR direct education	N/A	2 Volunteers		22		N/A	Training
<input type="checkbox"/>	TR: Coletto Creek	N/A	1 Volunteer		16		N/A	Training
<input type="checkbox"/>	TR: Mad Island	N/A	2 Volunteers		13.75		N/A	Training
<input type="checkbox"/>	TR: Other Organizations	N/A	22 Volunteers		646.25		N/A	Training
<input type="checkbox"/>	TR: WWF direct education	N/A	2 Volunteers		36		N/A	Training
Summary info (for all 52 rows)								
	52 Opportunities	N/A	76 Volunteers	1122.6	9207.5	841	N/A	
Average info (for all 52 rows)								
	52 Opportunities:	N/A	1.462 Volunteers	21.588	177.067	16.173	N/A	

By changing Relative Date Range and choosing All Time then clicking the Apply button we get cumulative chapter totals.

Log Book System

Relative Date Range Period: All Time Summary mode:

Applies to: Start Date Summarize by: Opportunity Title

New Show All Refresh Grid Settings TMN Standard Reporting Filters

1 to 69 of 69 Rows

	Opportunity Title ▼1	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Tra	Start Date	What category
<input type="checkbox"/>	TG: ARH operations	N/A	1 Volunteer		1.5		N/A	Tex
<input type="checkbox"/>	TG: Balcones Canyonlands NM	N/A	1 Volunteer		8.25		N/A	Tex
<input type="checkbox"/>	TG: City or County	N/A	8 Volunteers		58		N/A	Tex
<input type="checkbox"/>	TG: Mad Island	N/A	1 Volunteer		175.95		N/A	Tex
<input type="checkbox"/>	TG: Other Organizations	N/A	20 Volunteers		1093.65		N/A	Tex
<input type="checkbox"/>	TG: TMN VMS Implementation	N/A	1 Volunteer		700.5		N/A	Tex
<input type="checkbox"/>	TG: WWF	N/A	7 Volunteers		469.75		N/A	Tex
<input type="checkbox"/>	TR: ANWR direct education	N/A	11 Volunteers		113.75		N/A	Training & I
<input type="checkbox"/>	TR: ARH direct education	N/A	2 Volunteers		23.75		N/A	Training & I
<input type="checkbox"/>	TR: Coletto Creek	N/A	6 Volunteers		65.25		N/A	Training & I
<input type="checkbox"/>	TR: Mad Island	N/A	4 Volunteers		55		N/A	Training & I
<input type="checkbox"/>	TR: Other Organizations	N/A	35 Volunteers		2679		N/A	Training & I
<input type="checkbox"/>	TR: TMN VMS Implementation	N/A	2 Volunteers		193.25		N/A	Training & I
<input type="checkbox"/>	TR: WWF direct education	N/A	7 Volunteers		161.25		N/A	Training & I
Summary info (for all 69 rows)								
	69 Opportunities	N/A	236 Volunteers	18789.4	183077.26	1576.25	N/A	
Average info (for all 69 rows)								
	69 Opportunities:	N/A	3.42 Volunteers	272.31	2653.294	22.844	N/A	

Looking at the summary row, we see that the Mid-Coast has contributed 18,789.4 advanced training and 183,077.26 service hours. Use the Log book Data Grid Report to export the information.

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Partner Reports

Chapters often have partnership agreements with other organizations with whom they share volunteer service data. The easiest way to capture service information for these partners is to set up special opportunities. Aransas National Wildlife Refuge (ANWR) is one of the Mid-Coast chapter's partners. The chapter has created an opportunity for each of the activity categories that volunteers contribute hours at the ANWR. These are:

