



Volunteer Management Information System (VMIS)



Organization POC (OPOC)
Training



Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home

The OPOC Role and Tasks



Agenda

- The OPOC invitation
- Accessing OPOC tools
- Creating volunteer positions
- Reviewing volunteer applications
- Certifying volunteer hours
- Managing volunteers
- Adding non-user volunteers
- Reports
- Summary



Register on Army OneSource



Notes:

1. Access <http://www.myarmyonesource.com>.
2. Click **Register** located in the black bar at upper right hand corner of your window.
3. Click **Join Now** to begin the registration process.

Mon Apr 02, 2012

Login Live Chat Support Home Register Help

ARMY OneSource

Search Army OneSource... G

Need Site Support? 1-877-811-ARMY

Commander's Page Online Training

Volunteer Tools Army Family Covenant

My AOS Page Services Locator

Family Programs and Services Health Care Soldier and Family Housing Child, Youth and School Services Education, Careers, and Libraries Recreation, Travel and BOSS Communities and Marketplace Community Support

Register

1 Registration is Free and Secure - [Join Now!](#)

- Signing up is quick and easy
- Your information will not be shared - ever
- You will not receive any unwanted e-mails



Site Registration Form



Notes:

1. Complete the registration form. Required fields are noted with an asterisk (*).
2. Click the **Continue** button located at the bottom right of the registration form.

The screenshot shows a web browser window titled "Registration Form". The form contains the following fields and options:

- * First Name:
- * Last Name:
- * User Name:
- * Password:
- * Confirm Password:
- * Email:
- Address:
- Address cont.:
- * City or Town:
- State:
- Zip or Postal Code:
- Country:
- * Military Community Affiliation:
- * Proximity to Nearest Installation: 0 - 14 miles, 15 - 24 miles, 25+ miles
- * Component: Active, Guard, Reserve, N/A
- * Disposition: Soldier, Family Member, Retiree, DoD Civilian, DoD Contractor, Other
- * Age Range: Less than 18, 18 to 24, 25 to 34, 35 to 44, 45 to 54, 55 and older

At the bottom right of the form are two buttons: "Continue" and "Cancel".



What Happens Next?



Notes:

OPOC Invitation

1. The AVC Coordinator for your Community will send you a VMIS email invitation to become an OPOC for a specific organization(s) in the Community.
2. Upon receipt of the email, select the **Click Here** link within the email. This link will open Army OneSource and prompt you to login.
3. Login with your username and password.
4. Complete your **OPOC Profile**.
5. Notify the AVC Coordinator (through phone or email) that you have completed the invitation process. The AVC Coordinator will then **Authorize** you as an OPOC.

Receive email with the following content:

[Click here](#) to register as an OPOC at <Community name> for the following organization(s): <Organization name>.



Locate OPOC Tools



Notes:

1. Login to Army OneSource with your username and password.
2. Click the **Volunteer Tools** button found at the top right of your screen. OPOC tools are displayed.
3. If available, select the desired organization from the drop down list at the right. Click **Change**.
4. Begin using your OPOC tools for that organization.



OPOC Tools



Notes:

<u>Tab</u>	<u>Function</u>
Positions	Create and manage volunteer positions for the selected organization
Applications	Review submitted volunteer applications
Volunteers	Manage volunteers for the selected organization
Volunteer Hours	Review submitted volunteer hours for the selected organization
Reports	Generate VMIS Reports for the selected organization
Profile	Manage your OPOC Profile
Summary	Quick glance at OPOC action items and information

Access Role Selector
AVC OPOC ▾

Organization
Thrift Shop ▾ [Change](#)

Positions Applications Volunteers Volunteer Hours Reports Profile Summary



Managing Volunteer Positions



Notes: Slides 8-16

1. Select the **Positions** Tab.
2. Click the **Search** button to Edit existing positions. Note the filter settings.

Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Positions

Manage posted volunteer positions for which you are responsible.

Scope: All Status All

Position Name (or part) Supervisor Name (or part)

Save Search Criteria **Search** **Clear Filters**

Click the Search button to load the position list.

Add New



Managing Volunteer Positions



Notes: Slides 8-16

1. Select the **Positions** Tab.
2. Click the **Search** button to view or edit existing positions. Note the filter settings.
3. Click the **Pencil** or **Position Title** link to view an existing position.

Access Role Selector AVC OPOC **Organization** Thrift Shop [Change](#)

Positions Applications Volunteers Volunteer Hours Reports Profile Summary

Positions

Manage posted volunteer positions for which you are responsible.

