


# A Supervisor Guide to My Service Log:


Almost everything you need to know


# Step One

- Once your Program Director has created an account for you, log in here:
- <http://www.arkansas.myservicelog.org/>

[Home](#) [Settings](#) [Help](#) [Log Off](#)

 **Arkansas**  
Service Commission






Please Login Here

Email Address

Password

 Powered by the Bonner Program  
Copyright © 2012 3.6.5

# Home Page



Arkansas  
Service Commission



Welcome Dawn Hale  
Thursday, July 03, 2014

## My Home Page

### Site Supervisor Menu

My Home Page

Members

### Member Menu

Member Profile

Service Agreements

Hour Logs

## Welcome

Welcome to Arkansas Service Commission's My Service Log.  
To sign or approve Member information, first click on Members in the menu bar to the left, then select the Member whose information you'd like to see. Then you can use the menu options under the Member Menu to see that Member's specific information.

On the home page menu, you have access to members, service agreements, and hour logs.

Let's start by clicking on members.

# Members

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Arkansas  
Service Commission



Welcome Dawn Hale

Thursday, July 03, 2014

## Member List

All Programs



All Statuses



### Site Supervisor Menu

[My Home Page](#)

[Members](#)

### Member Menu

[Member Profile](#)

[Service Agreements](#)

[Hour Logs](#)

	Member Name	Email Address	Graduation Year
1.	Member, Testy	friends@popcorn.com	
2.	Member2, Test	test123@test.com	

On the Members tab, you have access to all of the members you supervise. Click on the name of the member you would like to work with in MSL.

# Member Profile

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Welcome Dawn Hale  
Friday, July 11, 2014

Testy Member's Profile: General

Member, Testy

## Site Supervisor Menu

[My Home Page](#)  
[Members](#)

## Member Menu

[Member Profile](#)  
[Service Agreements](#)  
[Hour Logs](#)

General

Contact

Documentation

### Member Information

First Name	Testy
Middle Initial	
Last Name	Member
Nickname	
Email Address	friends@popcorn.com
NSPID	

### Member Details

Date of Birth	06/19/2014 00:00:00
Student ID Number	
Gender	
Race	
Voter Registration	
Marital Status	
Disabled	

On the member profile page, you can see the details of your member's contact information. Use the drop down box above to select members to view.

# Service Agreements

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Arkansas  
Service Commission



Welcome Dawn Hale

Friday, July 11, 2014

## Site Supervisor Menu

[My Home Page](#)[Members](#)

## Member Menu

[Member Profile](#)[Service Agreements](#)[Hour Logs](#)

Service Agreements for Testy Member

Member, Testy

Title	Service Partner	Year	Status
Tutor	Angela's Closet	2013-2014	Completed

Event Log

The Service Agreements tab allows you to see your member's service agreement. Click on the title of the Service Agreement to review and approve it.

You can use the drop down box to view Service Agreements for other members.

# Service Agreements

Describe

## Site Supervisors

**Site Supervisors** Dawn Hale ()

## Electronic Signature

**Signed by** Test Administrator (Program Administrator)

**Signature**

*Test Administrator*

**Timestamp** 06/20/2014 05:28 PM EST

**Signed by** Testy Member (Member)

**Signature**

*Testy Member*

**Timestamp** 06/24/2014 12:57 PM EST

By typing your name exactly as **Dawn Hale** (case-sensitive) in the box below you are electronically signing the information shown on this page and agreeing to the following statements:

I am Dawn Hale. I have reviewed the above information and it is accurate and true.

Type Your  
Signature

Signed On

Please click the Save button after you have entered your signature and the date appears.

Save

To approve this Service Agreement, type your name in the text box. Only when it converts to a signed font will you be allowed to click the save button.

# Hour Logs

Welcome Dawn Hale  
Friday, July 11, 2014

## Site Supervisor Menu

My Home Page  
Members

## Member Menu

Member Profile  
Service Agreements  
Hour Logs



You can see Hour Logs for your member by clicking on Hour Logs above.

