

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

**Author:** Joel Kristenson

**Last Updated:** 2015-06-03

## Overview

This article walks through the steps to manually log volunteer hours, and then run a summary report showing total hours worked by multiple volunteers for a given time range. The application of Pivot reports in **Trail Blazer** can be beneficial in many different circumstances to create summaries.

**IMPORTANT:** Some parts of this article require appropriate [security clearance](#) for things like creating new log notes.

 **Tip:** If you use another system to track volunteer data, or any other data for that matter, learn about **Trail Blazer's** import utility to import the data from that system to ours.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

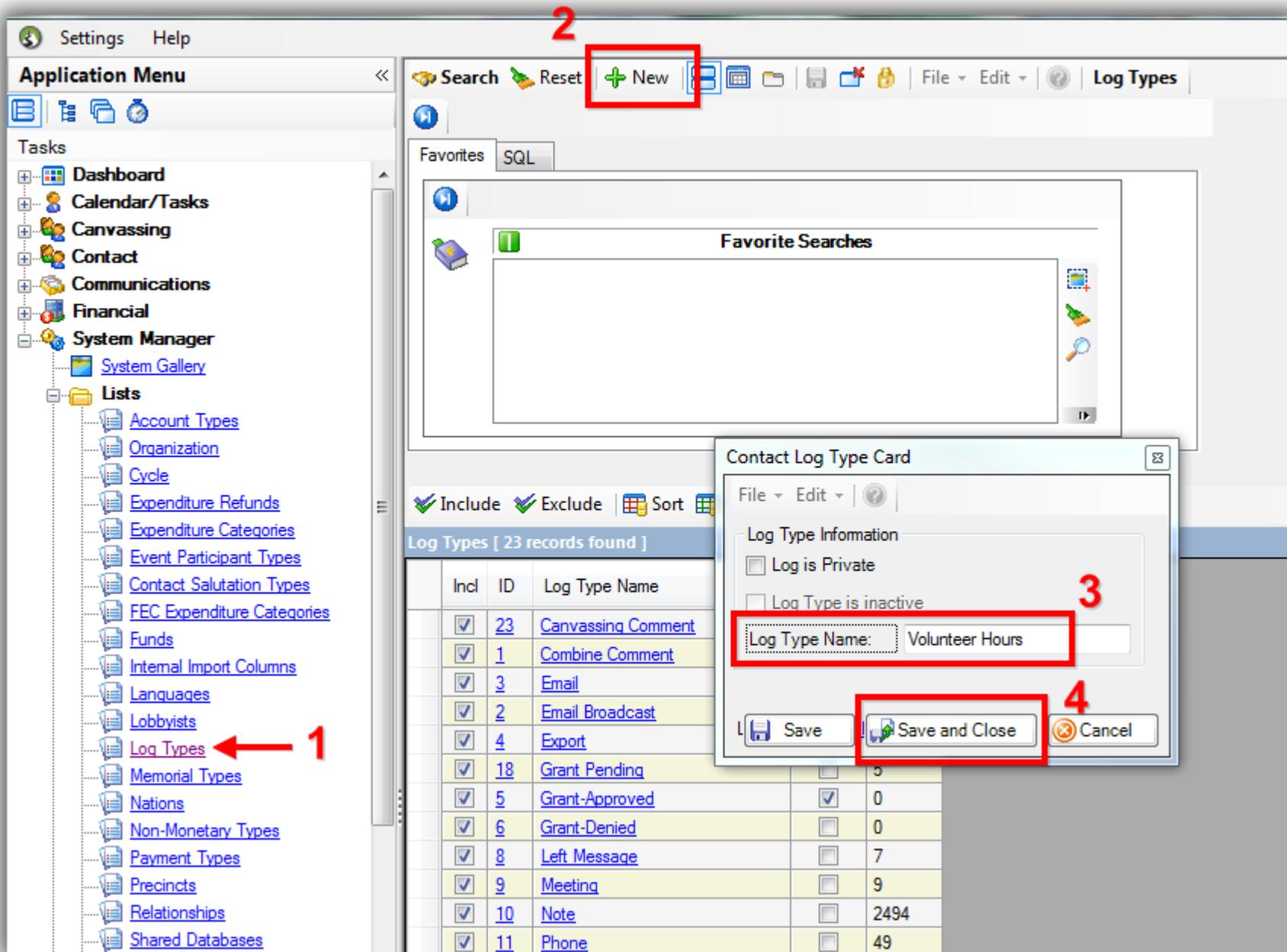
---

## Steps

You'll first need to create a Log Note Type for volunteer hours.

Navigate to the Log Types list, click [**+ New**], create a name, and click [**Save and Close**].

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours



The screenshot displays the TrailBlazer application interface. On the left, the 'Application Menu' shows a tree view of tasks and lists. A red arrow labeled '1' points to the 'Log Types' link under the 'Lists' folder. The main window shows the 'Log Types' table with 23 records found. A red box labeled '2' highlights the '+ New' button in the top toolbar. A 'Contact Log Type Card' dialog box is open, showing the 'Log Type Name' field with the text 'Volunteer Hours'. A red box labeled '3' highlights this field. At the bottom of the dialog, a red box labeled '4' highlights the 'Save and Close' button.

Incl	ID	Log Type Name
<input checked="" type="checkbox"/>	23	Canvassing Comment
<input checked="" type="checkbox"/>	1	Combine Comment
<input checked="" type="checkbox"/>	3	Email
<input checked="" type="checkbox"/>	2	Email Broadcast
<input checked="" type="checkbox"/>	4	Export
<input checked="" type="checkbox"/>	18	Grant Pending
<input checked="" type="checkbox"/>	5	Grant-Approved
<input checked="" type="checkbox"/>	6	Grant-Denied
<input checked="" type="checkbox"/>	8	Left Message
<input checked="" type="checkbox"/>	9	Meeting
<input checked="" type="checkbox"/>	10	Note
<input checked="" type="checkbox"/>	11	Phone