Scope: All Status: All

Position Name (or part) Supervisor Name (or part)

Save Search Criteria [Search](#) [Clear Filters](#)

Viewing 1-4 of 4 Positions

Total Applicants	Organization	Title	Type	Posted	Status	Supervisor
(6)	Thrift Shop	Cashier	Ongoing position	1/12/2012	Open	
(2)	Thrift Shop	General Volunteer	Ongoing position	1/18/2012	Open	
(1)	Thrift Shop	Store Accountant	Ongoing position	1/18/2012	Open	
(1)	Thrift Shop	Store Attendant	Ongoing position	1/13/2012	Open	

[Add New](#)



Managing Volunteer Positions



Notes: Slides 8-16

1. Select the **Positions** Tab.
2. Click the **Add New** button to add a new position.

The screenshot shows a web application interface for managing volunteer positions. At the top, there is a navigation bar with tabs: **Positions** (highlighted in green), Applications, Volunteers, Volunteer Hours, Reports, Profile, and Summary. Below the navigation bar, the main content area has a dark green header with a list icon and the title **Positions**. Underneath the title is the instruction: "Manage posted volunteer positions for which you are responsible." The main content area contains a search and filter section with the following elements: "Scope: All" and "Status: All" dropdown menus; "Position Name (or part)" and "Supervisor Name (or part)" text input fields; a "Save Search Criteria" checkbox; and "Search" and "Clear Filters" buttons. Below this section is a yellow instruction box: "Click the Search button to load the position list." At the bottom right of the main content area is an "Add New" button.

Add New Volunteer Positions



Notes: Slides 8-16

Complete the form. Required fields are marked with an asterisk (*).

Positions

Manage posted volunteer positions for which you are responsible.

Save **Cancel**

* = Required Label underlining = Popup help

! Please input plain text only in Textarea sections. Do not Copy & Paste any MS Word formatted text.

* Organization

* Position Title

Summary
0 of 100 characters used

Duties
0 of 3000 characters used

Add New Volunteer Positions



Notes: Slides 8-16

Complete the form. Required fields are marked with an asterisk (*).

Time Required  
0 of 1000 characters used

Evaluation  
0 of 1000 characters used

Benefits  
0 of 1000 characters used

Training  
0 of 1000 characters used

Orientation  
0 of 1000 characters used

Add New Volunteer Positions



Notes: Slides 8-16

Complete the form. Required fields are marked with an asterisk (*).

Will the volunteer work with confidential issues or privacy protected records?

Confidential Yes No

Qualifications

0 of 1000 characters used

Add New Volunteer Positions



Notes: Slides 8-16

1. If **Motor Vehicle Use** is required, choose the correct option.
2. If a volunteer position **Involves Work with Children or Youth**, choose whether it is **short term** or on a **regular** basis. In either case, a background check is required for a volunteer to be accepted into the position. See your AVC Coordinator concerning background checks on potential volunteers.
3. If a **Credential or License** is required, select **Yes**.

The following qualifications appear for positions at statutory organizations only.

Motor Vehicle Use ←

Involves Work with Children or Youth ←

Credential or License Required Yes No

Add New Volunteer Positions



Notes: Slides 8-16

1. When a new position is created, the default **Status** is **Closed**. For a position to be visible on the list of Volunteer Opportunities, the position **Status** must be set to **Open**.
2. The default **Duration Type** of a position is **Ongoing position**. The Duration Type may be changed as appropriate.
3. The default setting for **Public** is marked with a **check mark**. For a position to be visible on the list of Volunteer Opportunities, **Public** must be marked with a **check mark**.
4. The **Closed** field is blank by default. Only enter a date once you have closed the position.

Position Availability

Status: Closed ▾

Duration Type: Ongoing position ▾

Public:

* Posted: 3/21/2012 [Calendar](#)

Closed: [Calendar](#)

Callout boxes:
- Status dropdown: Closed, Open
- Duration Type dropdown: Ongoing position, Temporary position, Special event, Annual event, Seasonal

Add New Volunteer Positions



Notes: Slides 8-16

1. Complete the form. Required fields are marked with an asterisk (*).
2. Click the **Save** button when complete or **Cancel** to discard.

Location

Please provide as much information about the location for this position in order increase search visibility!