FR: ANWR research

RM: ANWR

NPA: ANWR

PO: ANWR

TG: ANWR

TR ANWR direct education

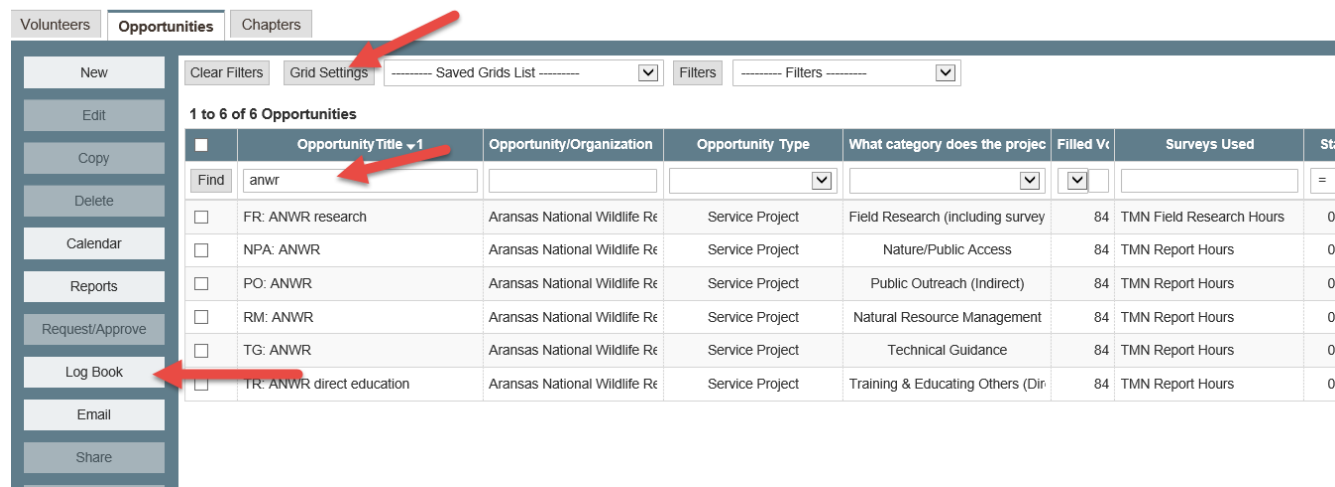
These six opportunities capture the field research, resource management, nature/ public access, public outreach, technical guidance, and training activity that occurs at Welder. **Using common naming for partners makes it easy to select all of the opportunities that belong to that partner.** Let's look at the contributions the Mid-Coast chapter made to ANWR in 2018.

Begin by logging into eCoordinator and selecting your chapter folder. In this example we're working in the Mid-Coast folder. Click the Clear Filters button to clear all filters.

By Typing ANWR in the Find cell below the Opportunity Title column heading and clicking the Find button we can locate only the ANWR opportunities in the Mid-Coast opportunity list. Manual selection of partner opportunities may be needed depending on how you name opportunities in your chapter.

The result is the six ANWR opportunities. Click the Log Book button. In this case we choose all opportunities in grid. If you are manually selecting opportunities you would choose only selected.

TPWD - Master Naturalist :  Mid Coast



Volunteers Opportunities Chapters

Clear Filters Grid Settings Saved Grids List Filters Filters

1 to 6 of 6 Opportunities

	Opportunity Title ▼1	Opportunity/Organization	Opportunity Type	What category does the projec	Filled V	Surveys Used	St
Find	anwr						
<input type="checkbox"/>	FR: ANWR research	Aransas National Wildlife R	Service Project	Field Research (including survey	84	TMN Field Research Hours	0
<input type="checkbox"/>	NPA: ANWR	Aransas National Wildlife R	Service Project	Nature/Public Access	84	TMN Report Hours	0
<input type="checkbox"/>	PO: ANWR	Aransas National Wildlife R	Service Project	Public Outreach (Indirect)	84	TMN Report Hours	0
<input type="checkbox"/>	RM: ANWR	Aransas National Wildlife R	Service Project	Natural Resource Management	84	TMN Report Hours	0
<input type="checkbox"/>	TG: ANWR	Aransas National Wildlife R	Service Project	Technical Guidance	84	TMN Report Hours	0
<input type="checkbox"/>	TR: ANWR direct education	Aransas National Wildlife R	Service Project	Training & Educating Others (Dir	84	TMN Report Hours	0

New Edit Copy Delete Calendar Reports Request/Approve Log Book Email Share

Choose the date range and click the Apply button. Select Summary mode. Choose the TMN Standard Reporting view to show the columns we need.

The result is all of the volunteer and impact data that the chapter contributed to ANWR in 2018. Change the date range to see chapter lifetime contributions to your partners. Use the Log Book Data Grid Report to export the information and share it with your partners.

Log Book System

The screenshot shows the Log Book System interface. Red arrows point to the following elements:

- The date range selection (Jan 1, 2018 to Dec 31, 2018).
- The Apply button.
- The Summary mode dropdown menu.
- The TMN Standard Reporting view dropdown menu.