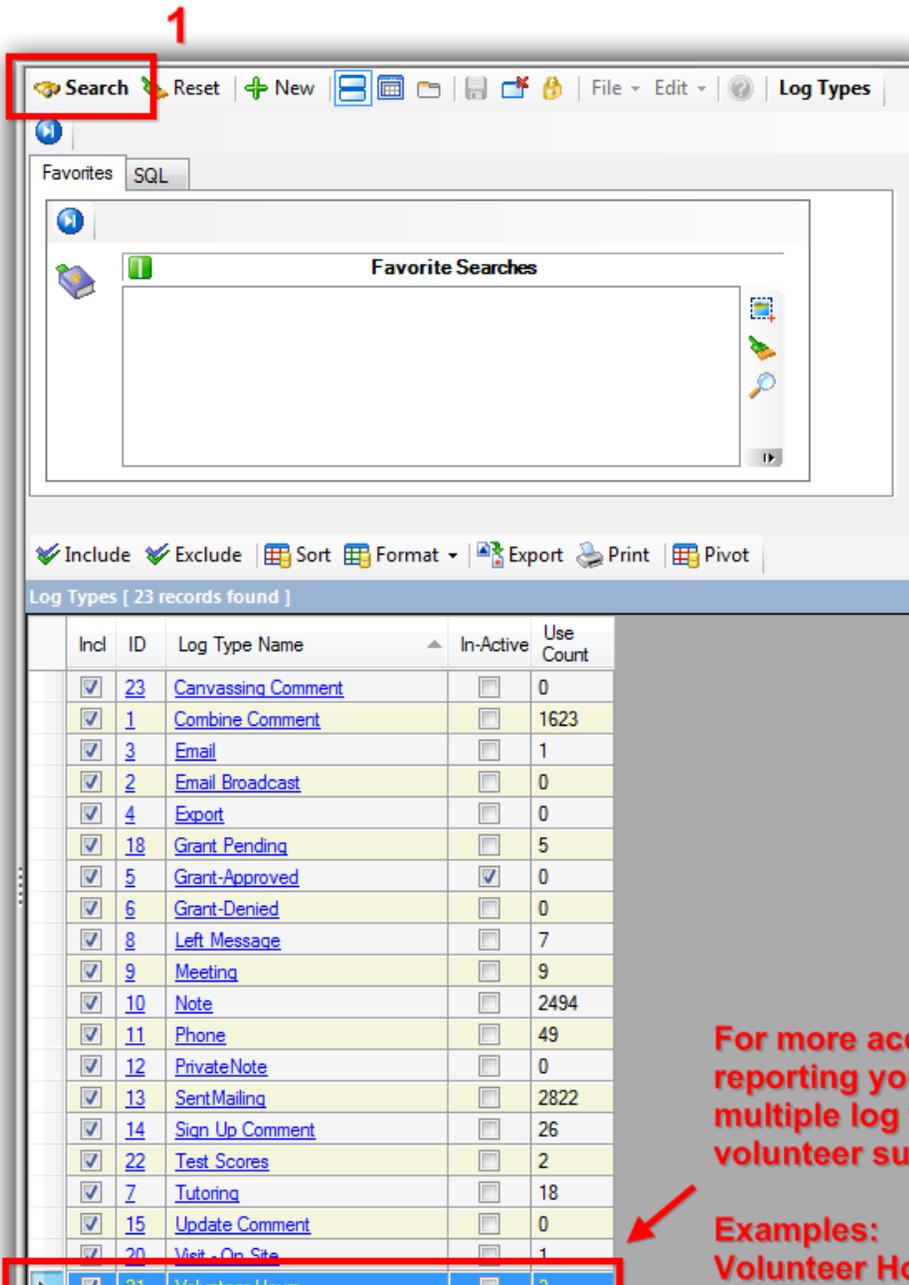
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

Click **[Search]** to refresh the logs list which will display your new log type.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

1



Search Reset + New [Icons] File Edit Log Types

Favorites SQL

Favorite Searches

Include Exclude Sort Format Export Print Pivot

Log Types [ 23 records found ]

Incl	ID	Log Type Name	In-Active	Use Count
<input checked="" type="checkbox"/>	23	Canvassing Comment	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	1	Combine Comment	<input type="checkbox"/>	1623
<input checked="" type="checkbox"/>	3	Email	<input type="checkbox"/>	1
<input checked="" type="checkbox"/>	2	Email Broadcast	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	4	Export	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	18	Grant Pending	<input type="checkbox"/>	5
<input checked="" type="checkbox"/>	5	Grant-Approved	<input checked="" type="checkbox"/>	0
<input checked="" type="checkbox"/>	6	Grant-Denied	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	8	Left Message	<input type="checkbox"/>	7
<input checked="" type="checkbox"/>	9	Meeting	<input type="checkbox"/>	9
<input checked="" type="checkbox"/>	10	Note	<input type="checkbox"/>	2494
<input checked="" type="checkbox"/>	11	Phone	<input type="checkbox"/>	49
<input checked="" type="checkbox"/>	12	PrivateNote	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	13	SentMailing	<input type="checkbox"/>	2822
<input checked="" type="checkbox"/>	14	Sign Up Comment	<input type="checkbox"/>	26
<input checked="" type="checkbox"/>	22	Test Scores	<input type="checkbox"/>	2
<input checked="" type="checkbox"/>	7	Tutoring	<input type="checkbox"/>	18
<input checked="" type="checkbox"/>	15	Update Comment	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	20	Visit - On Site	<input type="checkbox"/>	1
<input checked="" type="checkbox"/>	21	Volunteer Hours	<input type="checkbox"/>	0

For more accurate & efficient reporting you may want to create multiple log types for for different volunteer sub categories.

[www.trailbiz.com/kb](http://www.trailbiz.com/kb)

Examples:  
Volunteer Hours - Data Entry

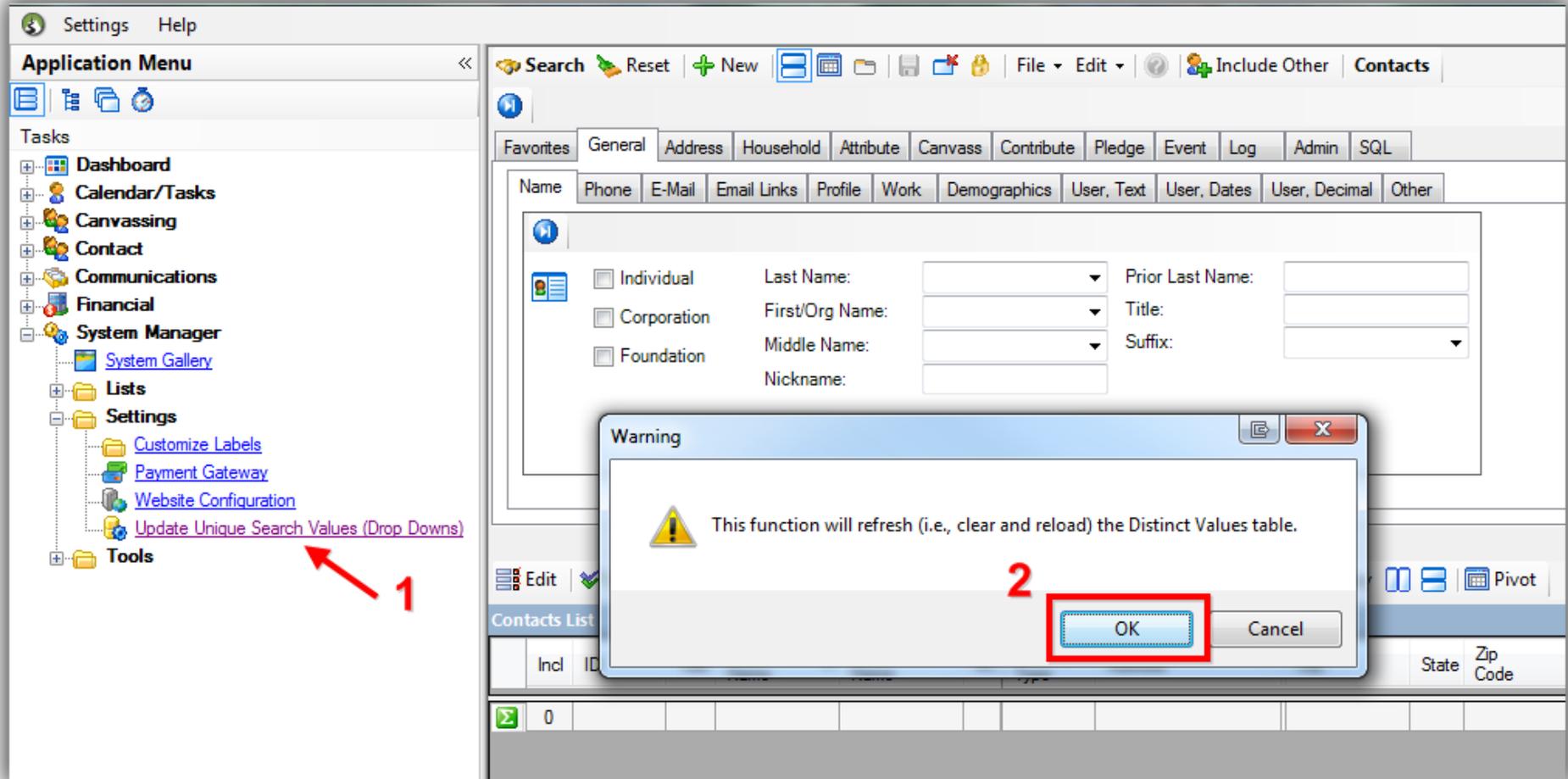
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