Address Line 1

Address Line 2

City

* State

* Postal Code

Country

Supervisor

First-line Supervisor

First Name

Last Name

email address

Phone Number

Second-line Supervisor

First Name

Last Name

email address

Phone Number



Reviewing Volunteer Applications



Notes: Slides 17-19

1. Select the **Applications** Tab.
2. Click the **Search** button to review the list of applications. Note the filter settings.

Access Role Selector
AVC OPOC

Organization
Thrift Shop **Change**

Positions **Applications** Volunteers Volunteer Hours Reports Profile Summary

Volunteer Applications

Manage your organization's volunteer applications.

Position: All

Name:

*Status: Submitted

Note: If you select a status of Submitted it is advisable that you select additional criteria to limit the number of applications returned.

Save Search Criteria **Search** **Clear Filters**



Reviewing Volunteer Applications



Notes: Slides 17-19

1. Review any applications in the list.
2. Click the **Edit** link to review the volunteer's application.
3. Select the appropriate radio button to mark the application as **Accepted** or **Declined**.
4. Click Save **Status Change** button upon completion.

Volunteer Applications
Manage your organization's volunteer applications.

Position: All
Name:
*Status: Submitted

Note: If you select a status of Submitted it is advisable that you select additional criteria to limit the number of applications returned.

Save Search Criteria **Search** **Clear Filters**

Only Applications with a status of "Submitted" are shown. If the status is changed to "Declined", the volunteer will see that the next time they check their applications list. They may delete the form or resubmit it at that point. If the status is changed to "Accepted", a Volunteer Service record for this position and user will be created; any further management will then be done in that environment.

Save Status Changes

Viewing 1 of 1 Applications

Submitted	Position	Volunteer	Status	
4/2/2012	Thrift Shop, Test Community General Volunteer	volunteer volunteer abc@xyz.com	Submitted Accepted Declined	Edit

Viewing 1 of 1 Applications

Save Status Changes



Reviewing Volunteer Applications



Notes: Slides 17-19

1. If declining a application, click the **Edit** link to open the application.
2. Change the **Application Status** to **Declined**.
3. Type a note in the **Reason Declined** text box.
4. Click the **Save** button to complete.

Volunteer Application

[Privacy Act Advisory Statement](#)

Position

Position	General Volunteer
Organization	Thrift Shop
Community	Test Community
Background Check Required	No

User Profile

Name	volunteer volunteer
Community	Test Community
Address	San Diego, Armed Forces Americas

Volunteer Profile

* = Required Label underlining = Popup help

Application Status	<input type="text" value="Declined"/>
Manager	
Is Current Volunteer	Yes
Reason Declined (Required if declining an application)	<input type="text"/>

0 of 300 characters used

Submitted

Accepted

Declined



Manage Volunteers



Notes: Slides 20-29

1. Select the **Volunteers** tab.
2. Click **Search** button to view the Volunteer List. Note the filter settings.

Access Role Selector AVC OPOC **Organization** Thrift Shop **Change**

Positions Applications **Volunteers** Volunteer Hours Reports Profile Summary

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Type All Position All

Status All Has Open Service All Name

Save Search Criteria **Search** **Clear Filters**

 A search for an existing volunteer (non-user or registered AOS user) must be conducted in order to enable the 'Add Non-User Volunteer' button.

Add Non-User Volunteer



Manage Volunteers



Notes: Slides 20-29

<u>Column</u>	<u>Description</u>
Name	Opens Volunteer Profile
Home Phone	Phone Number of volunteer
Community	Military Community
Type	User or Non-User
Status	Active or Inactive
BG Check	Background Check noted – ✘ = no ✔ : yes
Links	4162 – Volunteer Service Record for viewing or printing 4713 – Annual Summary Email – send an email to selected volunteer VSR – submitting/certifying hours, adding trainings or notes, uploading volunteer files

Positions
Applications
Volunteers
Volunteer Hours
Reports
Profile
Summary

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Type:
Position:

Status:
Has Open Service:
Name:

Save Search Criteria
Search
Clear Filters

Viewing **1-10** of **10** Volunteers

Name	Home Phone	Community	Type	Status	BG Check	Links		
Brown, Lester		Test Community	Non-User	Active	✔	4162	4713	VSR
Jacobs, Victora	(934) 555-5555	Fort Campbell	User	Active	✘	4162	4713	Email VSR



Manage a Volunteer – VSR Link



Notes: Slides 20-29

<u>Tab</u>	<u>Description</u>
AVC Services	Submit/Certify Army Volunteer Corp (AVC) Hours on behalf of volunteer
Non-AVC Service	Submit/certify non-AVC services on behalf of volunteer
Volunteer Awards	Submit/certify volunteer awards on behalf of volunteer
Training	Submit/certify trainings on behalf of volunteer
Orientation	Submit/certify orientations on behalf of volunteer
Notes	Enter or read notes on the volunteer
Files	Upload digital files for the volunteer
Report	Generate reports for this volunteer

Volunteer Tools

AVC Services
Non-AVC Services
Volunteer Awards
Training
Orientation
Notes
Files
Report

Volunteer Service Record

Volunteer Name Lester Brown

Saved Store Accountant.