The interface includes a sidebar with buttons: New, Show All, Refresh, Grid Settings, TMN Standard Reporting, Filters, Details, Reports, Email, Approval, Select All, Unselect All, and Close.

The main table displays 5 rows of data:

	Opportunity Title ▼1	Volunteer User ID	Volunteer Name	AT Hours	TMN Hours	TMN Initial Tra	Start Date	What category do
<input type="checkbox"/>	FR: ANWR research	N/A	4 Volunteers		55.5		N/A	Field Research
<input type="checkbox"/>	PO: ANWR	N/A	10 Volunteers		296.25		N/A	Public Ou
<input type="checkbox"/>	RM: ANWR	N/A	4 Volunteers		210.25		N/A	Natural Resc
<input type="checkbox"/>	TG: ANWR	N/A	5 Volunteers		37.5		N/A	Techni
<input type="checkbox"/>	TR: ANWR direct education	N/A	2 Volunteers		22		N/A	Training & Edu

Summary info (for all 5 rows)

5 Opportunities:	N/A	17 Volunteers	0	621.5	0	N/A
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Average info (for all 5 rows)

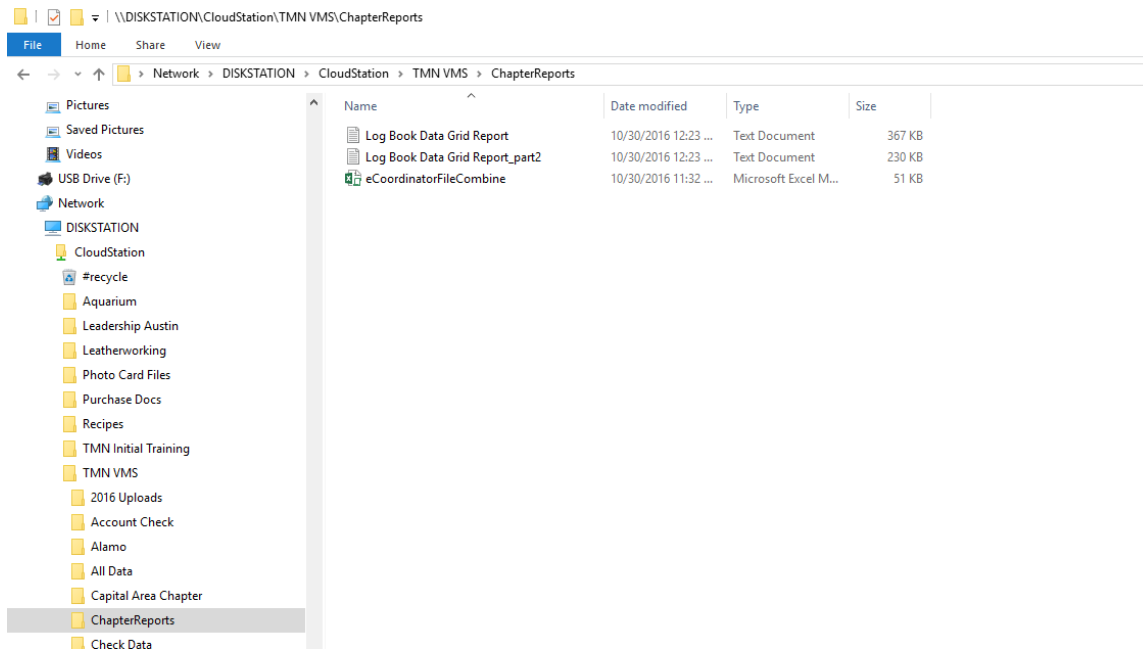
5 Opportunities:	N/A	3.4 Volunteers	0	124.3	0	N/A
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[Return to the Table of Contents](#)