 **Tip:** For accurate and efficient reporting down the line, you may want to create **sub categories** for these different volunteer categories, such as **Volunteer Hours – Data Entry, Volunteer Hours – Phone Calls, Volunteer Hours – Events**, etc.

Now that you're finished creating the new Log Types it's a good idea to refresh all of the drop-downs in your database. Follow **Application Menu > System Manager > Settings > Update Unique Search Value (Drop Downs)**, and click **[OK]**.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

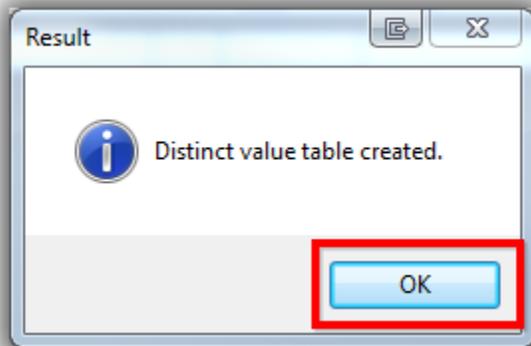


*This may take a bit of time (1-15 min.) if you haven't done it in a while, especially if you have a very large database.*

## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

Once complete you'll be prompted with a pop-up, click **[OK]**.



Now that that's done, navigate to your Contacts (*Voters/Donors*) list. Run a search [query](#) for the volunteer you want to record hours for, and click on their name to open the record. *In my example I queried for everyone in my database tagged with a Volunteer [attribute](#), and opened the record for **Tom Cope** as shown in the image below.*

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

**1** (Left navigation menu)

**2 (Construct your query)** (Search panel)

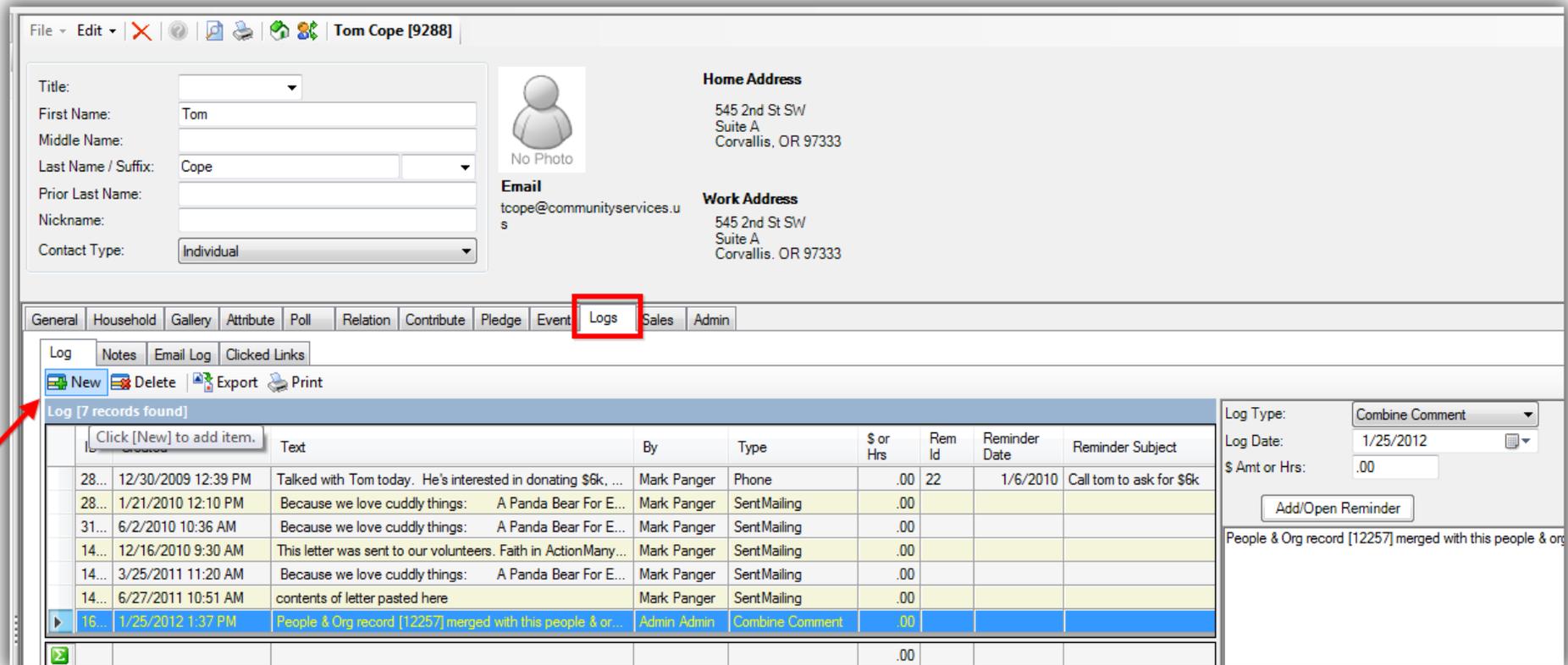
**3** (Search button)

