

How to View Individual Sign Ins

What this is

Sometimes you may need to view the actual sign in log entries. Even though it's electronic, HelpCounter keeps these individual entries just as if it were a paper log. This is how to view that log.

How to do it

<p>Step 1</p>	<p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p>	
<p>Step 2</p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'Manually Enter Hours'.</p>	
<p>Step 3</p>	<p>Near the middle of the page, click on 'View Actual Sign In Logs'.</p>	
<p>Step 4</p>	<p>These are all the actual entries shown 25 per page. You may narrow down the date range to limit the records shown.</p>	<p>edit</p>
<p>Step 5</p>	<p>You may change any individual entry by clicking on 'edit' next to the entry.</p>	<p>edit</p>

	Date	Volunteer	Activity	Total Hours	Start Time	Finish Time
edit	09/17/2010	Abbas, Vicki	Bank DayBanking	2.00	4:29 PM	6:29 PM
edit	08/20/2010	Abbas, Vicki	Music Program Volunteer	0.01	07:36 AM	07:36 AM
edit	08/20/2010	Abbas, Vicki	Hawkins, Barbara	0.03	07:34 AM	07:25 AM