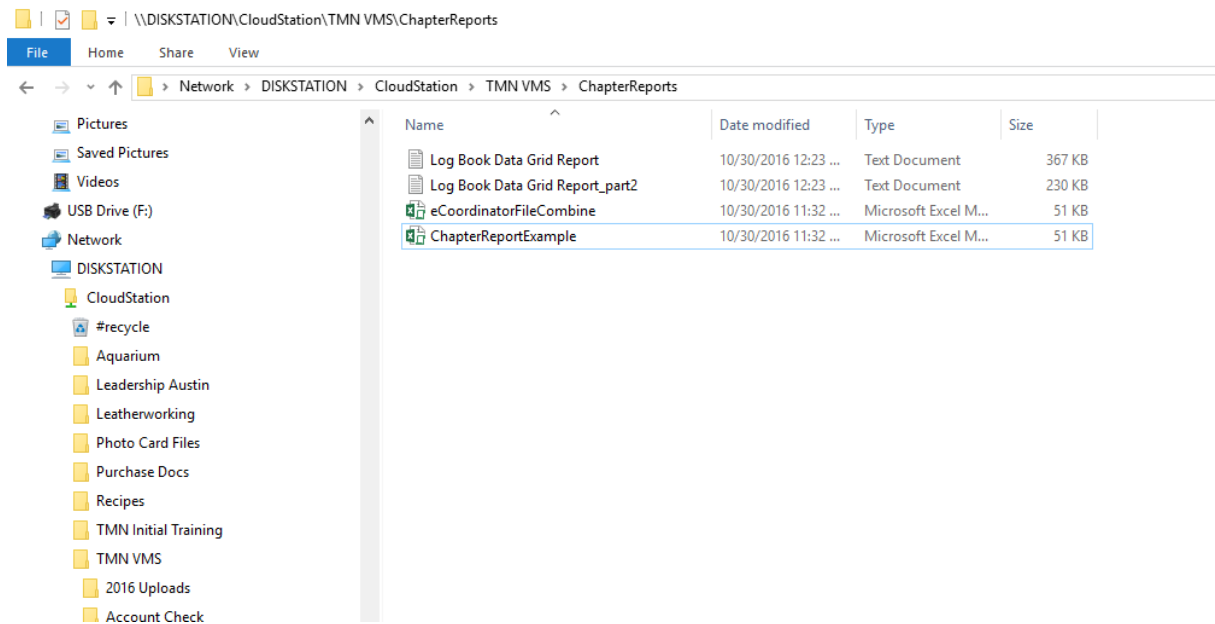
Using the eCoordinator Combine Multiple Export Files Tool

Often when exporting detail information from eCoordinator the export results in more than one file. Use the eCoordinator File Combine Excel application to easily combine these files.

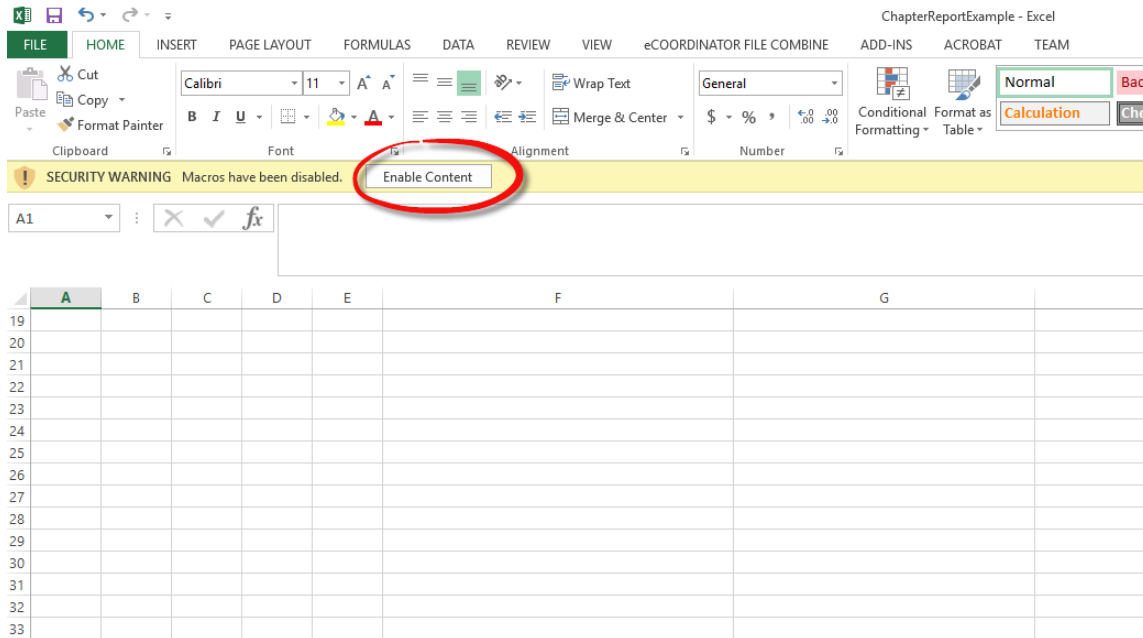
Create a directory to store the export files. Login to eCoordinator and create your export files (Text). Save them to the directory created in the step above. Copy the eCoordinatorFileCombine Excel file to the same directory.