Fiscal Year: All Quarter: All Status: All

As Of 04/02/2012 Add AVC Service

Organization	Community	AVC Service	Status	Certified Hours*
Thrift Shop	Test Community	Store Accountant	Active	0.00
Total Certified Hours				0.00

*Hour totals include both day and period hours.



AVC Services Tab



Notes: Slides 20-29

1. Select the **AVC Services** tab.
2. Select the position and the appropriate icon for managing volunteer services or hours.



Icon

Pencil
Paper
Clock

Description

Update a volunteer's service for a position
Submit and Certify hours – daily or period
Submit and Certify daily hours using a calendar view

Volunteer Tools

[AVC Services](#)
[Non-AVC Services](#)
[Volunteer Awards](#)
[Training](#)
[Orientation](#)
[Notes](#)
[Files](#)
[Report](#)



Volunteer Service Record

Volunteer Name Lester Brown

Saved Store Accountant.

Fiscal Year: Quarter: All Status

As Of 04/02/2012

[Add AVC Service](#)

Organization	Community	AVC Service	Status	Certified Hours*
Thrift Shop	Test Community	Store Accountant	Active	0.00   
Total Certified Hours				0.00

*Hour totals include both day and period hours.

Edit AVC Service

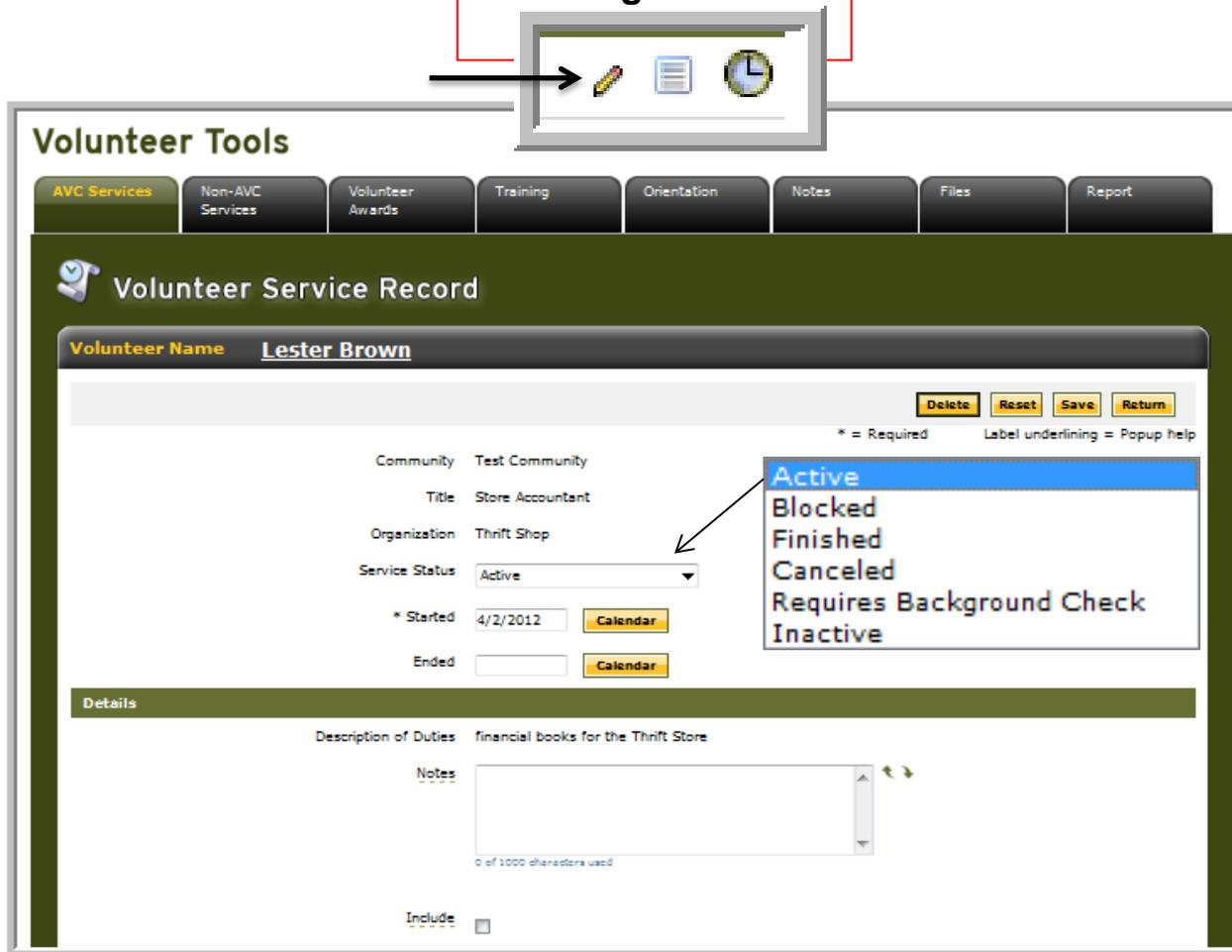


Notes: Slides 20-29

If a volunteer's position status changes, their status should be updated.

1. Selecting the **Pencil Icon** displays a form to change the service status and dates of service.
2. Click **Save** to complete.

Selecting the Pencil



Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Lester Brown

Deletes | Reset | Save | Return

* = Required Label underlining = Popup help

Community: Test Community
Title: Store Accountant
Organization: Thrift Shop
Service Status: Active

* Started: 4/2/2012 Calendar
Ended: Calendar

Details

Description of Duties: financial books for the Thrift Store

Notes:

0 of 1000 characters used

Include



Submitting and Certifying Hours



Notes: Slides 20-29

Selecting the **Paper** icon allows volunteer hours to be entered in three ways:

- Add For Open Dates
- Add For Day
- Add For Period

Selecting the Paper



Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, Thrift Shop, Test Community

Status: All

Date	Hours	Hours Type	Status	Note
------	-------	------------	--------	------

We're sorry, there are no records to display.

