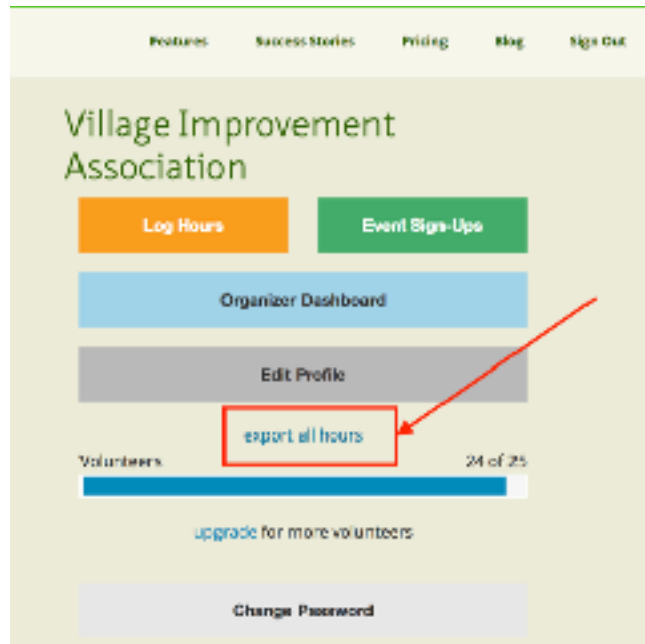


TIF Exporting Hours

Exporting Hours

1. SIGN IN
2. From Dashboard, select export all hours.



3. A Comma Separated Values (CSV) file is downloaded and will appear along the bottom of your computer window and is also usually found in the local download file folder. This file can be opened using Excel or a comparable spreadsheet application.



TIF Exporting Hours

- Open the CSV file by clicking on the file name. All hours approved this year to date will be listed. Note that pending entries will not be included in this file. Columns can be sorted, totaled, added or deleted as needed.

Volunteer	Submitted Date	Approved Date	Hours	Activity	Notes	Totals
Dryden Shery	Apr 02-18	Apr 19-18	4.5	Fundraising - Designer Show House Volunteer	Volunteered for the following shifts: 10:00am-10:00pm Meeting	
Dryden Shery	Apr 15-18	Apr 19-18	1.5	Conservation Committee Volunteer		45
Dryden Shery	Apr 02-18	Apr 02-18	3	Conservation Committee Volunteer	Dog supplies	12
Dryden Shery	Mar 20-18	Mar 21-18	2	International Outreach - GOP Volunteer	Thank you for your help.	
Dryden Shery	Mar 26-18	Mar 26-18	1.5	HomeLife Committee		
Dryden Shery	Mar 25-18	Mar 25-18	3	HomeLife Committee	Volunteered for the following shifts: 8:00am-11:30am Meeting	
Dryden Shery	Mar 23-18	Mar 23-18	2.5	HomeLife Committee	Volunteered for the following shifts: 3:00pm-6:00pm Meeting	
Dryden Shery	Mar 24-18	Mar 24-18	2	Conservation - National Trails Day		
Dryden Shery	Mar 24-18	Mar 21-18	2	Membership Committee Chairman		
Dryden Shery	Mar 10-18	Mar 10-18	2.5	HomeLife Committee		
Dryden Shery	Mar 10-18	Mar 10-18	1.5	Conservation - National Trails Day		
Dryden Shery	Mar 10-18	Mar 10-18	6	Membership - Hostess		15
Dryden Shery	May 21-17	May 21-17	3	Conservation - Lure and Bait Training	Lunch for volunteers	10
Dryden Shery	May 21-17	May 21-17	4	Conservation Committee		
Dryden Shery	May 26-17	May 26-17	9	Conservation Leadership	Final and drive rolls	
Dryden Shery	Feb 10-17	May 21-17	5.25	Conservation - National Trails Day		45

BEFORE

Submitted Date	Hours	Activity	Notes	Totals
May 21-17	3	Conservation - Lure and Bait Training	Lunch for volunteers	10
Mar 26-18	2	Conservation - National Trails Day		
Mar 10-18	1.5	Conservation - National Trails Day		
Feb 10-17	5.25	Conservation - National Trails Day		45
May 24-17	4	Conservation Committee		
Apr 19-18	1.5	Conservation Committee Volunteer		45
Apr 02-18	3	Conservation Committee Volunteer	Dog supplies	12
Mar 26-17	2	Conservation Leadership	Enrolled phone calls	
Apr 02-18	2.5	Fundraising - Designer Show House Volunteer	Volunteered for the following shifts: 10:00am-11:00pm Meeting	
Mar 29-18	2.5	Home Life Committee		
Mar 26-18	9	Home Life Committee	Volunteered for the following shifts: 8:00am-11:30am Meeting	
Mar 25-18	2.5	Home Life Committee	Volunteered for the following shifts: 1:00pm-3:00pm Meeting	
Mar 10-18	2.5	Home Life Committee		
Mar 30-18	2	International Outreach - GOP Volunteer	Thank you for your help.	
Mar 10-18	6	Membership - Hostess		15
Mar 24-18	2	Membership Committee Chairman		
Totals				127.50

AFTER

- SIGN OUT** when finished with your session. Note that the Sign Out button can only be selected from the Dashboard screen. To navigate to this screen, select "Account" in the upper right corner of any non-Dashboard screen.