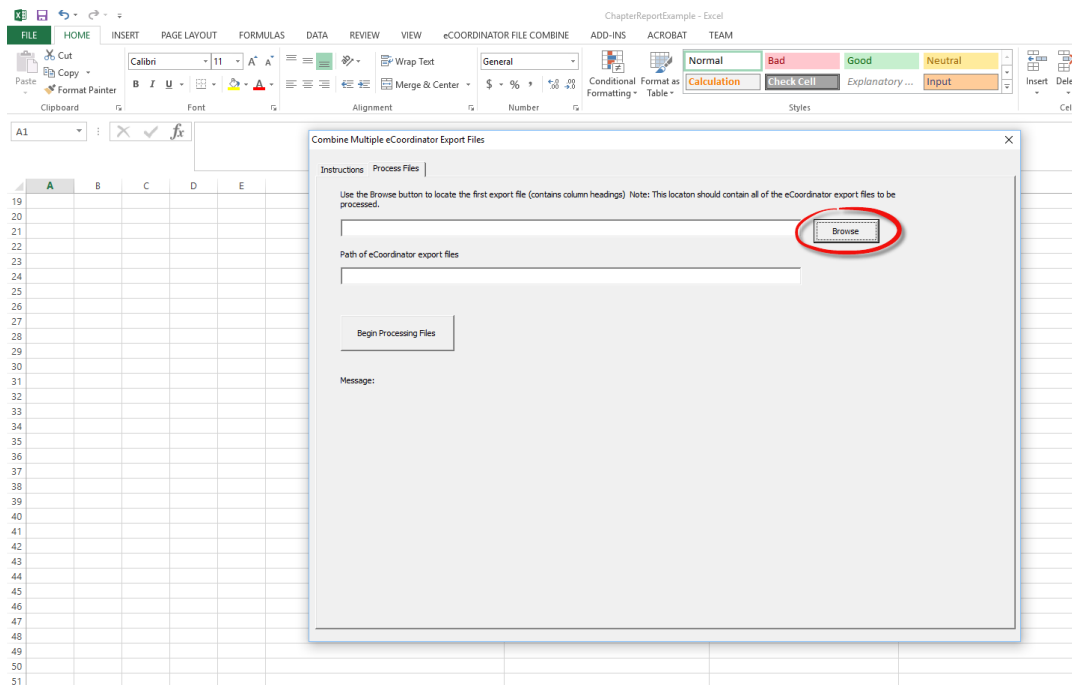
Make a copy of the eCoordinatorFileCombine Excel file and rename it. This will be your working copy of the file.



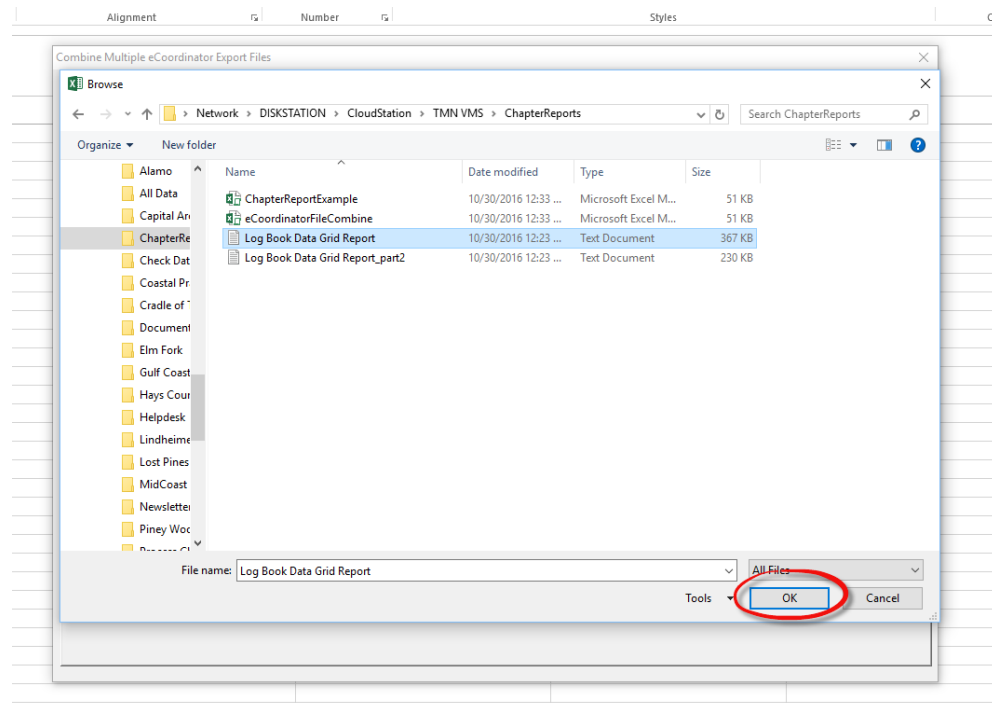
Open your working copy. This file contains code to process your export files. Because of this the Security warning will be shown the first time you open it. Check the Enable Content button.



