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# GUIDE FOR FELLOWS



# Agenda

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- Home
- Fellow Account Access
- My Home Page
- Time Sheet
- My Surveys



Home

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# Home



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Home **Fellow Account Access** 1

**Search**  
Search All  
Go!  
 Limit to items I own  
Advanced Search...

**Create New...**

**Recent Items**  
Eddie Encarnacion  
TS-0371  
TS-0370  
TS-0369  
TS-0065  
TS-0059  
TS-0056  
TS-0055  
TS-0054  
TS-0368

**Custom Links**  
Add/Remove Users  
Import Contacts  
Outlook Edition  
Email Templates  
My Email Settings  
Mass Email  
Edit Custom Links

**Messages and Alerts**  
Edit Message and Alerts

**Robert Almedina at DemoSTE**  
Friday, October 16, 2009 **Discover Winter '10**

**My Tasks** **New**  
You have no open tasks scheduled for this period.

**Calendar** **New Event** **Calendar Help**  
Today 10/16/2009  
You have no events scheduled for the next 7 days.

October 2009  
Sun Mon Tue Wed Thu Fri Sat  
27 28 29 30 01 02 03  
04 05 06 07 08 09 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

1.) Click on the "Fellow Account Access" tab.

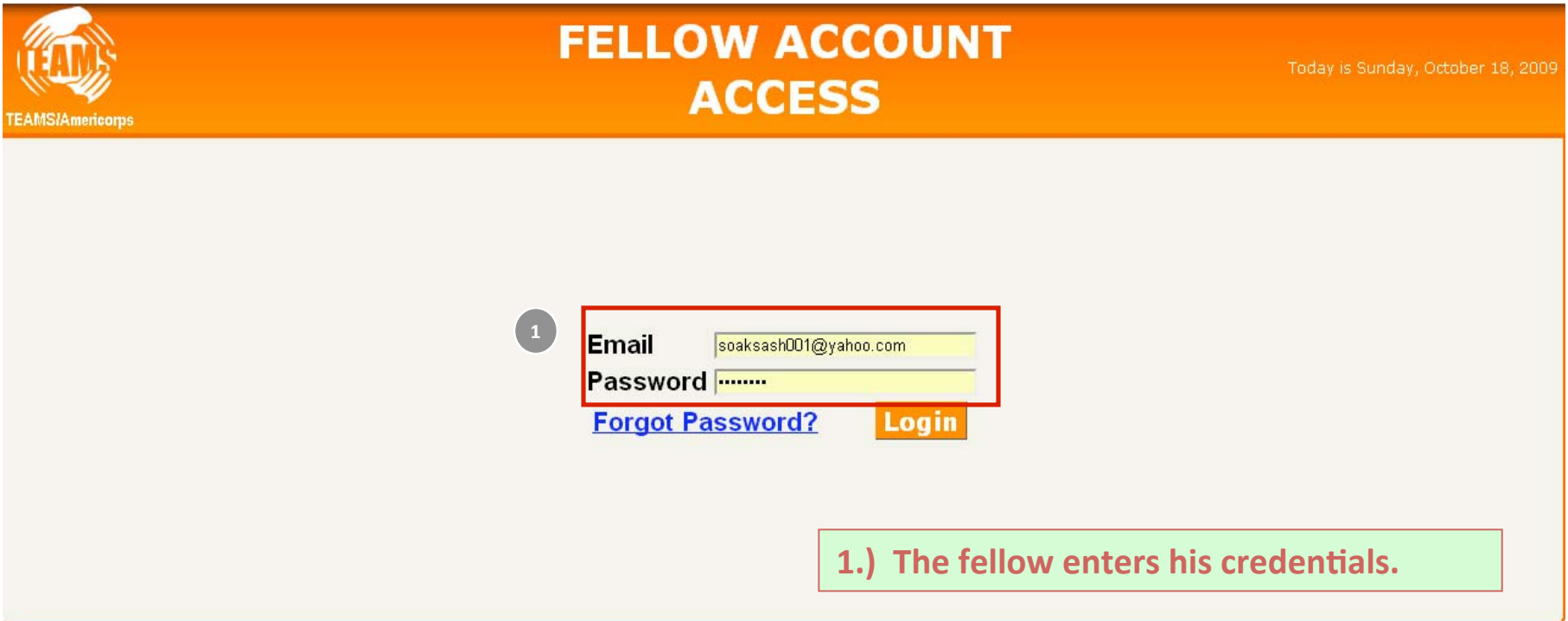




# Fellow Account Access

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# Login



The screenshot shows the "FELLOW ACCOUNT ACCESS" login page. At the top left is the TEAMS/Americorps logo. The title "FELLOW ACCOUNT ACCESS" is centered in large white letters on an orange background. To the right, it says "Today is Sunday, October 18, 2009". The main content area is light gray and contains a login form. A red box highlights the form fields, which include an "Email" field with the text "soaksash001@yahoo.com" and a "Password" field with masked characters. Below the fields are two links: "Forgot Password?" in blue and "Login" in an orange button. A small gray circle with the number "1" is positioned to the left of the form. A green box at the bottom right of the screenshot contains the text "1.) The fellow enters his credentials."

# Login



TEAMS/Americorps

## FELLOW ACCOUNT ACCESS

Today is Sunday, October 18, 2009

