

Grid Definitions

Chapter Tab

TMN Standard

Folder: All Data
Purpose: General Purpose View
Audience: State
Details: Contact Information for the Chapters

Chapter Logbook Entries

TMN Standard

Folder: All Data
Purpose: Hourly Totals for the chapters
Audience: State or Chapter Management
Details: Summary View: Hourly totals for each chapter

Opportunities Tab

TMN Standard

Folder: Chapter
Purpose: General Purpose View
Audience: Chapter Management
Details: List of opportunities for the chapter, sorted by sponsor

TMN Standard-AgriLife Training

Folder: Chapter
Purpose: List of Training & Education opportunities offered by the chapter
Audience: Chapter Management for AgriLife
Details: Used to report the number of opportunities that fall into the Training & Education category – a number needed by Agri-Life for their annual reports.

TMN Standard-Published

Folder: Master Naturalist
Purpose: To help maintain the Opportunities that are published to the web
Audience: Chapter Management
Details: Sorted by Chapter & End Date so that Chapter Management can remove Opportunities that have passed.

Opportunity Logbook Entries

TMN Standard

Folder: Chapter
Purpose: Hourly Totals for each opportunity
Audience: Chapter Management
Details: Summary View by Opportunity Title: Hours spent on each opportunity

TMN Standard-Opportunity Listings

Folder: Chapter
Purpose: Contact and description Information about Opportunities
Audience: Chapter Management
Details: Used to download into an excel spreadsheet for dissemination to the chapter

TMN Standard-Administration

Folder: Chapter
Purpose: Hourly Totals spent on Chapter Administration
Audience: Chapter Management

TMN Standard-AgriLife Training

Folder: Chapter
Purpose: Impact data from Training Events
Audience: Chapter Management for AgriLife
Details: Summary View by Opportunity Name: Hours and Impact Data from Training & Education Opportunities

TMN Standard-Annual Report

Folder: Chapter & All Data
Purpose: Hours reported by Opportunity Category
Audience: Chapter Management & State
Details:

- Summary View by Opportunity Name: Sorted by Project Category
- Data will need to be downloaded into a report for further analysis and totals

TMN Standard-Chapter Mtg

Folder: Chapter
Purpose: List of Volunteers submitting hours for your chapter meetings
Audience: Chapter Management
Details:

- Can be used to make sure that everyone reports the same amount of time for the meeting.
- 'Service Performed' should be the title/speaker at the meeting
- All hours should be reported as AT. Service time reported by the presenter should be recorded as 'Community Presentations' or 'Speakers Bureau'

TMN Standard-Not Yet Approved

Folder: Chapter
Purpose: List of Logbook entries that have not yet been approved
Audience: Chapter Management

TMN Standard-New Opportunities

Folder: Chapter
Purpose: List of Logbook entries that were submitted with the New Opportunity Survey
Audience: Chapter Management
Details:

- Detail View of the New Opportunity Logbook entries
- After evaluating the new opportunity, the logbook entry will be deleted
- With the information in the New Opportunity logbook entry, either..
 - A new opportunity will be created
 - The logbook will be printed and forwarded to a project committee for evaluation

TMN Standard-Training Classes

Folder: Chapter
Purpose: List of Logbook entries that were submitted with the 'Initial Training' opportunity
Audience: Chapter Management
Details:

- Detail View of the volunteers that have applied hours to the initial training opportunity

Volunteers Tab

TMN Standard

Folder: Chapter
Purpose: List of Active Chapter Volunteers
Search: TMN-Active Users
▪ TMN Activity Status does not equal 'TMN-Inactive'
Audience: Chapter Management
Details: Contact information and chapter officer & committee positions. Includes Active Volunteers and Advisors

TMN Standard-Annual Report

Folder: Chapter
Purpose: List of Active, Eligible Chapter Volunteers
Search: TMN-Active-Eligible
▪ TMN Activity Status **does not include** 'TMN-Not Eligible'
Details: Used to gather numbers of volunteers for Annual Reporting.

TMN Standard-Certifications

Folder: Chapter
Purpose: List of Active Chapter Volunteers latest recertification date
Audience: Chapter Management
Details: ▪ Volunteer contact information, chapter officer & committee positions
▪ Can be used with a logbook report to identify members who are recertifying, or close to recertifying

TMN Standard-Inbox

Folder: Inbox
Purpose: New volunteers who have applied for opportunities but are not currently Master Naturalists
Audience: Chapter Management
Details: If the volunteer arrived in the inbox from one of the 'Apply To' opportunities, change their TMN Status to 'TMN-Interested' and move them to the appropriate chapter folder.

TMN Standard-Interested

Folder: Chapter
Purpose: Keep track of potential recruits who have created a volunteer profile through the "Apply To Chapter" opportunity, but are not currently Master Naturalists
Audience: Chapter Management
Details: Once the recruit joins a class, their TMN Status should be changed to 'TMN-In Training' and their TPWD status changed to 'Active'

TMN Standard-Recognition

Folder: Chapter
Purpose: List of Active Chapter Volunteers latest recognition milestones
Audience: Chapter Management
Details: ▪ Volunteer contact information, chapter officer & committee positions
▪ Can be used with a logbook report to identify members who are close to reaching a recognition award.

Volunteer Logbook Entries

TMN Standard

Folder: Chapter
Purpose: Logbook entries for each volunteer
Audience: Chapter Management

TMN Standard-All Hours

Folder: Chapter
Purpose: Logbook entries for each volunteer, including Initial Training Hours
Audience: Chapter Management
Details: Summary by Volunteer name to identify recognition and recertification totals

TMN Standard- Awards & Recertification

Folder: Chapter
Purpose: Approved' Logbook entries for each volunteer
Audience: Chapter Management
Details: Summary by Volunteer name to identify recognition and recertification totals for the Chapter

TMN Standard-Training Class

Folder: Chapter
Purpose: Review of Training class participants and progress of training requirements
Audience: Chapter Management
Details: Includes the Certifications/Master Naturalists comments field so chapters can distinguish between classes when they overlap

TMN Standard- IRS Details

Folder: Chapter
Purpose: Mileage & Hours Logbook entries for each volunteer
Audience: Chapter Management
Details: Mileage & Hours details for individual volunteers that want to report these to the IRS.
(Created because the eRecruiter report doesn't work well)

TMN Standard-Not Yet Approved

Folder: Chapter
Purpose: List of Logbook entries that have not yet been approved
Audience: Chapter Management

TMN Standard-Disapproved

Folder: Chapter
Purpose: List of Logbook entries that have been disapproved
Audience: Chapter Management

TMN Standard-Approval Audit

Folder: Chapter
Purpose: Logbook entries with the approver, approval date and approver type listed (>12/31/2014)
Audience: Program Auditors

TMN Standard-Hours Audit

Folder: Chapter
Purpose: Logbook entries with hours >14
Audience: Program Auditors