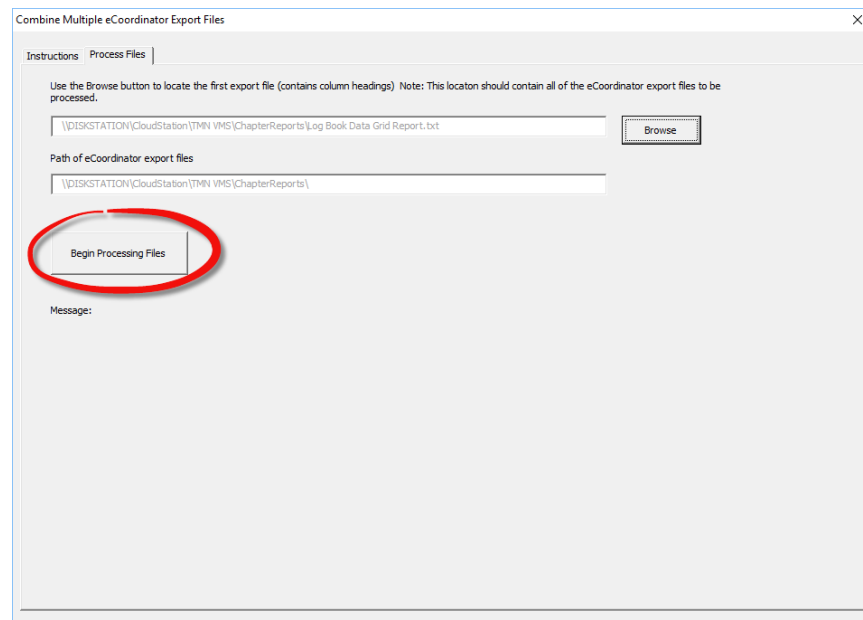
The Combine Multiple eCoordinator Export Files window will open. Click on the Browse button.



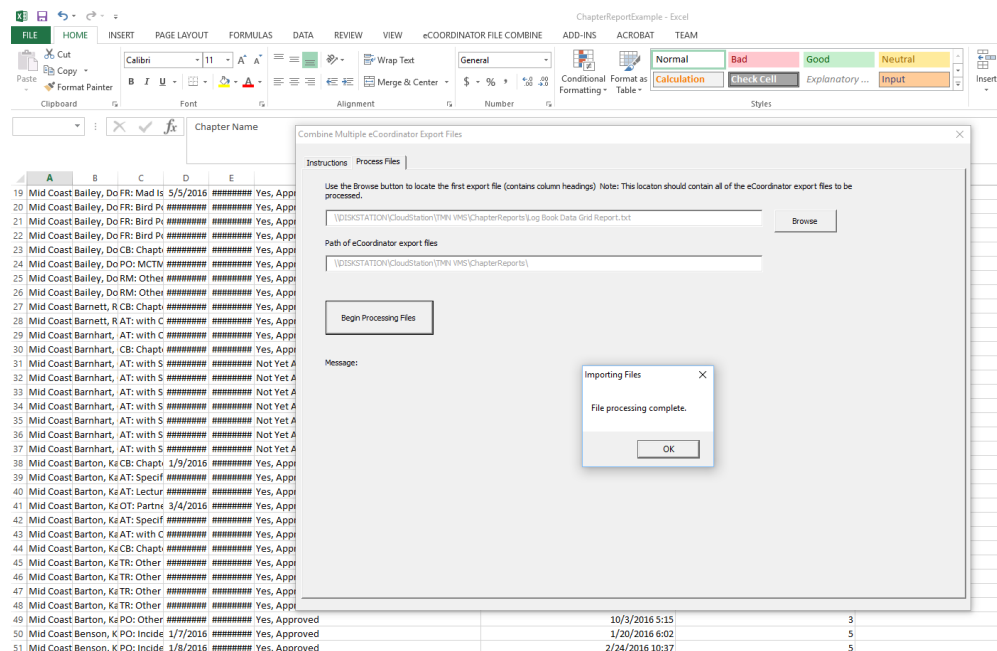
Locate the first export file and click on it. Click on the OK button. The first file is important because it contains the column headings used for all of the export files.