**i** Your password was successfully sent to email address : soaksash001@yahoo.com

**1** [Forgot Password?](#)

1.) If the fellow forgets his/password, he/she could click on the “Forgot Password?” link and a notification on top will appear that the password was successfully sent to the email.




# My Home Page

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# My Home Page



## FELLOW ACCOUNT ACCESS

Welcome Eddie!  
Today is Sunday, October 18, 2009  
[Logout](#)

My Home Page | Time Sheet | My Surveys

### General Info

<b>Fellow Name:</b> Encarnacion, Eddie	<b>Academic Years in TEAMS:</b> 2009-10
<b>Email:</b> soaksash001@yahoo.com	<b>First Year:</b> 2009-10
<b>Home Phone:</b> 238890	<b>Second Year:</b>
<b>Mobile:</b> 920919	<b>Password:</b> <a href="#">Change Password</a>

### Timesheet Info

<b>Percentage Completed:</b> 0.128%	<b>Total Service:</b> 102.25 hrs.
<b>Remaining Hours:</b> 1482.75 hrs.	<b>Total Training:</b> 55.0 hrs.
<b>Percentage of Training &amp; Ped Sem:</b> 0.068% of 20%	<b>Total Ped Sem:</b> 60.0 hrs.

### My Survey Info

**List of Completed Survey(s)**

End of Service Evaluation for SY 2009-10  
Final Report for SY 2009-10

1.) Click on the blue link to change the password.

2.) The fellow can click on the arrows on the left to collapse and expand the sections.




# Time Sheet

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# Time Sheet Page

**FELLOW ACCOUNT ACCESS**Welcome Eddie!  
Today is Sunday, October 18, 2009  
[Logout](#)

[My Home Page](#) [Time Sheet](#) [My Surveys](#)

Month:  Year:  Week:   1

**Timesheet List**

Frit	TS ID	Month	Year	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total-S	Total-T	Total-P	Weekly Total	Status
2	<a href="#">TS-0053</a>	October	2009-10	Week 1	0.0	0.0	0.0	2.0	2.0	0.0	0.0	0.0	4.0	0.0	4.0	Approved
	<a href="#">TS-0054</a>	October	2009-10	Week 2	1.0	1.0	1.0	1.0	1.0	0.0	0.0	5.0	0.0	0.0	5.0	Approved
	<a href="#">TS-0055</a>	October	2009-10	Week 3	2.0	2.0	2.0	2.0	2.0	2.0	2.0	14.0	0.0	0.0	14.0	Approved
	<a href="#">TS-0056</a>	October	2009-10	Week 4	4.0	4.0	4.0	4.0	4.0	4.0	4.0	0.0	0.0	28.0	28.0	Approved
	<a href="#">TS-0065</a>	October	2009-10	Week 5	2.0	2.0	2.0	1.0	1.0	1.0	0.0	3.0	3.0	3.0	9.0	Approved

