

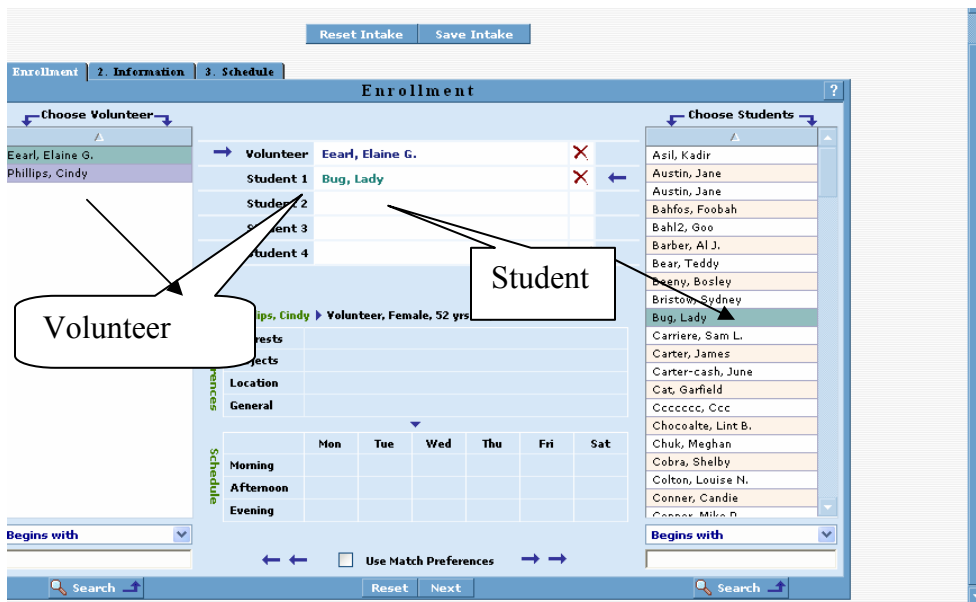
Volunteer Match
12/12/2006

*** I got your message re: "I am having difficulty matching a volunteer with a student in the SMARTT system. The volunteer is entered but I cannot make the match"

I'm going to see if I can take some screen shots in a test site that might help you with your particular student matches.

The screenshot shows the SMARTT Match Search interface for Site: ABE Central, Fiscal Year: 2007. The interface includes a left-hand navigation menu with options like 'Logoff', 'Main Menu', 'Set View', 'Search', 'List Current', 'Match Attendance', and 'Add Match'. The main area contains search filters for Match Code, Volunteer Last Name, Student Last Name, Status, Start Date, Instructional Method, Service Type, and Fiscal Year. A callout bubble points to the 'Add Match' option in the menu, stating: "If you want to add a match you need to choose this option. Below is what you'll come to." Another callout bubble points to the search filters, stating: "This is your match search screen".

The screenshot shows the SMARTT Enrollment interface for Fiscal Year: 2007. The interface includes a top navigation bar with 'Reset Intake' and 'Save Intake' buttons, and a main area with tabs for '1. Enrollment', '2. Information', and '3. Schedule'. The main area is divided into 'Choose Volunteer' and 'Choose Students' sections. A callout bubble points to the 'Choose Volunteer' section, stating: "By choosing 'search' you pick a volunteer to match to the student on this same screen".

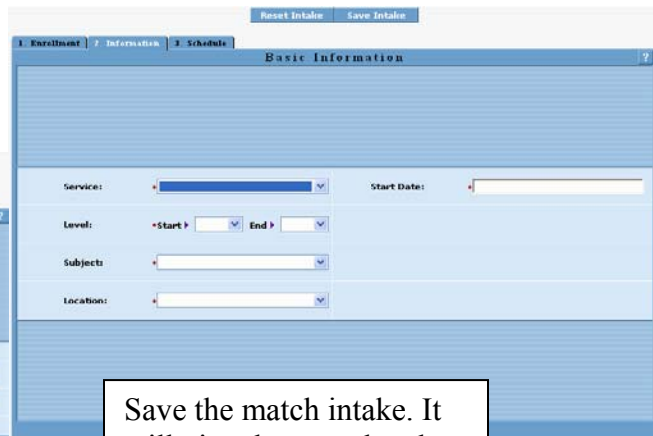
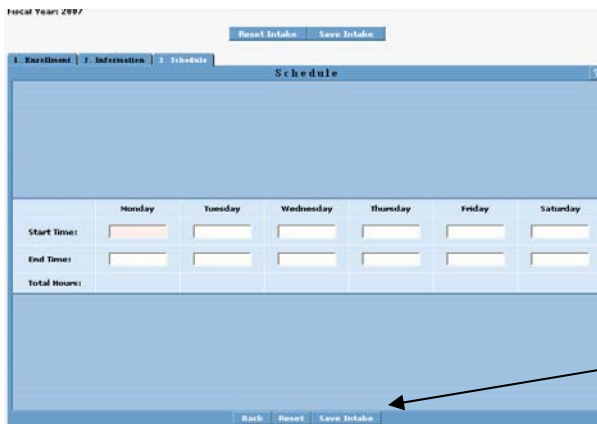


Volunteer

Student

To continue on choose "Next"

Complete the following screens:



Save the match intake. It will give the completed match. Example below

Match Information - V1010
Site: ABE Central

Basic Information Schedule Enrollment

View Edit

Basic Information ? -

Service:	ABE	Start Date:	09/01/2006
Level:	GLE 1-2	End Date:	
Subject:	ABE	Hours Per Week:	1.00
Location:	Community Center	Status:	Current

View Edit

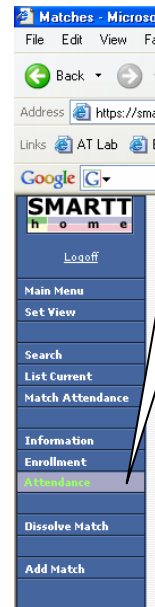
Schedule ? -

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time:	09:00 AM					
End Time:	10:00 AM					
Total Hours:	1.00					

View Edit

Enrollment ? -

Name	Start Date	End Date
(V) Earl, Elaine G.	09/01/2006	
(S) Bug, Lady	09/01/2006	



Clicking on Attendance gives you opportunity to fill in the hrs the volunteer and student worked together

Match Attendance - V1010
Site: ABE Central

Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
(V) Earl, Elaine G.	NE	NE											0.00
(S) Bug, Lady	<i>Needs a primary goal for this fiscal year.</i>												0.00

Cancel Reset \$

Click on row(s) to edit attendance. NE=Not Enrolled

By clicking on the row you can edit the attendance

BUT if student information is missing, that needs to be resolved before you can put in the attendance