Hour Log Report for Testy Member

July 2014

Member, Testy

Av

Report

Analysis

Month: **July 2014** | Show hours for

## Weekly Hours Report

Date	Title	M			
07/01/14	Training @ Angela's Closet Volunteer Management				
07/02/14	Tutor @ Angela's Closet planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.	8.00	YES	YES	YES
07/03/14	Tutor @ Angela's Closet Weeded garden beds and taught third grade how to plant seeds.	4.00	YES	YES	YES
07/03/14	Tutor @ Angela's Closet Wrote grant to Gardening Foundation for new garden beds.	2.00**	YES	YES	YES

Use this drop down box to select the month you'd like to view timesheets.

Use this drop down box to select which member's timesheets you'd like to view.



# Hour Logs

Members

## Member Menu

Member Profile  
Service Agreements  
Hour Logs

Month: **July 2014** | Show hours for

### Weekly Hours Report

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
07/01/14	Training @ Angela's Closet	2.00		YES	YES	YES
	Volunteer Management training.					
07/02/14	Tutor @ Angela's Closet		8.00	YES	YES	YES
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
07/03/14	Tutor @ Angela's Closet		4.00	YES	YES	YES
	Weeded garden beds and taught third grade how to plant seeds.					
07/03/14	Tutor @ Angela's Closet		2.00**	YES	YES	YES
	Wrote grant to Gardening Foundation for new garden beds.					
07/03/14	Training @ Angela's Closet	2.00		YES	YES	YES
	orientation					
WEEK 26 TOTALS (06/29 - 07/05)		4.00	14.00			
07/10/14	Training @ Angela's Closet	3.00		YES	NO	NO
	Attended Working With Students training at Charles Elementary.					
07/11/14	Tutor @ Angela's Closet		6.00	YES	NO	NO
	Tutored and assisted with afterschool program at Charles Elementary.					
WEEK 27 TOTALS (07/06 - 07/12)		3.00	6.00			
Totals		7.00	20.00			
Combined Total		27.00		27.00	18.00	18.00
Fundraising*** Totals		0.00	2.00			
Combined Fundraising*** Total		2.00				
AmeriCorps Totals		7.00	20.00			
Combined AmeriCorps Total		27.00				

You can view the member's hours and review the activity descriptions here. If hours have already been approved, you can see the approval status of all hours for the member, you, and the program in the last three columns. A green YES means hours have been submitted and approved. A red NO means hours have not been approved.

# Approving Hours

	Elementary.					
07/11/14	Tutor @ Angela's Closet		6.00	YES	NO	NO
	Tutored and assisted with afterschool program at Charles Elementary.					
WEEK 27 TOTALS (07/06 - 07/12)		3.00	6.00			
Totals		7.00	20.00			
Combined Total		27.00		27.00	18.00	18.00
Fundraising** Totals		0.00	2.00			
Combined Fundraising** Total		2.00				
AmeriCorps Totals		7.00	20.00			
Combined AmeriCorps Total		27.00				

Signed by

Testy Member (Member)

Signature

*Testy Member*

Timestamp

07/11/2014 01:12 PM EST

By typing your name exactly as **Dawn Hale** (case-sensitive) in the box below you are electronically signing the information shown on this page and agreeing to the following statements:

I am Dawn Hale. I have reviewed the above information and it is accurate and true.  
[This text is licensee editable]

Type Your Signature

Signed On

Please click the Save button after you have entered your signature and the date appears.

Save

Comments    Event Log

Add Comment

Submit

Changing logged hours can be difficult, so be sure that hours are correct before you approve them. To approve a member's hours, type your name as it appears in the text box. When it converts to a signed font, you can click save to approve the hours.

# Approving Hours

Welcome Dawn Hale  
Friday, July 11, 2014

Hour Log Report for Testy Member June 2014

Member, Testy

Available Actions...

## Site Supervisor Menu

My Home Page  
Members

## Member Menu

Member Profile  
Service Agreements  
Hour Logs

Report

Analysis

Month: **June 2014** | Show hours for June 2014 Update

### Weekly Hours Report

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
06/08/14	Tutor @ Angela's Closet		4.00	NO	N/A	NO
	I built a garden bed for Smith Nursing Home.					
06/11/14	Training @ Angela's Closet	5.00		NO	N/A	NO
	I attended training at Smith's.					
WEEK 23 TOTALS (06/08 - 06/14)		5.00	4.00			
Totals		5.00	4.00			
Combined Total		9.00				
Fundraising** Totals		0.00	0.00			
Combined Fundraising** Total		0.00				
AmeriCorps Totals		5.00	4.00			
Combined AmeriCorps Total		9.00				

### Electronic Signature

This information has not been signed with an electronic signature.