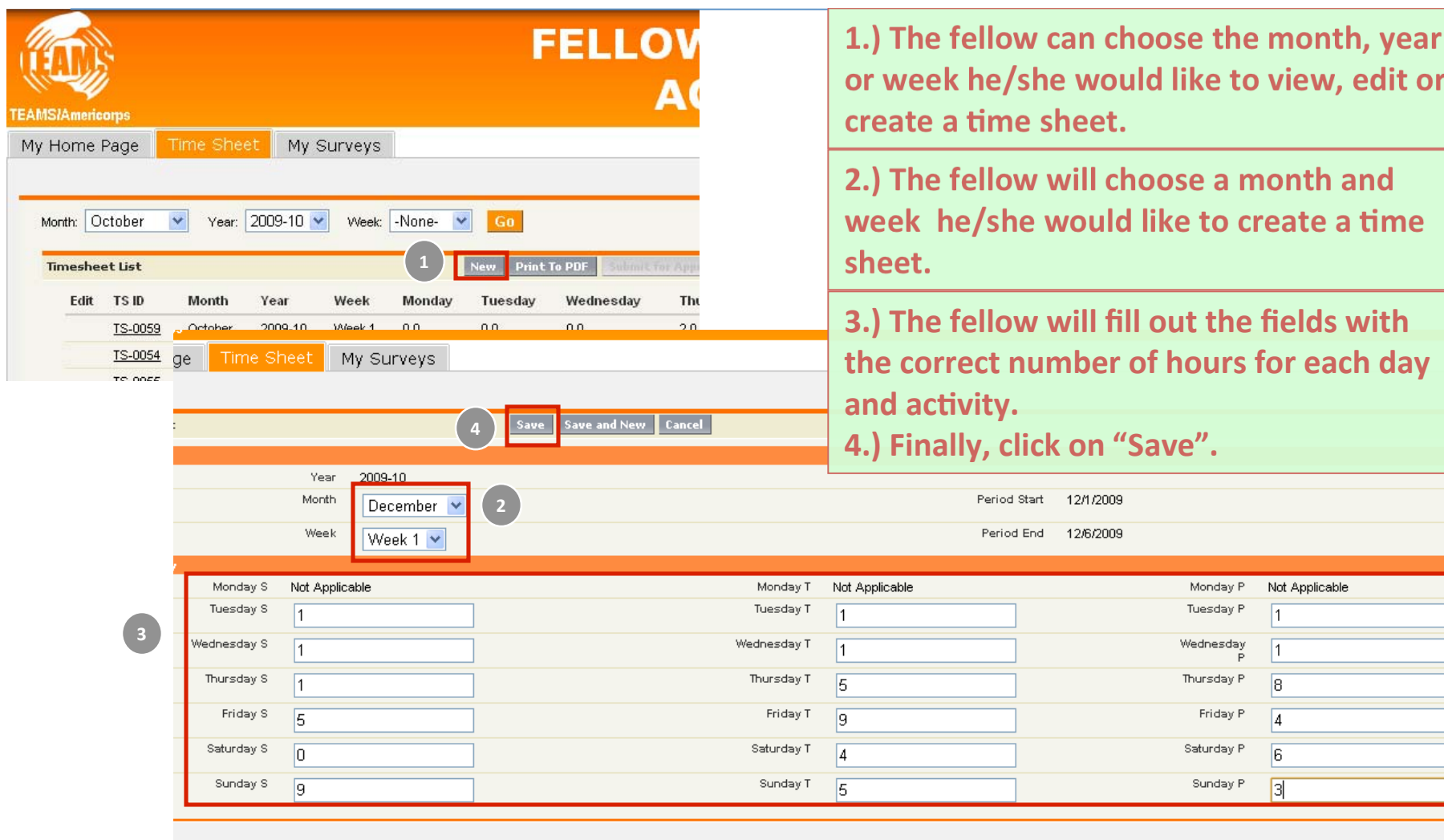
**Summary**

Percentage Complete	Remaining Hours	Percentage of Training & Ped Sem
0.128%	1482.75 hours	0.068% of 20%

1.) The fellow can choose the month, year or week he/she would like to view, edit or create a time sheet.