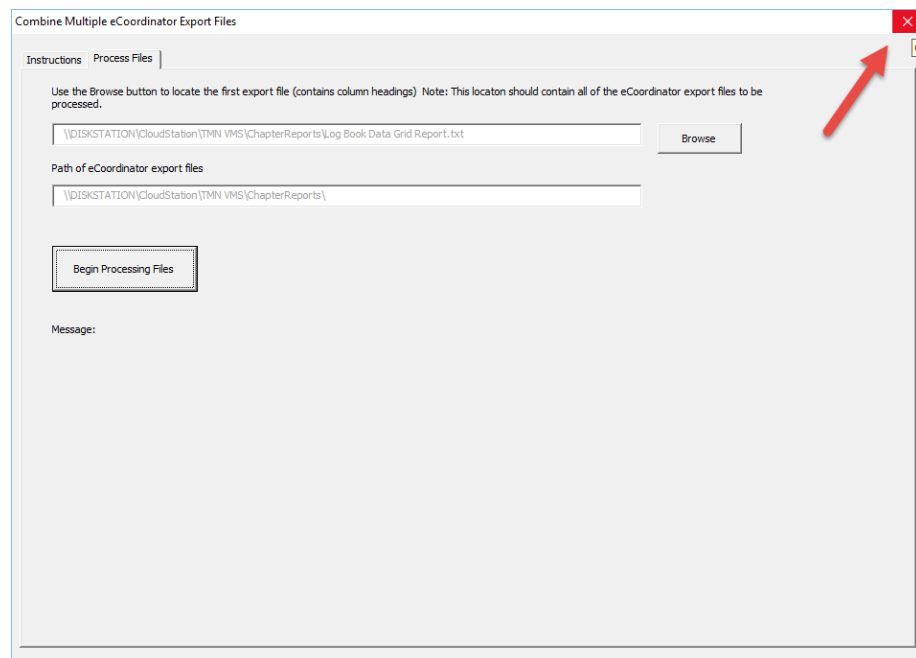
Verify your selection in the first export file and Path of eCoordinator export files text boxes. Note: The application expects that all of the export files to be processed are in the same directory as the first export file. Click on the Begin Processing Files button.



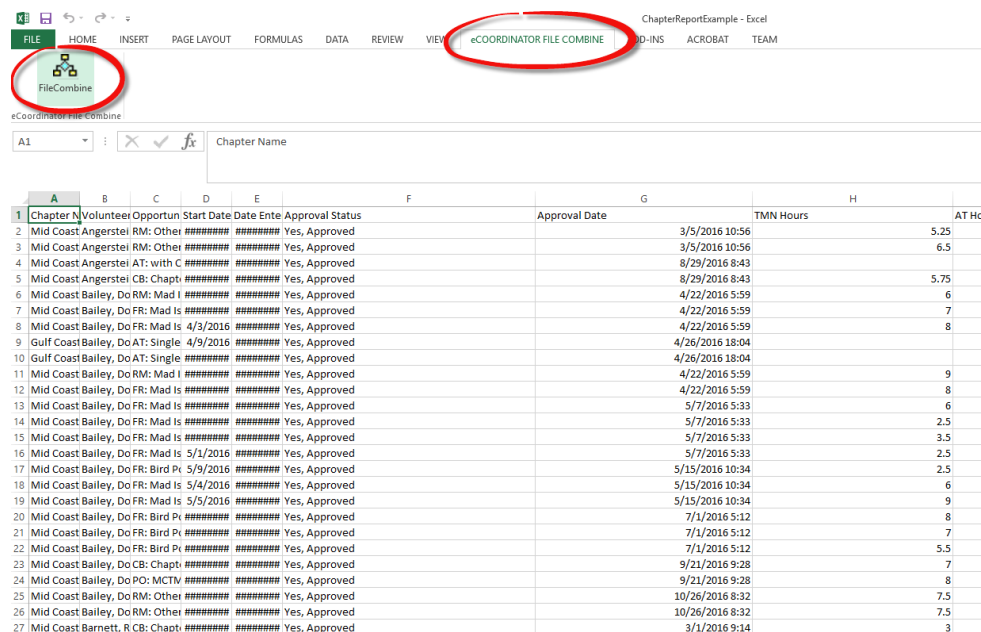
The Message section shows the progress of file processing. When all files have been imported into Excel the “File processing complete” message is shown. Click the OK button to continue.