Save

Comments Event Log

If the member has logged hours, but not submitted them, you will see a red NO under the member column, and you will be unable to approve the timesheet.

# Un-signing Hours



Arkansas  
Service Commission



Welcome Dawn Hale  
Friday, July 11, 2014

**Site Supervisor Menu**

- My Home Page
- Members

**Member Menu**

- Member Profile
- Service Agreements
- Hour Logs

Hour Log Report for Testy Member July 2014 Member, Testy

Available Actions...  
Available Actions...  
Un-sign all hours

Report Analysis

Month: July 2014 | Show hours for July 2014 U

**Weekly Hours Report**

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
7/01/14	Training @ Angela's Closet	2.00		YES	YES	NO
	Volunteer Management training.					
7/02/14	Tutor @ Angela's Closet		8.00	YES	YES	NO
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
7/03/14	Tutor @ Angela's Closet		4.00	YES	YES	NO
	Weeded garden beds and taught third grade how to plant seeds.					
7/03/14	Tutor @ Angela's Closet		2.00**	YES	YES	NO

Hours in MSL are stored on a monthly basis. If any day in the month of July is incorrect, you will need to un-sign the entire month to allow the member to make any changes.

If you have approved hour logs, and the member has incorrectly entered hours, or the activity description needs to be changed, you will need to select "Un-sign all hours" from the drop down box. This will allow the member to make changes and resubmit hours.

# Un-Signing Hours

Welcome Dawn Hale  
Friday, July 11, 2014

**Site Supervisor Menu**

My Home Page  
Members

**Member Menu**

Member Profile  
Service Agreements  
Hour Logs

Hour Log Report for Testy Member July 2014 Member, Testy Available Actions...

**Report Analysis**

Month: **July 2014** | Show hours for July 2014 Update

**Weekly Hours Report**

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
07/01/14	Training @ Angela's Closet	2.00		YES	YES	YES
	Volunteer Management training.					
07/02/14	Tutor @ Angela's Closet		8.00	YES	YES	YES
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
07/03/14	Tutor @ Angela's Closet		4.00	YES	YES	YES
	Weeded garden beds and taught third grade how to plant seeds.					
07/03/14	Tutor @ Angela's Closet		2.00**	YES	YES	YES
	Wrote grant to Gardening Foundation for new garden beds.					
07/03/14	Training @ Angela's Closet	2.00		YES	YES	YES
	orientation					
WEEK 26 TOTALS (06/29 - 07/05)		4.00	14.00			
07/10/14	Training @ Angela's Closet	3.00		YES	NO	NO
	Attended Working With Students training at Charles Elementary.					
07/11/14	Tutor @ Angela's Closet		6.00	YES	NO	NO
	Tutored and assisted with afterschool program at Charles Elementary.					
WEEK 27 TOTALS (07/06 - 07/12)		3.00	6.00			

Approvals are completed in a three tiered system: first the member, then the site supervisor, then the program.

If any of the hours in a month are approved by the program, then the program will need to un-sign all of the month's hours to return them to the member for editing. A site supervisor cannot un-sign hours once a program has approved them.

# Un-Signing Hours

Welcome Dawn Hale

Monday, July 14, 2014

**Site Supervisor Menu**

My Home Page

Members

**Member Menu**

Member Profile

Service Agreements

Hour Logs

Hour Log Report for Testy Member

July 2014

Member, Testy

Available Actions...

