

## A Brief Guide to Using the FLEX Reporter Software

<http://elcamino.flexreporter.com/>

Beginning with the 2012 spring semester, we'll be using fully automated FLEX Reporter software. Although the screens will look different, the information requested is basically the same for Individual Activities and conference attendance, off campus workshops, and other events. As in the past for on-campus activities where a sign-in sheet is provided, no additional reporting is required. After Professional Development & Learning records attendance at an event, it will appear on the faculty FLEX Hours Summary.

The BIG plus is that faculty can now view and manage their Flex hours online 24/7.

As with most web-based software applications, you should avoid using the "Back" button on your browser to navigate. Instead, use the provided links whenever possible.

### Logging in to FLEX Reporter

Using a web browser (Internet Explorer, Firefox, Chrome, or Safari), locate the FLEX Reporter link on the ECC website under Faculty & Staff or on the Professional Development & Learning home page.

The link takes you to the login page for FLEX Reporter. Login using your ECC user name (i.e. dmanno). Your password is your employee ID number. If you need assistance with your login or employee ID number, please contact Professional Development & Learning at Ext 3868.

### Account Details

The first time you log in, check to make sure that the system has your correct information – name preference, email preference (currently your ECC email is the one listed). Use the "Your Account" link to view and update this information. If everything is fine, click Cancel to return to the main menu.

Otherwise, update your information and click on Save.

### Submitting an Individual Activity Proposal

Please note that we can no longer accept GROUP Activity proposals. For Group Activities, each individual must submit a proposal.

Click on "Manage FLEX Activities," then "Submit an Individual FLEX Activity Proposal." In the proposal form, fill in all the fields. Please note that you are now asked to select an "Activity Category" and a "Specific Activity" to indicate your broad objectives for your FLEX activity (click on whichever options are applicable to your activity). The "Activity Category" has the nine, State approved areas for Flex and the "Specific Activity" lists those activities approved at ECC.

When all required fields have been completed, click Submit. Your submitted proposal will be routed to your dean for approval. Once you have completed your Individual Activity, you'll need to sign off on the proposal in order for the hours to be added to your total hours. Until then, the hours show as pending on your Flex Hours Summary.

To sign off, click on “Manage FLEX Activities” and select “Sign-Off on a FLEX Activity Proposal.” A screen will appear with the activity, click on the activity and it will take you to the screen with the Electronic Signature check box. Please make sure you read and understand the information before checking the box and submitting the activity. The appropriate hours will be added to your FLEX Hours Summary at this time.

For additional proposal or in the future, if you have submitted activities to the FLEX Reporter software, it will ask you if you would like to copy the details of a previously-submitted activity into a new form.

### **Submitting Conference Attendance, Off-Campus Workshops and Other Activities**

From the FLEX Reporter home page, click on “Manage FLEX Activities,” then “Submit a Conference Attendance...” Fill in the requested information, being sure to follow the instructions provided. Click Submit when you have completed the form. As a reminder, there is a **maximum of 6 hours per day for conference attendance** and any duty hours (teaching/office hours) must be subtracted.

**For example:** if you attended a conference for 8 hours and were scheduled to teach 3 hours that day, you can only claim 5 hours. If you were not scheduled to teach and attended for 8 hours, you can claim 6 hours maximum. Once you have submitted a conference attendance form, for additional submissions you will be given the options to copy the details of a previously-submitted activity into a new form (select yes) or create a new form (select no).

Please note: You are not required to submit any documentation of attendance for FLEX Reporter. However, you are responsible for keeping copies of any documentation of your FLEX Activities for 3 years in the event of an audit. You generally do not need to submit a FLEX report for any on-campus activities for which a sign-in sheet is provided.

Submission of conference attendance, off-campus workshops and other activities should be entered in FLEX Reporter after you have attended.

### **Viewing your FLEX Hours Summary**

From the FLEX Reporter home page, click on “View Your FLEX Hours Summary.” You will see your activities summarized and the credit provided for each, and will be given the opportunity to print out a pdf version of this report. Note that any activities designated with “0\*” hours of credit are in a pending status; these values will be updated as activities are approved/completed.

**For questions and assistance, please contact  
the Professional Development & Learning Department Office  
Ext 3868**