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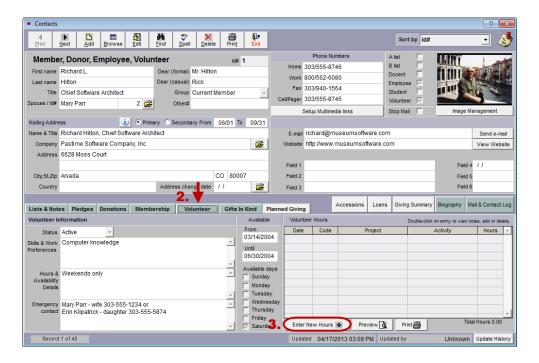
How do I enter Volunteer Hours?

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.



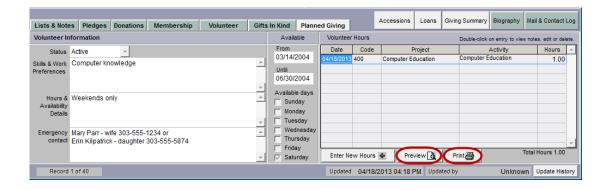
4. Fill in the fields on the Enter New Hours screen.





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- 5. Click Save. The entry will appear under Volunteer Hours.
- 6. To edit or delete the entry, double click on it to bring up the Volunteer Hours Details screen.
- 7. To view or print a report that details volunteer hours for this contact, press the Preview or Print 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. Thank you for using PastPerfect!