[Add For Open Dates](#) [Add For Day](#) [Add For Period](#) [Return](#)



Submitting and Certifying Daily Hours



Notes: Slides 20-29

1. Click the **Add for Open Dates** button. A calendar view of open dates for entering volunteer hours is displayed.
2. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer.
3. Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75)
4. Click **Save** to complete.

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, Thrift Shop, Test Community

3/1/2012 - 4/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				03/01	03/02	03/03
03/04	03/05	03/06	03/07	03/08	03/09	03/10
03/11	03/12	03/13	03/14	03/15	03/16	03/17
03/18	03/19	03/20	03/21	03/22	03/23	03/24
03/25	03/26	03/27	03/28	03/29	03/30	03/31
04/01	04/02					

Save **Return**

Certified hours are shown in green.



Submitting and Certifying Daily Hours



Notes: Slides 20-29

1. Click the **Add For Day** button.
2. Type or select the specific **Date** using the Calendar button.
3. Type the volunteer **Hours** for that date.
4. Enter a **Note** if desired.
5. Click **Save and Return** button to complete..

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, Thrift Shop, Test Community

* = Required Label underlining = Popup help

Status:

* Date:

* Hours:

Note:
0 of 300 characters used

Rejection Reason:
(Required if status is set to rejected)
0 of 300 characters used



Submitting and Certifying Period Hours



Notes: Slides 20-29

1. Click the **Add For Period** button.
2. Type the total volunteer hours for the selected date range.
3. Select the **Calendar Year** and **Month** from the dropdown lists.
4. Click **Save and Return to Hours List** or **Save and Add Another** buttons to complete.

Volunteer Tools

AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, Thrift Shop, Test Community

* = Required Label underlining = Popup help

Status

* Hours

Calendar Year

* Month



Submitting and Certifying Daily Hours



Notes: Slides 20-29

1. Selecting the **Clock Icon** displays a calendar view of open dates for entering volunteer hours.
2. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer.
3. Round minutes to the closest increment of 15 minutes (e.g. .25, .5, .75)
4. Click **Save** to complete.