**4 (Click on the contact's name to open that record).** (Contact name in table)

Incl	ID	Title	Last Name	First Name	MI	Address Type	Address	City	State	Zip Code	Home Phone	Bus Phone	Cell Phone
<input checked="" type="checkbox"/>	12783	Mr.	Addington	Eric Jay		Home	6547 Northwest Blvd N	Oceanside	CA	92057	(321) 321-3213		
<input checked="" type="checkbox"/>	12718		Allen	Annelique		Home	1597 Doddridge	Orlando	FL	32801			
<input checked="" type="checkbox"/>	10477		Anderson	Steven	L...	Home	147 Foothill Blvd	Lutsen	MN	55612	(218) 370-7901		
<input checked="" type="checkbox"/>	11121		Beecroft	Lisa	M...	Home	3755 Auger Ave	White Bear L...	MN	55110	(651) 762-1494		
<input checked="" type="checkbox"/>	12816		Behling	Mary		Work	14 3rd St S	Fort Atkinson	WI	53538	(321) 321-3213		
<input checked="" type="checkbox"/>	9292		Boring	Russell		Home	28245 Avenue Crocker	Valencia	CA	91355			
<input checked="" type="checkbox"/>	12774	Ms.	Boy	Camen		Home	1257 Doddridge Ave	Columbus	OH	43205			
<input checked="" type="checkbox"/>	9452	Ms.	Boyce	Colleen		Home	75 5th St W	St Paul	MN	55102	(111) 111-2222		
<input checked="" type="checkbox"/>	12759	Ms.	Collins	Brittany		Home	456 Oak St	Cincinnati	OH	45202	(321) 321-3213		
<input checked="" type="checkbox"/>	9288		Cope	Tom		Work	545 2nd St SW	Corvallis	OR	97333		(541) 758-2646	
<input checked="" type="checkbox"/>	9464		Cortez	Maria		Home	4564 Ponce De Leon	Spring Hill	FL	11111			
<input checked="" type="checkbox"/>	12820	Mr.	Davis	Andrew		Work	PO Box 153058	Arlington	TX	76015	(232) 132-1321		
<input checked="" type="checkbox"/>	10946		Dayala	Faheem		Home	1321 Crescent	Anaheim	CA	92801	(212) 132-1321		

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

Click on the **Logs** tab, and click **[+ New]** under the **Log** sub-tab.



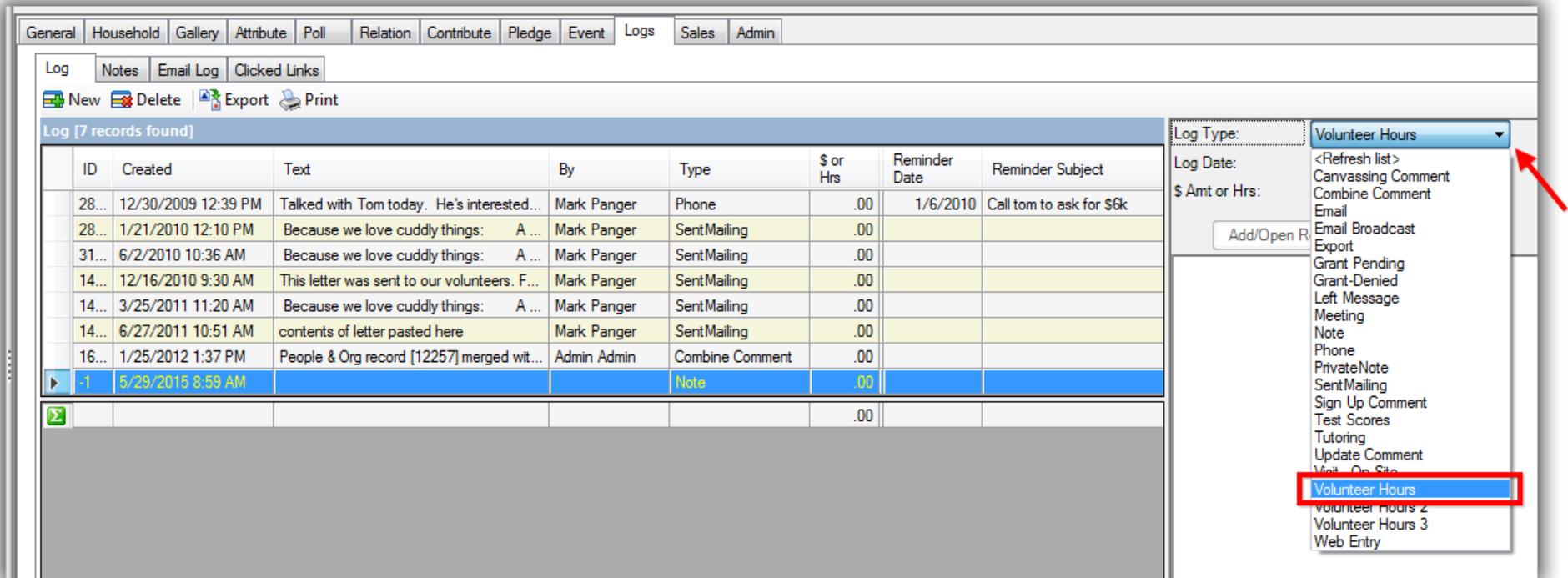
The screenshot shows the TrailBlazer interface for contact 'Tom Cope [9288]'. The 'Logs' tab is selected and highlighted with a red box. Under the 'Log' sub-tab, the 'New' button is highlighted with a red arrow. The interface displays a list of logs with the following data:

ID	Date/Time	Text	By	Type	\$ or Hrs	Rem Id	Reminder Date	Reminder Subject
28...	12/30/2009 12:39 PM	Talked with Tom today. He's interested in donating \$6k. ...	Mark Panger	Phone	.00	22	1/6/2010	Call tom to ask for \$6k
28...	1/21/2010 12:10 PM	Because we love cuddly things: A Panda Bear For E...	Mark Panger	SentMailing	.00			
31...	6/2/2010 10:36 AM	Because we love cuddly things: A Panda Bear For E...	Mark Panger	SentMailing	.00			
14...	12/16/2010 9:30 AM	This letter was sent to our volunteers. Faith in ActionMary...	Mark Panger	SentMailing	.00			
14...	3/25/2011 11:20 AM	Because we love cuddly things: A Panda Bear For E...	Mark Panger	SentMailing	.00			
14...	6/27/2011 10:51 AM	contents of letter pasted here	Mark Panger	SentMailing	.00			
16...	1/25/2012 1:37 PM	People & Org record [12257] merged with this people & or...	Admin Admin	Combine Comment	.00			

On the right side of the interface, there are fields for 'Log Type' (set to 'Combine Comment'), 'Log Date' (set to '1/25/2012'), and '\$ Amt or Hrs' (set to '.00'). There is also an 'Add/Open Reminder' button.

Choose **Volunteer Hours** as the **Log Type**, that you created in the previous steps.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours



General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales Admin

Log Notes Email Log Clicked Links

New Delete Export Print

Log [7 records found]

ID	Created	Text	By	Type	\$ or Hrs	Reminder Date	Reminder Subject
28...	12/30/2009 12:39 PM	Talked with Tom today. He's interested...	Mark Panger	Phone	.00	1/6/2010	Call tom to ask for \$6k
28...	1/21/2010 12:10 PM	Because we love cuddly things: A ...	Mark Panger	SentMailing	.00		
31...	6/2/2010 10:36 AM	Because we love cuddly things: A ...	Mark Panger	SentMailing	.00		
14...	12/16/2010 9:30 AM	This letter was sent to our volunteers. F...	Mark Panger	SentMailing	.00		
14...	3/25/2011 11:20 AM	Because we love cuddly things: A ...	Mark Panger	SentMailing	.00		
14...	6/27/2011 10:51 AM	contents of letter pasted here	Mark Panger	SentMailing	.00		
16...	1/25/2012 1:37 PM	People & Org record [12257] merged wit...	Admin Admin	Combine Comment	.00		
-1	5/29/2015 8:59 AM			Note	.00		

Log Type: Volunteer Hours

Log Date:

