

# Douglas Ridge Rifle Club Online Work Hours Data

Following are instructions on how to use Zoho Creator to access your work hours data. The link and instructions will not be posted on our public website so be sure and make it a favorite/bookmark in your browser. If you have questions please contact [webmaster@douglasridge.org](mailto:webmaster@douglasridge.org)

Web Address: <https://creator.zoho.com/m1garand/drrc/>

Username: DRRC\_Member (be sure to use the underscore between words)

Password: drrc1956

1. Enter username (not an email address) and password as noted above. **DO NOT CHECK THIS BOX, we do not want a 1,000+ members signed in.**

**Sign In**

Email Address:

Password:

[Forgot Password?](#)

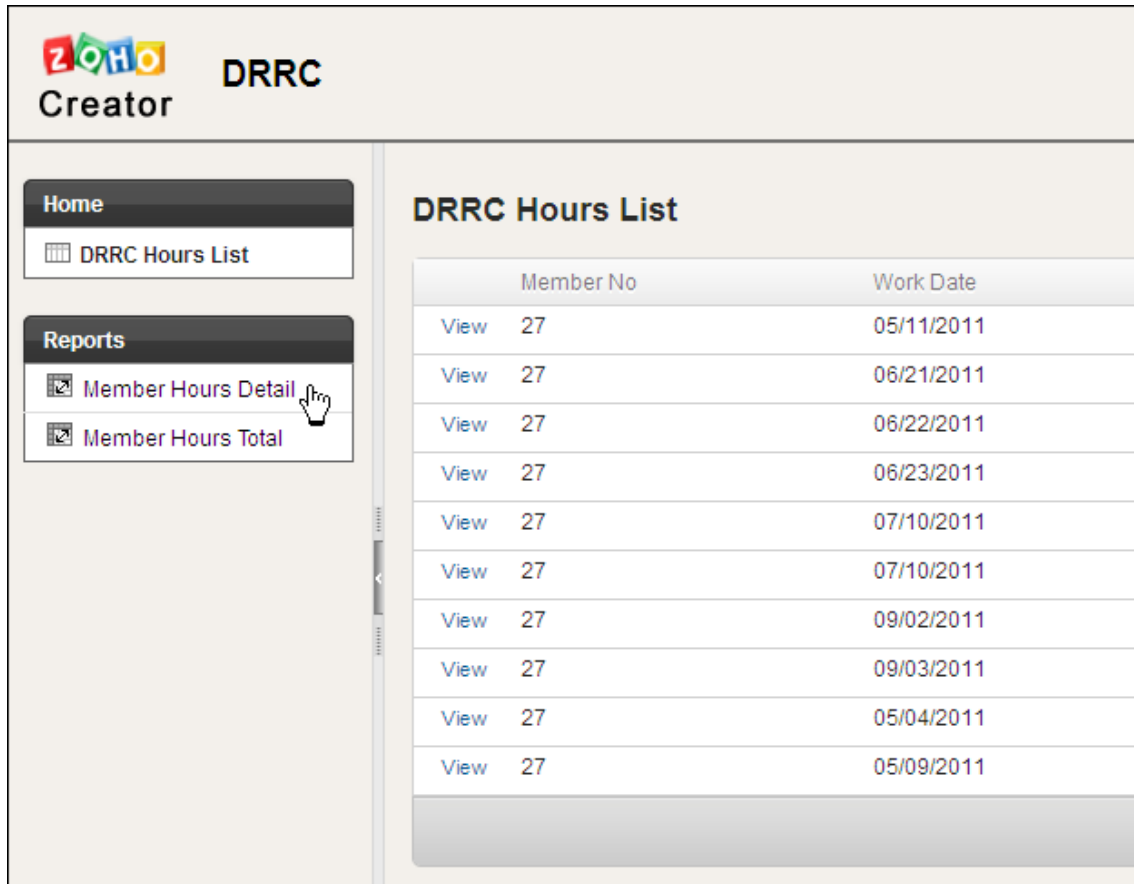
Keep me signed in

Sign In using    

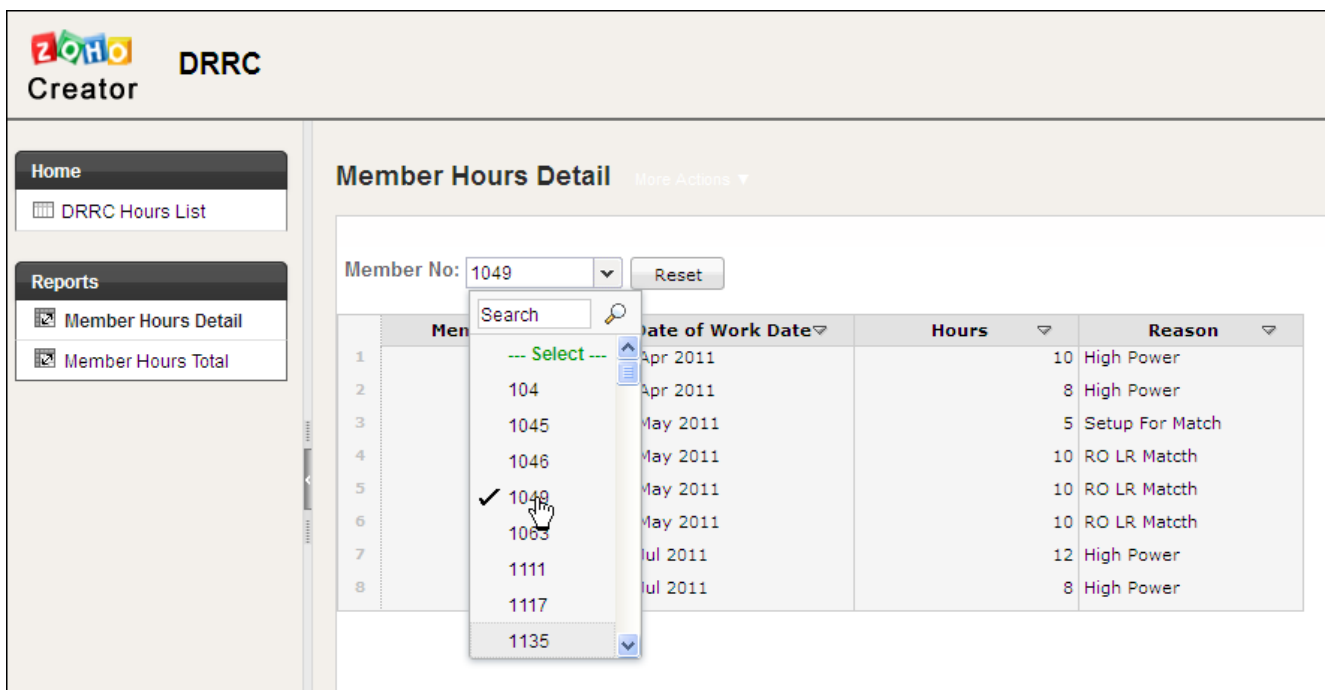
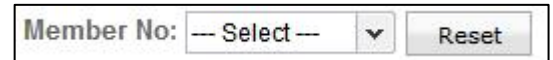
*DO NOT CLICK HERE, YOU DO  
NOT WANT TO CREATE AN  
ACCOUNT.*

