

## How do I enter Volunteer Hours?

Version 4.0

You can use the Volunteer Screen View to record a contact's volunteer status, availability, skills and work preferences and emergency contact information. You may also track hours worked and the projects on which a volunteer worked.

To enter volunteer hours:

1. Go to the record of the contact you want to add hours to.
2. Click the Volunteer tab.
3. Click the Enter New Hours button.

The screenshot shows the 'Contacts' window with the 'Volunteer' tab selected. A red arrow labeled '2.' points to the 'Volunteer' tab. Another red arrow labeled '3.' points to the 'Enter New Hours' button at the bottom of the 'Volunteer Hours' section. The contact information for Richard L. Hilton is visible, including his name, title, address, and phone numbers. The 'Volunteer Information' section shows his status as 'Active', skills as 'Computer knowledge', and availability as 'Weekends only'. The 'Volunteer Hours' table is empty, and the 'Total Hours' is 0.00.

4. Fill in the fields on the Enter New Hours screen.

The 'Enter New Hours' dialog box is shown. It contains fields for 'Date' (with a calendar icon), 'Hours', 'Project' (a dropdown menu), 'Activity', 'Location', and 'Notes' (a text area). At the bottom are 'Save' and 'Cancel' buttons.

For more information on Contacts and Volunteers, you can review Chapter 16 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email [support@museumsoftware.com](mailto:support@museumsoftware.com). Thank you for using PastPerfect!