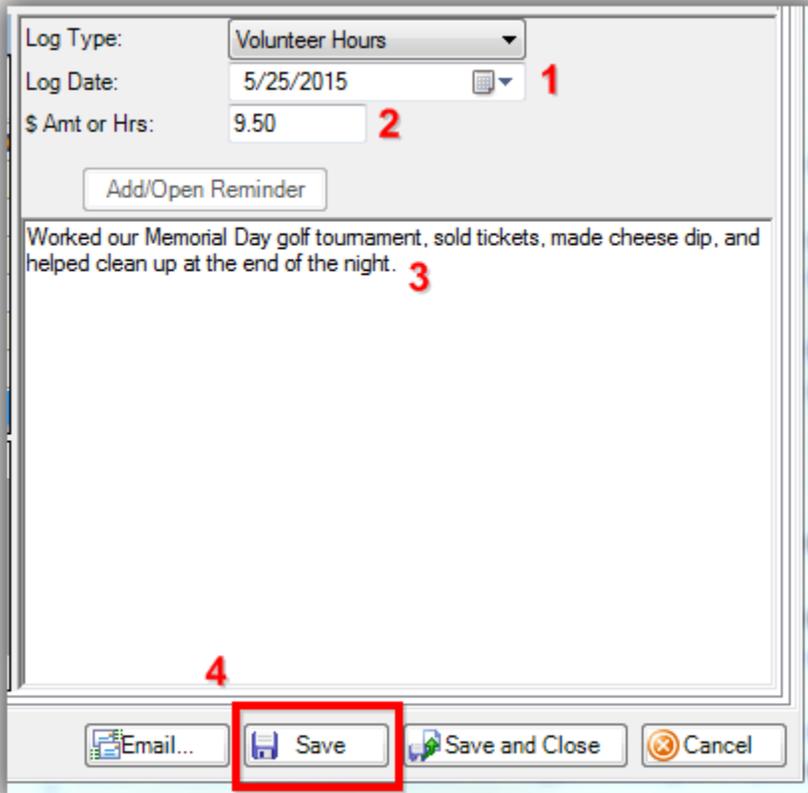
\$ Amt or Hrs:

Add/Open R

- <Refresh list>
- Canvassing Comment
- Combine Comment
- Email
- Email Broadcast
- Export
- Grant Pending
- Grant-Denied
- Left Message
- Meeting
- Note
- Phone
- PrivateNote
- SentMailing
- Sign Up Comment
- Test Scores
- Tutoring
- Update Comment
- Web Entry
- Volunteer Hours
- Volunteer Hours 2
- Volunteer Hours 3
- Web Entry

Enter the **date**, the **amount of hours**, and *\*optionally* a **description** of what the person did, then click **[Save]**. My example is below.

## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours



The screenshot shows a log entry form with the following fields and annotations:

- Log Type:** Volunteer Hours (dropdown menu)
- Log Date:** 5/25/2015 (calendar icon) **1**
- \$ Amt or Hrs:** 9.50 **2**
- Add/Open Reminder** button
- Text area:** Worked our Memorial Day golf tournament, sold tickets, made cheese dip, and helped clean up at the end of the night. **3**
- Buttons:** Email..., **Save** (highlighted with a red box), Save and Close, Cancel **4**

By clicking **Save** instead of **Save and Close** it gives you the option to set a **reminder** with your log note. *The image below details an example reminder, this is of course an \*optional step you could take, but isn't covered in-depth in this article.*

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

**This is an \*OPTIONAL\* step you can take, to attach a reminder to your log note.**

The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with categories like Tasks, Communications, and Financial. The main area displays contact information for Tom Cope. A 'Reminder Note' dialog box is open, allowing the user to set a reminder action date, subject, method of action, priority, and assignee. A log table below shows several records, with the most recent one selected. A 'Reminders' list at the bottom left shows a reminder for a 'Followup phone call' that is past due, indicated by a red icon.

**Reminders will show here once they're saved, they turn red if they're past due.**

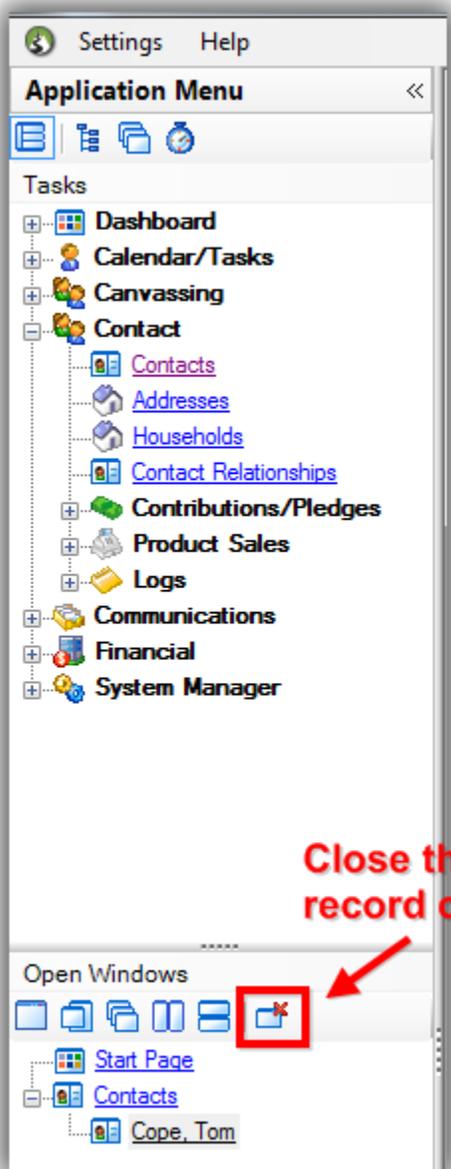
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

You're now finished recording the volunteer's hours.

Make sure everything is saved correctly, and close out of the volunteer's record card.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours



**Close the volunteer's record card.**

## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

From the **Search Log Entries** list select the **Volunteer Hours** as the log type, and click **[Search]**. This will load every volunteer log entry that's been recorded so far in your database.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

The screenshot shows the TrailBlazer application interface. On the left is a navigation tree with categories like Tasks, Communications, and Financial. The main area is titled 'Log Entries' and contains search filters. A red box labeled '3' highlights the 'Search' button in the top menu. A red arrow labeled '1' points to 'Search Log Entries' in the navigation tree. A red arrow labeled '2' points to the 'Log Type' dropdown menu, which is set to 'Volunteer Hours'. Below the filters is a table of log entries with 21 records found. The table has columns for 'Incl', 'ID', 'Last Name', 'First Name', 'Created', 'Text', 'By', '\$ or Hours', and 'Type'. The 'Type' column consistently shows 'Volunteer Hours'.