[Sign up for free](#)

2. Under Reports click on Member Hours Detail to see all you work hours submissions.



3. Click the arrow for the drop down box next to Member No. and locate and click on your member number.



4. You will get a detailed listing of your works hours for the current year.

**Member Hours Detail** [More Actions](#) ▼

Member No:

	Member No	Date of Work Date	Hours	Reason
1	1049	23 Apr 2011	10	High Power
2		24 Apr 2011	8	High Power
3		27 May 2011	5	Setup For Match
4		28 May 2011	10	RO LR Matchh
5		29 May 2011	10	RO LR Matchh
6		30 May 2011	10	RO LR Matchh
7		16 Jul 2011	12	High Power
8		17 Jul 2011	8	High Power

5. To get just the total hours click on Member Hours Total button.

**ZOHO** **DRRC**  
**Creator**

**Home**

- DRRC Hours List

**Reports**

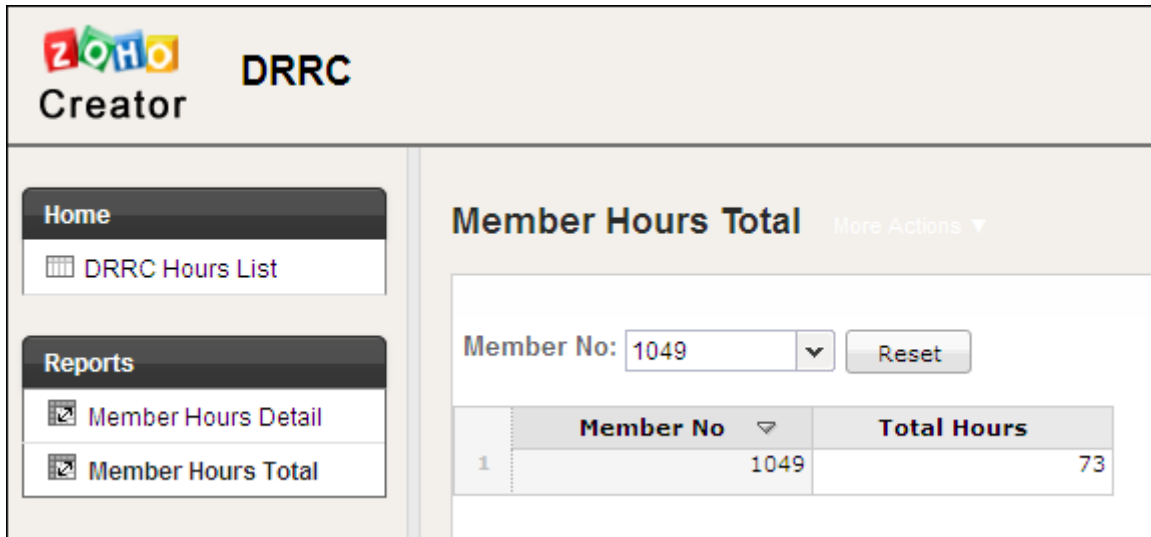
- Member Hours Detail
- Member Hours Total

**Member Hours Detail** [More Actions](#) ▼

Member No:

	Member No	Date of Work
1	1049	23 Apr 2011
2		24 Apr 2011
3		27 May 2011
4		28 May 2011
5		29 May 2011
6		30 May 2011
7		16 Jul 2011
8		17 Jul 2011

6. Then again select your member number as you did in #3 above and you will get a grand total of your hours for the current year.



The screenshot shows the Zoho Creator interface for DRRC. The top left corner features the Zoho logo and the text "Creator DRRC". On the left side, there is a navigation menu with two sections: "Home" containing "DRRC Hours List" and "Reports" containing "Member Hours Detail" and "Member Hours Total". The main content area is titled "Member Hours Total" with a "More Actions" dropdown. Below the title, there is a "Member No:" field with a dropdown menu set to "1049" and a "Reset" button. Below this is a table with two columns: "Member No" and "Total Hours". The table contains one row with the value "1049" under "Member No" and "73" under "Total Hours".

	Member No	Total Hours
1	1049	73

7. Remember to sign out on the top right side of your screen when you are done. It's that easy, happy clicking.

