

ORS Quick Steps

Adding CE Hours

1. Add New *(or Add Hours, then Go if this is your first entry)*
2. Click on Date *(make it blue)*
3. Type in Date mm/dd/yyyy *(you don't need to use the slashes)*
4. Tab
5. Type in Description
6. Tab
7. Type in Hours
8. Scroll to Add Button
9. Click Add Button
10. Click OK

Adding Volunteer Hours

1. Add New *(or Add Hours, then Go if this is your first entry)*
2. Click on County
3. Select Portage
4. Click on Date *(make it blue)*
5. Type in Date mm/dd/yyyy *(you don't need to use the slashes)*
6. Tab
7. Select Project
8. Tab
9. Select Type of Activity *(see Activity Type Cheat Sheet for details)*
10. Tab
11. Type in Description
12. Tab
13. Type in Hours
14. Tab
15. Type in Number of Contacts *(if known)*
16. Scroll to Add Button
17. Click Add Button
18. Click OK