Incl	ID	Last Name	First Name	Created	Text	By	\$ or Hours	Type
<input checked="" type="checkbox"/>	14696	Adams	Sarah	3/30/2011 11:09 AM	Mon	Mark Panger	4.00	Volunteer Hours
<input checked="" type="checkbox"/>	15299	Beecroft	Lisa	12/2/2011 9:10 AM	Creating media materials for web site.	Mark Panger	6.00	Volunteer Hours
<input checked="" type="checkbox"/>	15496	Boring	Russell	1/23/2012 10:48 AM	Stuffed envelopes	Mark Panger	6.00	Volunteer Hours
<input checked="" type="checkbox"/>	17144	Behling	Mary	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	6.00	Volunteer Hours
<input checked="" type="checkbox"/>	17145	Davis	Andrew	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	4.00	Volunteer Hours
<input checked="" type="checkbox"/>	17146	Ellefson	Julie	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	8.00	Volunteer Hours
<input checked="" type="checkbox"/>	17147	Gatten	Oliver	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	10.00	Volunteer Hours
<input checked="" type="checkbox"/>	17148	Gregerson	Nadine	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	4.50	Volunteer Hours
<input checked="" type="checkbox"/>	17149	Hamilton	Linda	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	6.50	Volunteer Hours
<input checked="" type="checkbox"/>	17150	Jacobowitz	Melissa	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	14.00	Volunteer Hours
<input checked="" type="checkbox"/>	17151	Kao	Brian	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	1.25	Volunteer Hours
<input checked="" type="checkbox"/>	17152	Maddock	Stephanie	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	10.00	Volunteer Hours
<input checked="" type="checkbox"/>	17153	Maher	Paul	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	6.50	Volunteer Hours
<input checked="" type="checkbox"/>	17154	Maher	Robin	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	2.50	Volunteer Hours
<input checked="" type="checkbox"/>	17155	Maki	Susan	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	1.75	Volunteer Hours
<input checked="" type="checkbox"/>	17156	McCarthy	David	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	1.25	Volunteer Hours
<input checked="" type="checkbox"/>	17157	McGlorey	Matthew	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	4.50	Volunteer Hours
<input checked="" type="checkbox"/>	17158	McHenry	Kathleen	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	7.50	Volunteer Hours

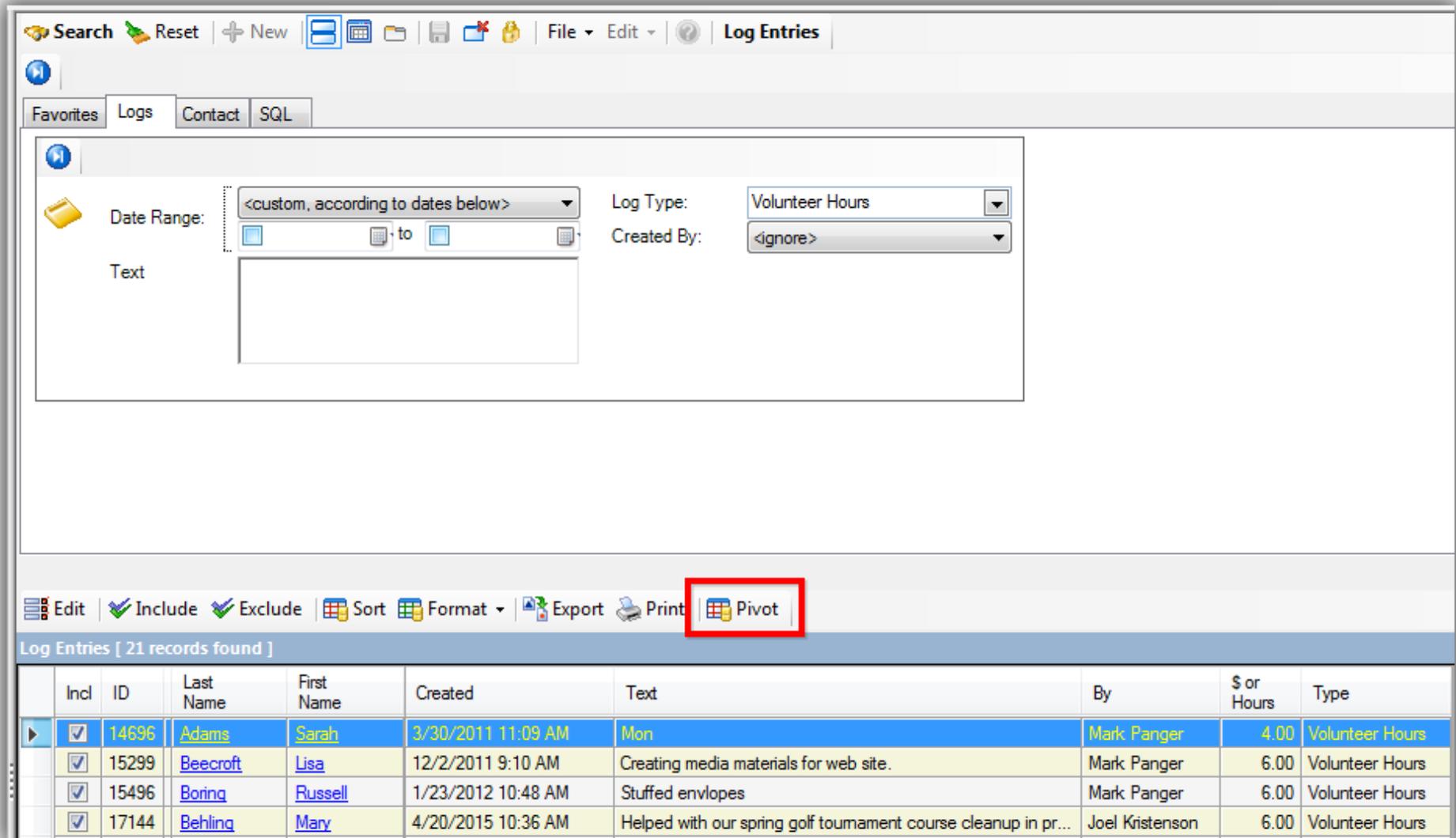
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

 **Tip:** You could filter this query further by things like **Date Range, A Specific Volunteer, Event(s)**, Etc.

Now click the **Pivot** button from the list tool strip.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours



The screenshot shows the TrailBlazer Log Entries interface. At the top, there is a search bar with options for Search, Reset, New, and Log Entries. Below this, there are tabs for Favorites, Logs, Contact, and SQL. The main area contains search filters for Date Range (set to custom), Text, Log Type (Volunteer Hours), and Created By (<ignore>). A toolbar at the bottom includes Edit, Include, Exclude, Sort, Format, Export, Print, and Pivot (highlighted with a red box). Below the toolbar, a table displays 21 records found.

