

## How to View Volunteer Hours Reports

### What this is

This will allow you to view total hours volunteered. You may choose to view by individual volunteers, by activity, for entire school, etc. There are many built in hours reports.

### How to do it

<p><b>Step 1</b></p>	<p>Log into the Admin Area of HelpCounter by going to <a href="http://www.helpcounterweb.com">www.helpcounterweb.com</a> and entering your administrative log on. It is the one ending in '-adm'.</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><b>Step 2</b></p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'Rosters &amp; Reports'.</p>																	
<p><b>Step 3</b></p>	<p>Near the middle of the page, click the down arrow under 'Hours Reports' and then select a report option.</p>																	
<p><b>Step 4</b></p>	<p>Here's a portion of the volunteers Top Down Summary.</p> <p>TIP: You may sort this report alphabetically by volunteer or by hours by clicking on the orange title at the top of each column.</p> <p>TIP: You may export these reports to a spreadsheet if you'd prefer to work on them in that format.</p>	<table border="1"> <thead> <tr> <th>Overall Total</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Volunteer</td> <td></td> </tr> <tr> <td>Abbas, Vicki</td> <td>55.04</td> </tr> <tr> <td>Aaan, Mark</td> <td>6.00</td> </tr> <tr> <td>Shoemaker, James</td> <td>5.50</td> </tr> <tr> <td>Aytes, Rose</td> <td>2.80</td> </tr> <tr> <td>Abrams, Charlene</td> <td>2.00</td> </tr> <tr> <td>Aabacus, Harold</td> <td>1.10</td> </tr> </tbody> </table>	Overall Total	Hours	Volunteer		Abbas, Vicki	55.04	Aaan, Mark	6.00	Shoemaker, James	5.50	Aytes, Rose	2.80	Abrams, Charlene	2.00	Aabacus, Harold	1.10
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