2.) Click on the TS ID to view the details of a specific time sheet.

# Create New Time Sheet



**1.)** The fellow can choose the month, year or week he/she would like to view, edit or create a time sheet.

**2.)** The fellow will choose a month and week he/she would like to create a time sheet.

**3.)** The fellow will fill out the fields with the correct number of hours for each day and activity.

**4.)** Finally, click on "Save".

Month	Year	Week	Monday	Tuesday	Wednesday	Thursday
October	2009-10	-None-	0.0	0.0	0.0	2.0
October	2009-10	Week 1	0.0	0.0	0.0	2.0
October	2009-10	Week 2	0.0	0.0	0.0	2.0
October	2009-10	Week 3	0.0	0.0	0.0	2.0
October	2009-10	Week 4	0.0	0.0	0.0	2.0

Year	Month	Week	Period Start	Period End
2009-10	December	Week 1	12/1/2009	12/6/2009

Day	Activity	Hours
Monday	S	Not Applicable
Tuesday	S	1
Wednesday	S	1
Thursday	S	1
Friday	S	5
Saturday	S	0
Sunday	S	9
Monday	T	Not Applicable
Tuesday	T	1
Wednesday	T	1
Thursday	T	5
Friday	T	9
Saturday	T	4
Sunday	T	5
Monday	P	Not Applicable
Tuesday	P	1
Wednesday	P	1
Thursday	P	8
Friday	P	4
Saturday	P	6
Sunday	P	3



# Print to PDF

**TEAMS/Americorps** **FELLOW ACCESS**

My Home Page | **Time Sheet** | My Surveys

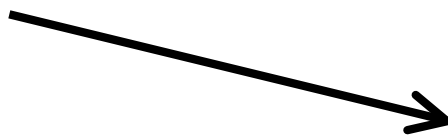
Month: December | Year: 2009-10 | Week: -None- | **Go** | 1

**Timesheet List** | New | **Print To PDF** | Submit for Approval

Edit	TS ID	Month	Year	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total
	TS-0371	December	2009-10	Week 1	2.0	2.0	2.0	2.0	2.0	2.0	2.0	21.0

Summary

1.) The fellow can click on the “Print to PDF” button and a new window will pop out and generate a PDF document that shows a summary time sheet for the chosen month.



TEAMS Program Fellow Timesheet  
December 2009

Fellow Name: Encarnacion, Eddie

Week 1 from Oct 12 to Oct 18	S	T	P	Daily Total
Monday	2			2
Tuesday	2			2
Wednesday	2			2
Thursday	2			2
Friday	2			2
Saturday	2			2
Sunday	2			2
Weekly Total	14			14

Week 4 from to	S	T	P	Daily Total
Monday	X	X	X	X
Tuesday	X	X	X	X
Wednesday	X	X	X	X
Thursday	X	X	X	X
Friday	X	X	X	X
Saturday	X	X	X	X
Sunday	X	X	X	X
Weekly Total	X	X	X	X

Codes:

- S=Service Hours
- T=Training Hours
- P=PD Item

Week 2 from to	S	T	P	Daily Total
Monday	X	X	X	X
Tuesday	X	X	X	X
Wednesday	X	X	X	X
Thursday	X	X	X	X
Friday	X	X	X	X
Saturday	X	X	X	X
Sunday	X	X	X	X
Weekly Total	X	X	X	X