Selecting the Clock

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, Thrift Shop, Test Community

3/1/2012 - 4/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				03/01	03/02	03/03
03/04	03/05	03/06	03/07	03/08	03/09	03/10
03/11	03/12	03/13	03/14	03/15	03/16	03/17
03/18	03/19	03/20	03/21	03/22	03/23	03/24
03/25	03/26	03/27	03/28	03/29	03/30	03/31
04/01	04/02					

Save **Return**

Certified hours are shown in green.

Adding Non-User Volunteers



Notes: Slides 30-35

1. Select the **Volunteers** tab.
2. Click the **Search** button. Note the filter settings.
3. Click the **Add Non-User Volunteer** button.

Viewing **1-10** of **10** Volunteers

Name	Home Phone	Community	Type	Status	BG Check	Links			
Brown, Lester		Test Community	Non-User	Active	✓	4162	4713		VSR
Jacobs, Victoria	(934) 555-5555	Fort Campbell	User	Active	✗	4162	4713	Email	VSR
Long, Bill		Test Community	Non-User	Active	✗	4162	4713		VSR
Long, Rebecca		Test Community	Non-User	Active	✓	4162	4713		VSR
opoc, opoc	222-2222	Test Community	User	Active	✗	4162	4713	Email	VSR
Smith, Betty	333-3333	Test Community	User	Active	✓	4162	4713	Email	VSR
Tester, Vol1	(858) 555-3568	NGB Virgin Islands	User	Active	✓	4162	4713	Email	VSR
volunteer, volunteer	111-1111	Test Community	User	Active	✗	4162	4713	Email	VSR
volunteer25, volunteer25	(212) 444-5555	Test Community	User	Active	✗	4162	4713	Email	VSR
volunteer5, volunteer5	(555) 666-6666 ext 6	Test Community	User	Active	✗	4162	4713	Email	VSR

Download Address Labels

Download List

Email List

Add Non-User Volunteer





Searching for a Non-User Volunteer



Notes: Slides 30-35

To search for an existing Non-User at another community to move to your community,

1. Type volunteer's **Last Name**.
2. Click the **Search** button.

Positions Applications **Volunteers** Volunteer Hours Reports Profile Summary

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Locate an Existing Non-User Volunteer at Another Community to Move to Test Community

Community

First Name * Last Name

Click the Search button after filling in filter settings, to load the volunteer-matches list.



Creating a New Non-User Volunteer



Notes: Slides 30-35

If the Non-User is not found, click **Create New Non-User Volunteer**.

Navigation tabs: Positions, Applications, **Volunteers**, Volunteer Hours, Reports, Profile, Summary

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Locate an Existing Non-User Volunteer at Another Community to Move to Test Community

Community:

First Name: * Last Name:

Name	Type	Community	Email	Home Phone	Work Phone
We're sorry, there are no records to display.					

Create a New Non-User Volunteer



Creating a New Non-User Volunteer



Notes: Slides 30-35

1. Complete the Non-User form. Required fields are noted with an asterisk (*).
2. Select the **Group** from the dropdown list.
3. Select the **Organization** from the dropdown list.
4. Select the volunteer **Position** from the dropdown list to assign to the Non-User .
5. Click the **Save** button to complete



U.S. ARMY Volunteer Corps

Required for Non-User

* = Required Label underlining = Popup help

* First Name

* Last Name

* Military Community

Service Section

Select a Group to update the Organization list with organizations in the Group, then select an Organization to update the Position list with open positions in the organization. Then select an organization Position to assign to this volunteer as a volunteer service.

The Group "None" option will show the organizations that are not members of an organization group.

Group

Organization

Position



Add an Existing Non-User Volunteer



Notes: Slides 30-35

If a search for a Non-User finds the Non-User at their most recent Community, select the volunteer's **Name Link** to open their Volunteer Profile.

Locate an Existing Non-User Volunteer at Another Community to Move to Test Community

Community

First Name * Last Name

Viewing 1-5 of 5 Volunteers

Name	Type	Community	Email	Home Phone	Work Phone
Smith, Frank	Non-User	Test Community			
Smith, Henry	Non-User	Test Community			
Smith, John	Non-User	Test Community	test@defenseweb.com		
Smith, John	Non-User	Test Community			
Smith, Linda	Non-User	Test Community			

Create a New Non-User Volunteer



Add Existing Non-User Volunteer



Notes: Slides 30-35

1. Update the volunteer's **Military Community** to match the current Community.
2. Click **Save** to complete.
3. Notify the AVC Coordinator of this Non-User Volunteer in the Community and the volunteer position to be assigned.
4. After the AVC Coordinator has assigned the Non-User volunteer the appropriate volunteer position for your organization, the Non-User Volunteer will appear in your volunteer list.