	Incl	ID	Last Name	First Name	Created	Text	By	\$ or Hours	Type
	<input checked="" type="checkbox"/>	14696	Adams	Sarah	3/30/2011 11:09 AM	Mon	Mark Panger	4.00	Volunteer Hours
	<input checked="" type="checkbox"/>	15299	Beecroft	Lisa	12/2/2011 9:10 AM	Creating media materials for web site.	Mark Panger	6.00	Volunteer Hours
	<input checked="" type="checkbox"/>	15496	Boring	Russell	1/23/2012 10:48 AM	Stuffed envelopes	Mark Panger	6.00	Volunteer Hours
	<input checked="" type="checkbox"/>	17144	Behling	Mary	4/20/2015 10:36 AM	Helped with our spring golf tournament course cleanup in pr...	Joel Kristenson	6.00	Volunteer Hours

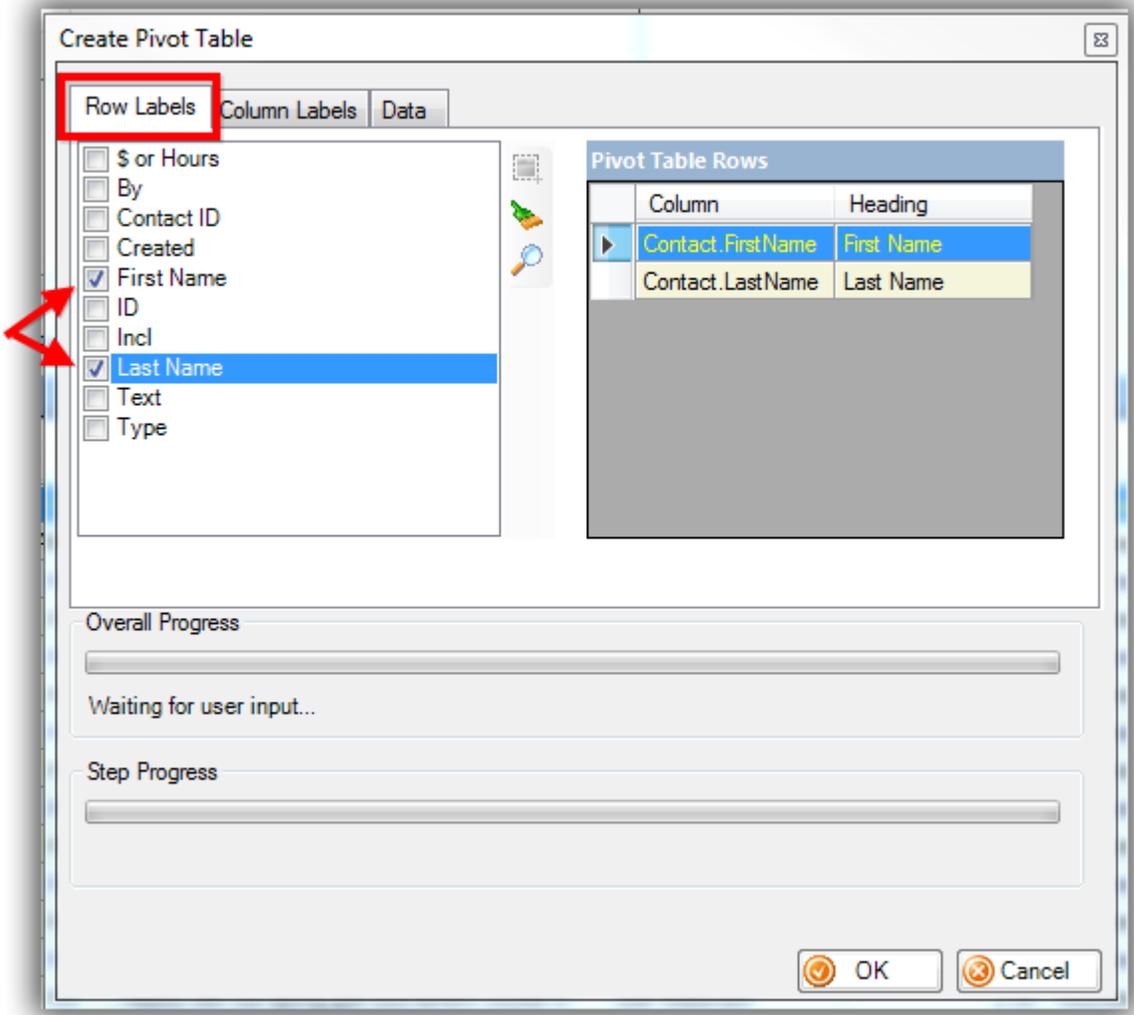
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

Select **First Name** and **Last Name** from the **Row Labels** tab.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

Select First Name and Last Name under the Row Labels tab.



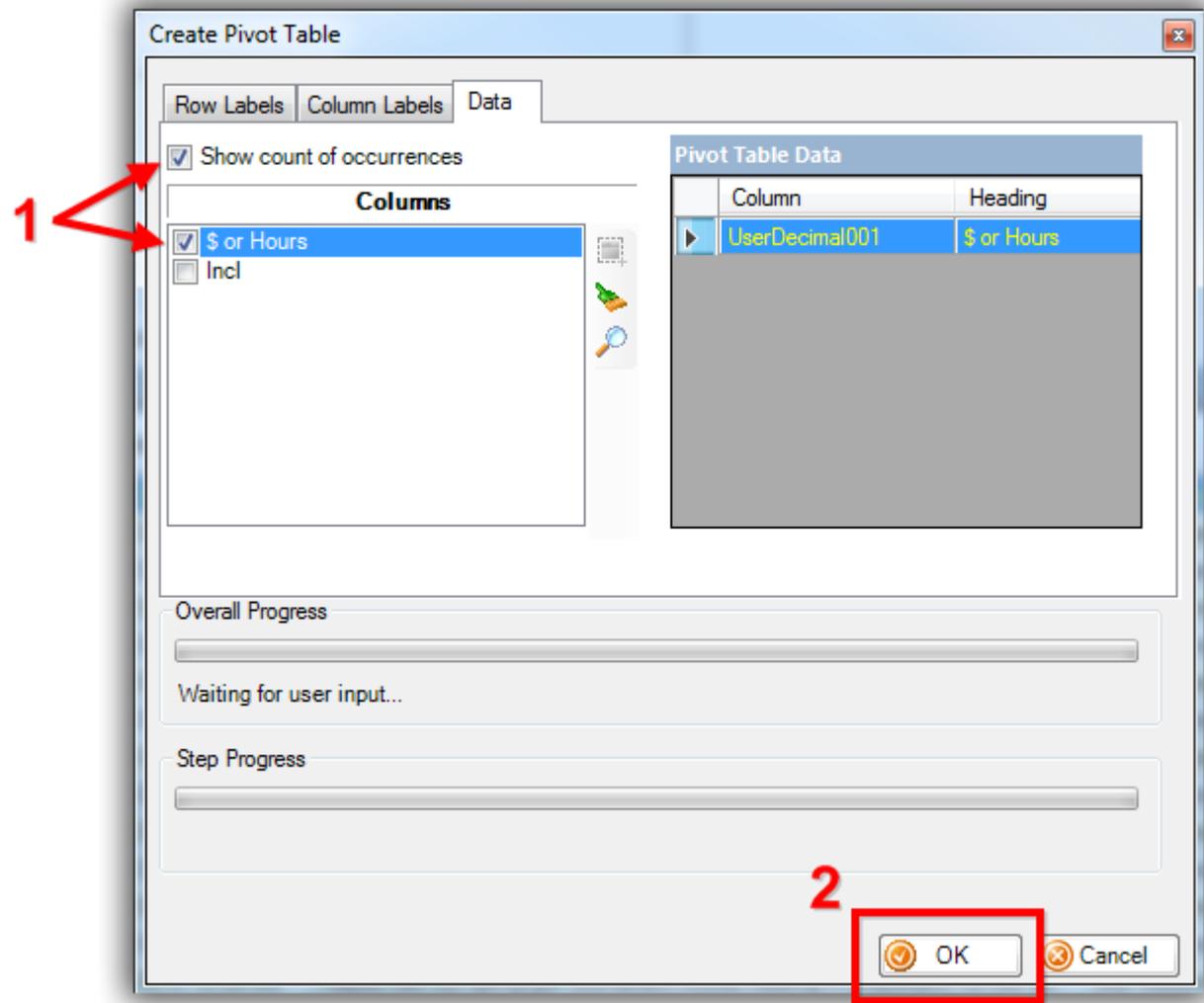
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

Select **Show count of occurrences** and **\$ or Hours** under the **Data** tab, and click **[OK]**.

