

View Previous Year Information

What this is

This feature will allow you to view hours reports, etc. from previous school years.

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 'Maintenance Activities'.</p>	
<p>Step 3</p>	<p>Near the bottom of the page, under 'Change School Year for this Session', click on the down arrow. Now select the school year.</p>	
<p>Step 4</p>	<p>Click on 'OK' to change to the old school year..</p>	
<p>Step 5</p>	<p>You may verify which school year you are viewing near the top of Admin Main Window.</p> <p>IMPORTANT: You must repeat this process to change back to the new school year, or close and reopen HelpCounter to reset the school year.</p> <p>If you are saving HelpCounter in 'Favorites' it will remain in the old school year until you change it back to current.</p>	