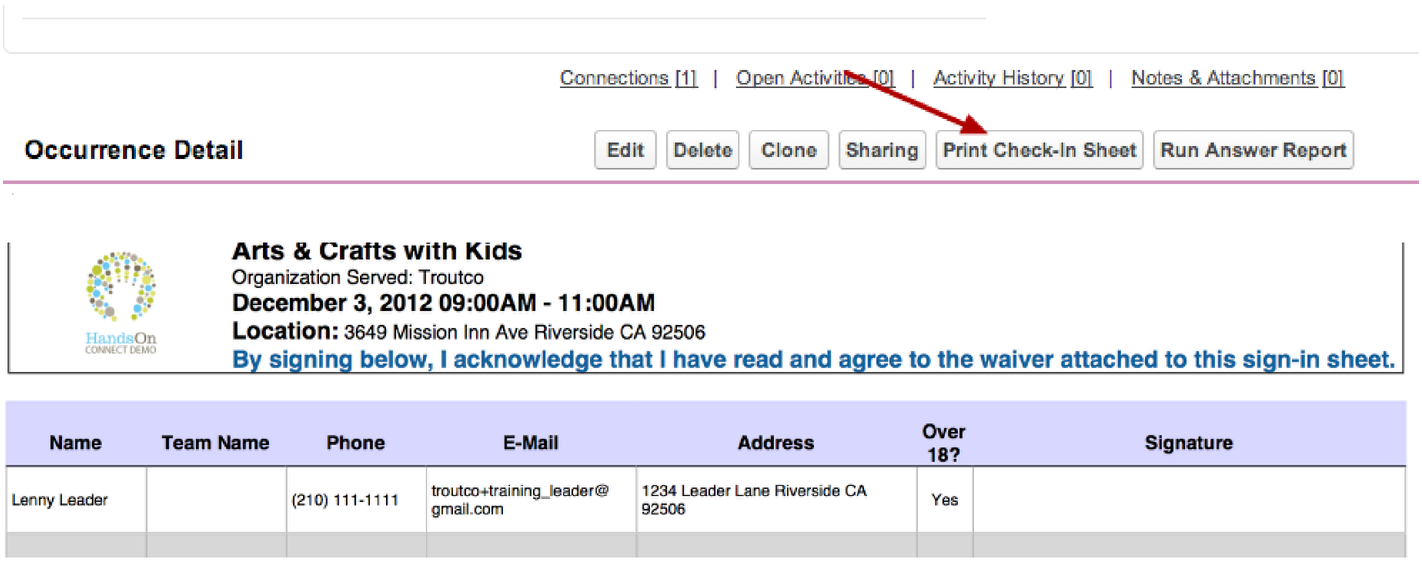
Check-In Sheet Fields

Each occurrence in HandsOn Connect has a button labeled Print Check-In Sheet. The columns in the sheet can be customized in this section of the control panel.

In Salesforce, the check-in sheets that are printed from the connections grid in the occurrence record can be slightly customized as described in this article.

Note however that the check-in sheets that partners can access in the sharing portal, are not currently customizable and not affected by these settings.

Check-In sheets are printed via the Occurrence Record



By default these columns show up on the sheet, but you can supress certain columns of information if you want to protect certain privacies. (i.e. address).

You can also add one custom column for volunteers to write something in on the sheet.

Turn columns on and off by checking boxes in the Check-In Sheet Fields section of the control panel.