U.S. ARMY Volunteer Corps

Required for Non-User

* = Required Label underlining = Popup help

* First Name

* Last Name

* Military Community

Optional for Non-User

Address

Address Line 1

Address Line 2

City

State

ZIP

Country



Converting a Non-User Volunteer



Notes: Slides 36-38

If a volunteer registers as an Army OneSource member, the Non-User account should be converted to the Army OneSource member account.

1. Locate the Non-User account.
2. Select the Non-User **Name** link to open their Volunteer Profile.
3. Click the **Convert to User** button at the bottom right of the profile screen.
4. Click the **Search** button if necessary.
5. When the Army OneSource User Profile is found, click the **Select** button.

The screenshot displays the 'Volunteer Tools' interface. At the top, there are navigation tabs: AVC Services, Non-AVC Services, Volunteer Awards, Training, Orientation, Notes, Files, and Report. Below these is the 'Volunteer Service Record' section for 'Betty Smith'. A 'Convert to User' button is highlighted in the top right corner of the interface. The main content area contains instructions on how to find a user profile created by a non-user volunteer, followed by a search form with 'Name of Non-User Volunteer' set to 'Betty Smith' and a 'Search' button. Below the search form, a table titled 'Matching Users' shows one result for Betty Smith with a 'Select' button next to it. A 'Cancel' button is also visible at the bottom right of the table area.

User Profile Information				Volunteer Profile Information			
User	Login Name	Email	Registered On	User Enabled	Last 4	Date of Birth	Home Phone
Smith, Betty	bsmith	bsmith@xyz.com	04/18/2012	Yes	NA	NA	NA



Converting an Existing Non-User Volunteer



Notes: Slides 36-38

To complete the conversion of the Non User Volunteer (NUV) Volunteer Service Record (VSR) to the selected Army OneSource member account, click the **Transfer NUV VSR To This User** button.

Volunteer Tools

AVC Services Non-AVC Services Volunteer Awards Training Orientation Notes Files Report

Volunteer Service Record

Volunteer Name Betty Smith

User Profile Information

Name	Betty Smith
User Name	bsmith
Email	bsmith@xyz.com
Community	Test Community

User Volunteer Profile Information

This person has not registered as an AVC Volunteer.

Non-User Volunteer Profile Information

Name	Betty Smith
Community	Test Community

This transfer cannot be undone.

Transfer NUV VSR to This User **Cancel**



Converting an Existing Non-User Volunteer



Notes: Slides 36-38

The conversion from a Non-User to a User is complete.

Click the **Open VSR** button to confirm transferred volunteer activity.

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Betty Smith

The non-user volunteer profile for Betty Smith has been converted to a user volunteer profile. The volunteer will be prompted to fill in missing required profile fields the first time they try to view their profile or service history.

Refresh the volunteer list to see the change.

[Open VSR](#)

Volunteer Tools

AVC Services | Non-AVC Services | Volunteer Awards | Training | Orientation | Notes | Files | Report

Volunteer Service Record

Volunteer Name Betty Smith

Fiscal Year: Quarter: Status:

As Of 04/18/2012 [Add AVC Service](#)

Organization	Community	AVC Service	Status	Certified Hours*
Thrift Shop	Test Community	Store Accountant	Active	21.50
Total Certified Hours				21.50

*Hour totals include both day and period hours.



Manage (Certify) Volunteer Hours



Notes: Slides 39-41

1. Select the **Volunteer Hours** tab.
2. Click the **Search** button. Note the filter settings.

Access Role Selector
AVC OPOC

Organization
Thrift Shop Change

Positions Applications Volunteers **Volunteer Hours** Reports Profile Summary

Volunteer Hours

Certify volunteer service hours.

Select a Date Filter Type None Date Range Fiscal Year

Status All

Hours Type All Name

Save Search Criteria Search Clear Filters



Manage (Certify) Volunteer Hours



Notes: Slides 39-41

1. Review each submitted entry.
2. To certify a specific entry, check the appropriate selection box(es), click **Certify All Selected** button.
3. To certify all submitted entries, click the **Certify All Submitted** button.
4. To reject an entry, click the **Edit** link to the right of the entry.

Volunteer Hours

Certify volunteer service hours.