The data from all of the files is now in the eCoordinator worksheet. Click the “X” in the top right of the window to close it and begin working with the data.



To reopen the window and process additional export file sets, select the eCoordinator Tab on the Ribbon Bar. Then click on the FileCombine icon. **Note: Starting another file import will clear the contents of the eCoordinator worksheet.**



Chapter Name	Volunteer Opportunity	Start Date	Date Entered	Approval Status	Approval Date	TMN Hours	AT Hours
1	Chapter N						
2	Mid Coast Angerstei RM: Other			Yes, Approved	3/5/2016 10:56	5.25	
3	Mid Coast Angerstei RM: Other			Yes, Approved	3/5/2016 10:56	6.5	
4	Mid Coast Angerstei AT: with C			Yes, Approved	8/29/2016 8:43		
5	Mid Coast Angerstei CB: Chapti			Yes, Approved	8/29/2016 8:43	5.75	
6	Mid Coast Bailey, Do RM: Mad I			Yes, Approved	4/22/2016 5:59	6	
7	Mid Coast Bailey, Do FR: Mad Is			Yes, Approved	4/22/2016 5:59	7	
8	Mid Coast Bailey, Do FR: Mad Is	4/3/2016		Yes, Approved	4/22/2016 5:59	8	
9	Gulf Coast Bailey, Do AT: Single	4/9/2016		Yes, Approved	4/26/2016 18:04		
10	Gulf Coast Bailey, Do AT: Single			Yes, Approved	4/26/2016 18:04		
11	Mid Coast Bailey, Do RM: Mad I			Yes, Approved	4/22/2016 5:59	9	
12	Mid Coast Bailey, Do FR: Mad Is			Yes, Approved	4/22/2016 5:59	8	
13	Mid Coast Bailey, Do FR: Mad Is			Yes, Approved	5/7/2016 5:33	6	
14	Mid Coast Bailey, Do FR: Mad Is			Yes, Approved	5/7/2016 5:33	2.5	
15	Mid Coast Bailey, Do FR: Mad Is			Yes, Approved	5/7/2016 5:33	3.5	
16	Mid Coast Bailey, Do FR: Mad Is	5/1/2016		Yes, Approved	5/7/2016 5:33	2.5	
17	Mid Coast Bailey, Do FR: Bird Pi	5/9/2016		Yes, Approved	5/15/2016 10:34	2.5	
18	Mid Coast Bailey, Do FR: Mad Is	5/4/2016		Yes, Approved	5/15/2016 10:34	6	
19	Mid Coast Bailey, Do FR: Mad Is	5/5/2016		Yes, Approved	5/15/2016 10:34	9	
20	Mid Coast Bailey, Do FR: Bird Pi			Yes, Approved	7/1/2016 5:12	8	
21	Mid Coast Bailey, Do FR: Bird Pi			Yes, Approved	7/1/2016 5:12	7	
22	Mid Coast Bailey, Do FR: Bird Pi			Yes, Approved	7/1/2016 5:12	5.5	
23	Mid Coast Bailey, Do CB: Chapti			Yes, Approved	9/21/2016 9:28	7	
24	Mid Coast Bailey, Do PO: MCTV			Yes, Approved	9/21/2016 9:28	8	
25	Mid Coast Bailey, Do RM: Other			Yes, Approved	10/26/2016 8:32	7.5	
26	Mid Coast Bailey, Do RM: Other			Yes, Approved	10/26/2016 8:32	7.5	
27	Mid Coast Barnett, R CB: Chapti			Yes, Approved	3/1/2016 9:14	3	

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