

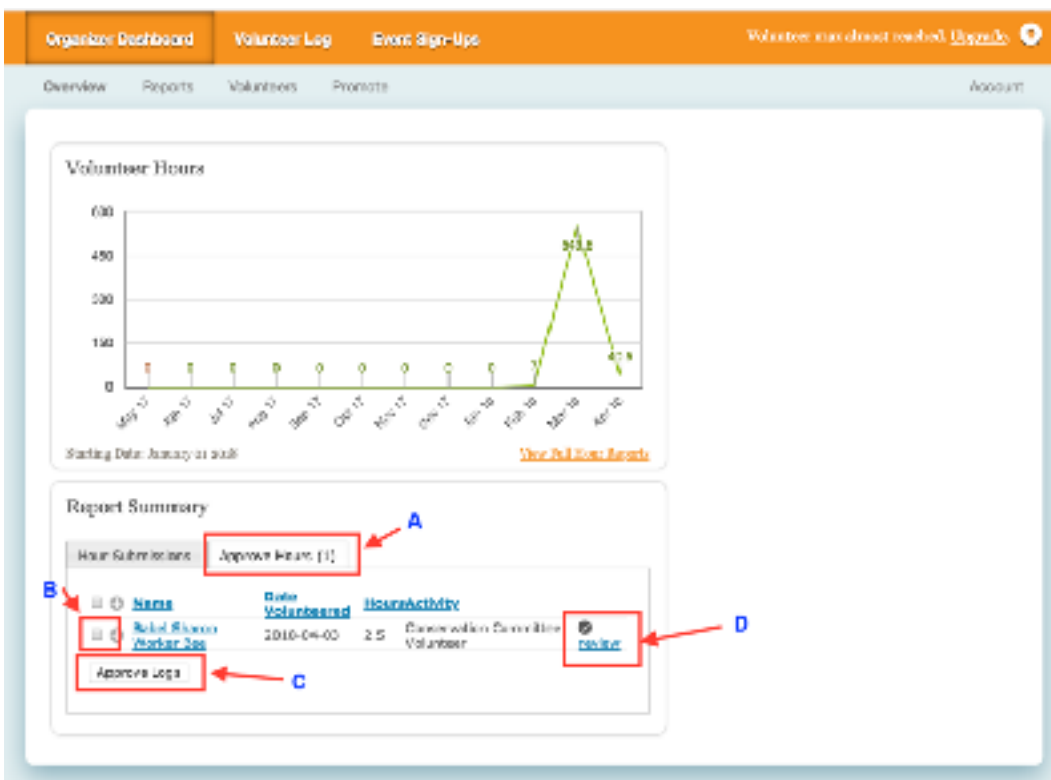
TIF Approving Hours

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Overview

Typically Committee Chairmen will be defined as an approver. More than one person can be assigned to approve the same activity, which is helpful when there are co-chairmen or many subcommittees within an activity. Activity approvers will also be assigned “Reporter” access rights to facilitate reporting for their area of responsibility.

1. SIGN IN as usual.
2. From Dashboard, select Organizer Dashboard to go to the Overview screen.



3. On the Overview screen look for the Report Summary area which will show two tabs.
 - Hours Submissions lists all hours entered for all members.
 - Approve Hours (A) shows only those entries you are authorized to review and approve.
 - From the Approve Hours (A) tab, each entry can be viewed at a high level and selected for approval by first selecting the check box to the left of the volunteer name (B), then selecting the Approve Logs button (C). Note that more than one entry can be selected and approved at one time. All approved entries drop off the Approve Hours list immediately.
 - If more information is needed for any entry, select the Review (D) link.

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4. After the review link has been selected, more information can be obtained about each entry. The left side of the review screen shows the original entry information.

- The approver can choose to make changes to this entry and Save (A), then Approve (B). The Approve selection will drop this entry from your approval queue and remove the “pending” status on the volunteer’s Log Hours screen.

OR

- The approver can simply select the Approve (B) button which will remove this entry from the approval queue and remove the “pending” status on the volunteer’s Log Hours screen.

OR

- The approver can complete the Reason for rejection area (C) and Reject & Send (D) to request the volunteer change their entry. This will send an email message, using the internal Track It Forward messaging system, to the volunteer along with a link back to the entry in question for ease of change.

5. After approvals session is complete, return to Organizer Dashboard and **SIGN OUT**.