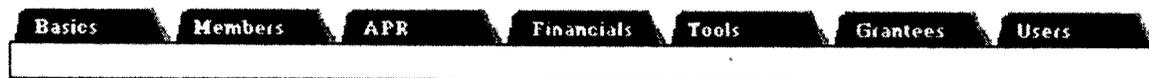




As of February 17, 2003, your WBRStm homepage will show a summary of member data. The summary mostly speaks for itself:

- o **1:** displays data about members for whom commitments have been entered in the **AmeriCorps Commitment Tracker (ACT)**, but who've yet to be enrolled.
- o **1b** is a count of the members whose start dates are more than 25 days past. WBRStm looks at the start date entered for the member in the **ACT** and compares it to the current date.
- o **2-4:** report information about enrolled members.
- o **5:** tells you how many commitments have expired or have been cancelled.



web based reporting system

Welcome Sargon II

Member Applicant Commitments

2002-2003

1. Commitments (not yet Enrolled): **0**
 - a. less then 25 days past start date: **0**
 - b. 25 or more days past expected start date (will be automatically cancelled soon): **0**
2. Enrolled Members (currently using a slot): **194**
3. Exited Members with Awards (used a slot): **2**
4. Exited Members without Awards (did not use a slot): **10**
5. Cancelled Commitments (within the past 6 months): **0**
 - a. Expired: **0**
 - b. Cancelled by program: **0**

[View Commitments](#)

The number of members for whom commitments have been entered, but who've not been enrolled.

Other relevant enrollment data

To see current commitments, just click the *View Commitments* link in the upper right section of the

summary.

[WBRS](#) | [TABLE OF CONTENTS](#) | [PREVIOUS](#) | [NEXT](#)



As of February 10, 2003 AmeriCorps programs will use the AmeriCorps Commitment Tracker (ACT) to keep track of applicant commitments, **and to add new members to WBRS**. Now you'll create new Member Information Profiles from the ACT page.

The process of enrolling new members in WBRS begins with recording an applicant's commitment into the ACT. Then, when you're ready to enroll the member, you'll click a link from the ACT. WBRS will automatically create a new MIP that inherits the information you've already entered into the ACT.

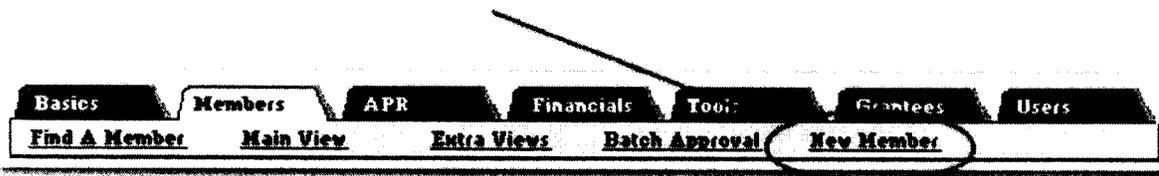
Record an Applicant's Commitment

In order to add a new applicant to the ACT,

- o You must have the appropriate **user access role**
- o The program's GIP must not be locked
- o There must be an available slot. Unlike enrolled members, **committed but unenrolled members don't take up a slot**, but they do render their slot "unavailable" for another applicant.

If all of these conditions are met proceed as follows.

1. From the WBRS **Main Menu**, click *Members/New Member* or click the *View/Add Commitments* link from the home page (the page you get after logging in).



2. Select a Grant Year.

3. If you have access to more than one program, select one.

National Ed Award programs that use subsites choose from a list of subsites after selecting a program. Please see Getting Around: Member Forms and Subsites.

4. In the ACT form, you can record new commitments by clicking the *Add Row* button. **If you don't see the Add Row button**, check the message in the bottom left of the form to make sure there are available slots (WBRS removes the button if all slots have been either filled or committed.) You can free up a slot by canceling one of the existing applicant records.

