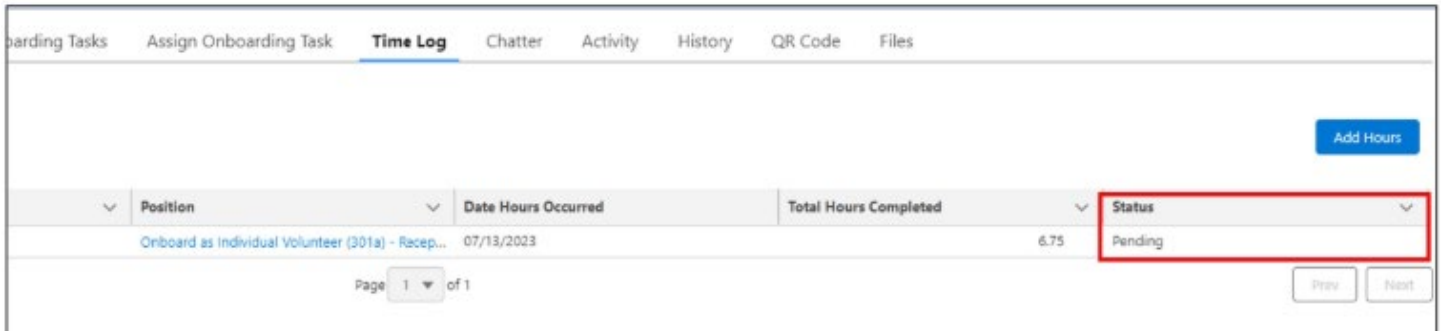


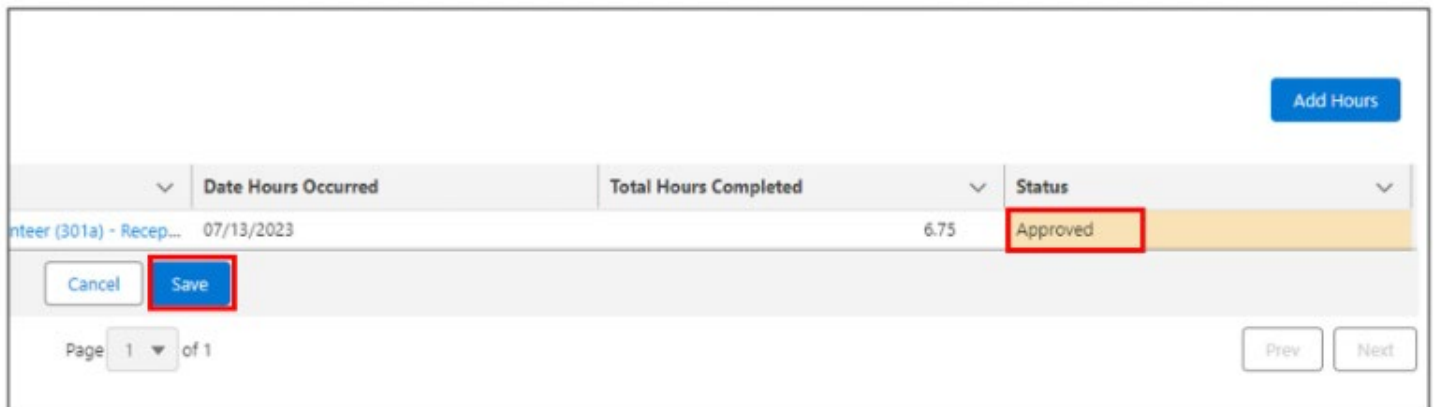
Approve Volunteer Hours

Approve a Time Log

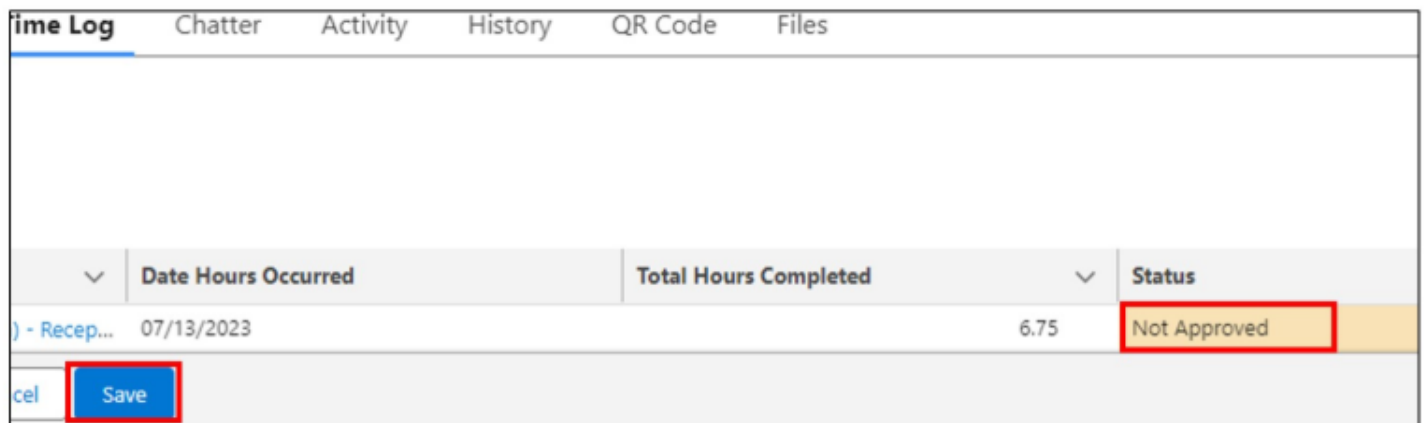
1. Click "Time Log" on the opportunity.
2. Review the Volunteer Time Log details to determine if you approve or not approve of the time log information.



3. Hover your cursor over the status field you would like to change. Click the pencil icon to make the status editable. Change the Status to "Approved." You must type out the word "Approved" in the field then save your changes.



4. You can also change a status to "Not Approved." Hover your cursor over the status field you would like to change. Click the pencil icon to make the status editable. Change the Status to "Not Approved." You must type out the words "Not Approved" in the field then save your changes.



Bulk Approve Multiple Time Logs

You can approve multiple time logs at once to the same status of either "Approved" or "Not Approved".

1. Select all the time logs using the checkbox next to the column title or select multiple individual time logs by clicking the box next to each entry.

	<input type="checkbox"/>	Volunteer Time Log Record Number	Volunteer Name
1	<input type="checkbox"/>	VTL-00000335	Susan Lemon
2	<input type="checkbox"/>	VTL-00000336	Jamie Smith

Showing 25

	<input checked="" type="checkbox"/>	Volunteer Time Log Record N...	Volunteer Name
1	<input checked="" type="checkbox"/>	VTL-00000335	Susan Lemon
2	<input checked="" type="checkbox"/>	VTL-00000336	Jamie Smith

2. Hover your cursor over the status field of any of the selected time log entries you would like to change. Click the pencil icon to make the status editable. Change the Status to "Approved" or "Not Approved." You must type out the word "Approved" or words "Not Approved" in the field. Select the "Update selected items" checkbox to apply the status change to all selected volunteer time logs.

	Status
	<input type="text" value="Approved"/>
	<input checked="" type="checkbox"/> Update 2 selected items

Cancel Apply

3. Click "Apply".