Week 5 from to	S	T	P	Daily Total
Monday	X	X	X	X
Tuesday	X	X	X	X
Wednesday	X	X	X	X
Thursday	X	X	X	X
Friday	X	X	X	X
Saturday	X	X	X	X
Sunday	X	X	X	X
Weekly Total	X	X	X	X

Do not enter values in "X"-marked areas

Week 3 from to	S	T	P	Daily Total
Monday	X	X	X	X
Tuesday	X	X	X	X
Wednesday	X	X	X	X
Thursday	X	X	X	X
Friday	X	X	X	X
Saturday	X	X	X	X
Sunday	X	X	X	X
Weekly Total	X	X	X	X

Monthly grand total	14
Service Total	14
Training Total	
PD Total	
Year To Date (YTD) Total	100

I certify that the above information is true and correct.

Fellow Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Only signed and dated originals will be accepted!

# Approval Process



**FELLOW ACCOUNT ACCESS**

Welcome Eddie!  
Today is Sunday, October 18, 2009  
[Logout](#)

My Home Page | **Time Sheet** | My Surveys

Month:  Year:  Week:

**Timesheet List**

Edit	TS ID	Month	Year	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total-S	Total-T	Total-P	Weekly Total	Status
	<a href="#">TS-0371</a>	December	2009-10	Week 1	2.0	2.0	2.0	2.0	2.0	2.0	2.0	14.0	0.0	0.0	14.0	For Approval

**Summary**

Percentage Complete	Remaining Hours	Percentage of Training & Ped Sem
0.128%	1482.75 hours	0.068% of 20%

1.) Once the fellow clicks on "Submit for Approval", the Status "New" will change to "For Approval".



# Approval Process

The screenshot shows the 'FELLOW ACCOUNT ACCESS' page. At the top, there is a navigation bar with 'My Home Page', 'Time Sheet', and 'My Surveys'. Below this, there are filters for Month (December), Year (2009-10), and Week (-None-), with a 'Go' button. The main content area is titled 'Timesheet List' and contains a table with columns for Edit, TS ID, Month, Year, Week, and days of the week (Monday through Sunday), followed by Total-S, Total-T, Total-P, Weekly Total, and Status. The first row of data shows 'Edit', 'TS-0371', 'December', '2009-10', 'Week 1', and 2.0 hours for each day, with a 'Weekly Total' of 14.0 and a 'Status' of 'Amend'. Below the table is a 'Summary' section with three columns: 'Percentage Complete' (0.128%), 'Remaining Hours' (1482.75 hours), and 'Percentage of Training & Ped Sem' (0.068% of 20%).

Edit	TS ID	Month	Year	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total-S	Total-T	Total-P	Weekly Total	Status
<a href="#">Edit</a>	TS-0371	December	2009-10	Week 1	2.0	2.0	2.0	2.0	2.0	2.0	2.0	14.0	0.0	0.0	14.0	Amend

Percentage Complete	Remaining Hours	Percentage of Training & Ped Sem
0.128%	1482.75 hours	0.068% of 20%

Note: Once the time sheet has been edited, the fellow will click on "Submit for Approval" again to renew the status to "For Approval".

1.) If the system administrator amends the time sheet the fellow will see an "edit" link beside the amended time sheet.

The fellow will just have to click on the link to correct his/her time sheet details.



# My Surveys

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# Surveys

**FELLOW ACCOUNT ACCESS**

Welcome Eddie!  
Today is Monday, October 19, 2009  
[Logout](#)

TEAMS/Americorps

My Home Page | Time Sheet | **My Surveys**

**List of Available Surveys**

Link	Description	Action
<a href="#">Click Here to take survey</a>	Student Academic Tally for SY 2009-10	Completed
<a href="#">Click Here to take survey</a>	Student Survey Tally for SY 2009-10	Completed
<a href="#">Click Here to take survey</a>	Progress Report for SY 2009-10	Completed

1

1.) Click on the links to be redirected to the surveys provided. Once a survey has been answered the action "Completed" will be highlighted confirming that the fellow has answered the specific survey.



# End of Fellow Training