**Report** **Analysis**

Month: **July 2014** | Show hours for July 2014 [Update](#)

**Weekly Hours Report**

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
07/01/14	Training @ Angela's Closet	2.00		YES	NO	NO
	Volunteer Management training.					
07/02/14	Tutor @ Angela's Closet		8.00	YES	NO	NO
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
07/03/14	Tutor @ Angela's Closet		4.00	YES	NO	NO
	Weeded garden beds and taught third grade how to plant seeds.					
07/03/14	Tutor @ Angela's Closet		2.00***	YES	NO	NO
	Wrote grant to Gardening Foundation for new garden beds.					
07/03/14	Training @ Angela's Closet	2.00		YES	NO	NO
	orientation					
WEEK 26 TOTALS (06/29 - 07/05)		4.00	14.00			
07/10/14	Training @ Angela's Closet	3.00		YES	NO	NO
	Attended Working With Students training at Charles Elementary.					
07/11/14	Tutor @ Angela's Closet		6.00	YES	NO	NO
	Tutored and assisted with afterschool program at Charles Elementary.					
WEEK 27 TOTALS (07/06 - 07/12)		3.00	6.00			
Totals		7.00	20.00			

If you see a discrepancy that you don't agree with, you will need to notify the member to change their timesheet. You can't un-sign member hours that you haven't approved to return the timesheet for editing. Depending on what is easiest for your site/program, you may elect to have a member log hours for review without submitting them.

# Un-signing Hours

Signed by

Testy Member (Member)

Signature

*Testy Member*

Timestamp

07/11/2014 01:12 PM EST

By typing your name exactly as **Dawn Hale** (case-sensitive) in the box below you are electronically signing the information shown on this page and agreeing to the following statements:

I am Dawn Hale. I have reviewed the above information and it is accurate and true.  
[This text is licensee editable]

Type Your Signature

Signed On

Please click the Save button after you have entered your signature and the date appears.

Save

Comments

Event Log

Training on July 10th was only for two hours. Please correct and resubmit.

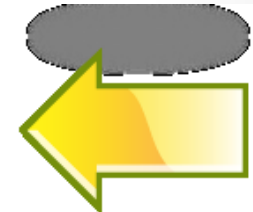
Made by Dawn Hale

Friday, July 11, 2014

Add Comment

Submit

You can use the comment box underneath your signature to communicate needed changes on a member's timesheet. However, this will not *alert* the member to necessary changes. You can see from the example how this appears on both your view of the time log and the member's hour log.





# Un-signing hours



Arkansas  
Service Commission



Welcome Testy Member

Monday, July 14, 2014

My Home Page

## Member Menu

[My Home Page](#)

[Member Profile](#)

[Service Agreements](#)

[Hour Logs](#)

[Service Accomplishments](#)

## Service Positions & Events

[Service Partners & Service Positions](#)

[Training Events](#)

## Messages

July 2014 hours for Testy Member have been signed

One or more hour approval(s) from your July 2014 report have been retracted.

July 2014 hours for Testy Member have been signed

July 2014 hours for Testy Member have been signed

July 2014 hours for Testy Member have been signed

Your Agreement has been reviewed and marked complete

## My Status

### Active Agreements

### Proposed Agreements

### July 2014 Hours

Member Entered 27

Program Approved 0

### AmeriCorps Term 1 Hours

Member Entered 27

Program Approved 0

Hours Remaining 423

Any hours that have been un-signed will show on the member's home page, both in the tally of hours on the right and in the messages that appear on the home page when the member logs in.



# Your Password

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Please Login Here

Email Address


Password





If you forget your password, you can always return to the log in page, enter your email address, and click Send Password. MSL will send your password to the email address you have on file.


# Your Information

[Home](#) [Settings](#) [Help](#) [Log Off](#)

 **Arkansas**  
Service Commission







Welcome Dawn Hale  
Monday, July 14, 2014

**Site Supervisor Menu**

- My Home Page
- Members

**Member Menu**

- Member Profile
- Service Agreements
- Hour Logs

**Your User Settings**

**Your Information**

First Name	<input type="text" value="Dawn"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Hale"/>
Nickname	<input type="text"/>
Email	<input type="text"/>

**System Access**

Set New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

**Preferences**

Email Frequency	<input type="text" value="Instantly"/>
Print in New Window/Tab	<input type="text" value="Yes"/>

To edit your information or change your password, click on Settings at the top of the screen. Make your changes here and click save at the bottom.

# The End

- That's it!! Any questions??