2002-2003 Commitments

REACH AmeriCorps Site ID#: 00ASCI0160301

Commitments in red text are 25 days or more past their expected enrollment start date. Please choose one of the following actions: approve the member enrollment, cancel the commitment, or update the expected start date.

first	middle	last	term	commitment date	expected start date	next step	commitment cancelled	edit
Fir	Beech	Alder	FT	01/01/2003	12/01/2002	Expired		
Herat	Nuristan	Bamiyama	PT	02/07/2003	12/31/2002	Enroll		/
Wind	Fire	Data	FT	02/07/2003	11/02/2002	Enroll		/
Kabul	Afgh	Gardez	FT	02/07/2003	12/15/2002	Enroll		/
Kabul	Jahralabad	Kandahar	PT	02/07/2003	11/03/2002	Enroll		/
Happy		McCourt			8/2003	Create MIP		/
Cant	Enroll	Me			1/2002	Enroll		/
Patzquaro	Eriquaro	Quetzlcoatl			1/2003	Create MIP		/
Mireya		Ramirez				Enroll		/
Paper	Scissors	Rock			6/2003	Enroll		/
Earth	Air	Water	FT	02/06/2003	11/01/2002	Expired		

Click Add Row to record a new commitment

If there's no Add Row button make sure there are available slots.

6 active commitments, 1 slots available

Add Row

5. All the fields are required, but fortunately there are only a few. The drop-down list for the service term only shows slots that aren't currently occupied by enrolled members, or reserved by committed members. You can change a member's term when you create their MIP.

You'll most likely enter a future start date.*

The drop-down only shows available slots.

Click Save when you're done.

Name	Birth	Term	Start Date	End Date	Status	
Managers	11/99	QT	02/07/2003	03/01/2003	Cancelled	x

QT

02/09/2003

Save

8 active commitments, 1 slots available
program period 09/01/2002 - 08/31/2003

Cancel

Click Cancel to get out of edit mode without saving.

6. After you've filled in all the fields, click the *Save* button. You can continue adding applicants or click the *Cancel* button to get out of Edit mode.

Note that committed members who aren't unenrolled don't actually occupy a slot. But they do remove a slot from availability for the next applicant.

* If the enroll start date you've entered in the **ACT** is still in the future when you create the member's MIP, you'll have to edit it in the MIP, since WBRS doesn't allow you save an MIP with a future start date.

What Happens Next...

The next thing to do in most cases is simply to **create the member's MIP and enroll them**. Start by clicking the *Create MIP* link for the member. See **Creating a Member Information Profile** for the next step. **We strongly urge you to enroll a member immediately after creating their MIP**. Once you enroll a member (that means completing an enrollment as well as MIP), WBRS removes their name from the **ACT**.

Members not enrolled by 25 days after their expected enroll start date will show in red text. Don't be too alarmed by the red—it's meant to draw attention to these commitments.

Edit or Cancel a Commitment

You can only cancel or edit a commitment if you haven't yet created the member's MIP. (You can tell by the *Next Step* for the member. If you don't see *Create MIP* then you can't cancel or edit the commitment. You can, of course, still delete the member's MIP if their enrollment hasn't been downloaded.)

If the *Next Step* for the member is *Create MIP* you can cancel or edit their commitment by just **clicking the edit icon**.

- To cancel, just select the cancel checkbox and *Save*. The member's name will continue to appear, but WBRS will remove it after six months.
- To edit, just enter the new information and *Save*.

You can edit or cancel a member's commitment if they don't have an MIP yet (they'll have a **Create MIP link**).

2002-2003 Commitments

REACH AmeriCorps Site ID#: 00AS
 Commitments in red text are 25 days or less from the expected start date and require approval.

Please choose one of the following options to update the expected start date:

first	middle	last	term	commitment date	expected start date	next step	commitment cancelled	edit
Herat	Nurstan	Bamiyama	PT	02/07/2003	12/31/2002	Enroll		
Patzquaro	Enquaro	Quetzicoatl	FT	02/07/2003	01/01/2003	Create MIP		
Mireya		Ramirez				Enroll		
Paper	Scissors	Rock	FT	02/06/2003	02/06/2003	Enroll		
Happy		McCourt	FT	12/01/2003	02/28/2003	Create MIP		
Cant	Enroll	Me	FT		10/01/2002	Enroll		
Exito		Water	FT	02/06/2003	11/01/2002	Expired		

6 active commitments, 1 slots available

Add Row

Also of Note...

- If you haven't **enrolled** a member **within 45 days** after you record them, the commitment will **automatically expire**. Expired commitments show in gray text.
- **You can't remove an applicant from the ACT directly**. You can cancel a commitment, however (see above). WBRS will automatically remove canceled and expired commitments six months after the expected start date.
- After someone clicks **Create MIP** for a member, their ACT commitment is **no longer eligible for expiration**.