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

Select 'Show count of occurrences' and '\$ or Hours' under the Data tab.



## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

The pivot report will run and provide you with the results in a grid view once it's finished. *My example finished report is below, I clicked on the **SUM (\$ or Hours)** column header once to sort in descending orders.*

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

**Finished pivot report, sorted in ascending order by the 'Sum (\$ or Hours)' column.**

Log Count,\$ or Hours by First Name/Last Name					
	Incl	First Name	Last Name	COUNT (*)	SUM (\$ or Hours)
▶	<input checked="" type="checkbox"/>	Brian	Kao	1	1.25
	<input checked="" type="checkbox"/>	David	McCarty	1	1.25
	<input checked="" type="checkbox"/>	Susan	Maki	1	1.75
	<input checked="" type="checkbox"/>	Robin	Maher	1	2.50
	<input checked="" type="checkbox"/>	Sarah	Adams	1	4.00
	<input checked="" type="checkbox"/>	Andrew	Davis	1	4.00
	<input checked="" type="checkbox"/>	Walt	McHenry	1	4.25
	<input checked="" type="checkbox"/>	Nadine	Gregerson	1	4.50
	<input checked="" type="checkbox"/>	Matthew	McGlory	1	4.50
	<input checked="" type="checkbox"/>	Lisa	Beecroft	1	6.00
	<input checked="" type="checkbox"/>	Russell	Boring	1	6.00
	<input checked="" type="checkbox"/>	Mary	Behling	1	6.00
	<input checked="" type="checkbox"/>	Linda	Hamilton	1	6.50
	<input checked="" type="checkbox"/>	Paul	Maher	1	6.50
	<input checked="" type="checkbox"/>	Kathleen	McHenry	1	7.50
	<input checked="" type="checkbox"/>	Julie	Ellefson	1	8.00
	<input checked="" type="checkbox"/>	Tom	Cope	1	9.50
	<input checked="" type="checkbox"/>	Oliver	Gatten	1	10.00
	<input checked="" type="checkbox"/>	Stephanie	Maddock	1	10.00
	<input checked="" type="checkbox"/>	Melissa	Jacobowitz	1	14.00
	<input checked="" type="checkbox"/>	Sharon	Mclaughlin	1	16.50
	21			21	134.50

GE BASE [www.trailblz.com/kb](http://www.trailblz.com/kb)

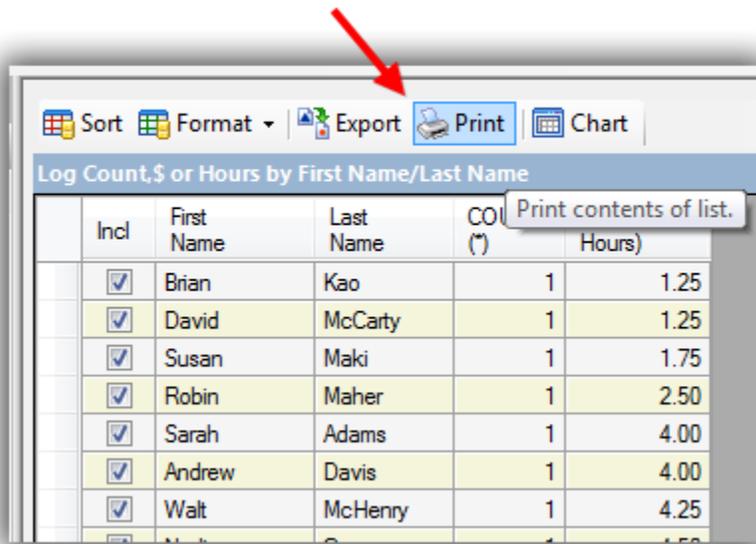
## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

You're now finished with these steps. Take a look at the related resources below for useful articles and videos on similar topics.

 **Tip:** You can **export** your final report to a .csv file, or **print** it onto paper which will maintain the grid lines. The two images below show a print preview of my final pivot table.

Img 1 – Print

**Print the report.**



The screenshot shows a software interface with a menu bar containing 'Sort', 'Format', 'Export', 'Print', and 'Chart'. The 'Print' button is highlighted with a red arrow. Below the menu is a table titled 'Log Count,\$ or Hours by First Name/Last Name'. The table has columns for 'Incl', 'First Name', 'Last Name', 'COU (\*)', and 'Hours'. A tooltip 'Print contents of list.' is visible over the table.

Incl	First Name	Last Name	COU (*)	Hours
<input checked="" type="checkbox"/>	Brian	Kao	1	1.25
<input checked="" type="checkbox"/>	David	McCarty	1	1.25
<input checked="" type="checkbox"/>	Susan	Maki	1	1.75
<input checked="" type="checkbox"/>	Robin	Maher	1	2.50
<input checked="" type="checkbox"/>	Sarah	Adams	1	4.00
<input checked="" type="checkbox"/>	Andrew	Davis	1	4.00
<input checked="" type="checkbox"/>	Walt	McHenry	1	4.25

## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

Img 2 – Print Preview

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

## Final print preview of the finished volunteer pivot report.

Print [Icons] Less More [Icons] 1 [Icons] Print Settings

**Log Count,\$ or Hours by First Name/Last Name** Date/Time: 6/3/2015 12:03 PM Page: 1

First Name	Last Name	COUNT (*)	SUM (\$ or Hours)
Brian	Kao	1	1.25
David	McCarty	1	1.25
Susan	Maki	1	1.75
Robin	Maher	1	2.50
Sarah	Adams	1	4.00
Andrew	Davis	1	4.00
Walt	McHenry	1	4.25
Nadine	Gregerson	1	4.50
Matthew	McGlory	1	4.50
Lisa	Beecroft	1	6.00
Russell	Boring	1	6.00
Mary	Behling	1	6.00
Linda	Hamilton	1	6.50
Paul	Maher	1	6.50
Kathleen	McHenry	1	7.50
Julie	Ellefson	1	8.00
Tom	Cope	1	9.50
Oliver	Gatten	1	10.00
Stephanie	Maddock	1	10.00
Melissa	Jacobowitz	1	14.00
Sharon	Mclaughlin	1	16.50
		21	134.50

Cancel

## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

# How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

## Related Resources

**Article:** [Log Notes vs User Fields vs Attributes](#)

**Article:** [Adding Log Types](#)

**Article:** [Adding Log Notes, Mass Log Notes, and Reminders](#)

**Article:** [Fund Allocation and Summary Report \(Another Example of a Pivot Report\)](#)

**Video:** [Reporting 105 – Pivots – summary reporting](#)

**Video:** [Attributes – Adding New](#)

**Video:** [Importing](#)

**3<sup>rd</sup> Party Resource (Tool):** [Volgistics – Robust Donor Management](#)

## Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

## How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours

---

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*