Select a Date Filter Type
 None
 Date Range
 Fiscal Year

Status

Hours Type
 Name

Save Search Criteria

Date	Volunteer	Position	Organization	Hours Type	Hours	Status	Selected	
12/31/2011	volunteer volunteer	Cashier	Thrift Shop	Period	15.00	Submitted	<input checked="" type="checkbox"/>	Edit
1/17/2012	volunteer volunteer	Cashier	Thrift Shop	Day	8.00	Submitted	<input checked="" type="checkbox"/>	Edit
1/31/2012	volunteer volunteer	Store Accountant	Thrift Shop	Period	12.50	Submitted	<input checked="" type="checkbox"/>	Edit
2/8/2012	volunteer volunteer	Store Accountant	Thrift Shop	Day	3.00	Submitted	<input checked="" type="checkbox"/>	Edit
2/16/2012	volunteer volunteer	Store Accountant	Thrift Shop	Day	2.50	Submitted	<input checked="" type="checkbox"/>	Edit
2/29/2012	volunteer volunteer	Store Accountant	Thrift Shop	Day	8.00	Submitted	<input checked="" type="checkbox"/>	Edit



Manage (Certify) Volunteer Hours



Notes: Slides 39-41

To reject an entry,

1. Click the **Edit** link to the right of the submitted entry on the prior screen.
2. Select **Rejected** from the dropdown list. Type a **Rejection Reason** in the text box.
3. Click the **Save and Return** button to complete.

Access Role Selector
AVC OPOC

Organization
Thrift Shop [Change](#)

Positions Applications Volunteers **Volunteer Hours** Reports Profile Summary

Volunteer Hours

Certify volunteer service hours.

Cashier, Thrift Shop, Test Community

* = Required Label underlining = Popup help

Status: **Rejected**

Date: 1/17/2012 [Calendar](#)

Hours: 8

Note: display at the picnic
21 of 300 characters used

Rejection Reason (Required if status is set to rejected)
0 of 300 characters used

[Delete](#) [Save and Return](#) [Return](#)



Manage Reports



Notes: Slides 42-45

1. Select the **Reports** tab.
2. Select a report title.

Access Role Selector
AVC OPOC

Organization
Thrift Shop Change

Positions Applications Volunteers Volunteer Hours **Reports** Profile Summary

Reports

View summary reports of volunteer activity.

- **Volunteer Activity By Community Position**
Volunteer count and service hours by organization positions.
- **Volunteer Activity By Volunteer And Position**
Volunteer service hours for a position by individual volunteers.
- **Volunteer Award Report**
Volunteer service hour totals for individual volunteers at a community.



Manage Reports – by Community Position



Notes: Slides 42-45

1. Select the Report title from the dropdown list.
2. Set the report's date range.
3. Select the **Community Organization** from the dropdown list.
4. Click the **Submit** button.
5. Choose to **Print Report** or **Export to Excel**.

Select Report

Report: Volunteer Activity By Community Position ▼

Select Filters

Period: Jan ▼ 2012 ▼ to Mar ▼ 2012 ▼ [-]Range
 Community Organization: Thrift Shop ▼

Submit
Clear

Report Results

Print Report
Export to Excel

Volunteer Activity By Community Position

Jan - Mar, 2012
Test Community
Thrift Shop

Organization	Position	Day Hours	Period Hours	Volunteers
Thrift Shop	Cashier	16	0	3
Thrift Shop	General Volunteer	0	0	0
Thrift Shop	Store Accountant	20	0	2
Thrift Shop	Store Attendant	2	0	1
TOTAL		38	0	6

Grand total volunteer counts will be less than the sum of position counts if volunteers are active in more than one position.

Print Report
Export to Excel



Manage Reports – by Volunteer & Position



Notes: Slides 42-45

1. Select the Report title from the dropdown list.
2. Set the report's date range.
3. Select the **Community Organization** from the dropdown list
4. Select the **Position** from the dropdown list.
5. Click the **Submit** button.
6. Choose to **Print Report** or **Export to Excel**.

Select Report

Report: Volunteer Activity By Volunteer And Position ▾

Select Filters

Period: Jan ▾ 2012 ▾ to Mar ▾ 2012 ▾ [-]Range
 Community Organization: Thrift Shop ▾
 Position: All ▾

Report Results

Volunteer Activity By Volunteer And Position

*Jan - Mar, 2012
Test Community
Thrift Shop
All Positions*

Name	Day Hours	Period Hours
Jacobs, Victora	0	0
opoc, opoc	0	0
Smith, Betty	15.5	0
Tester, Vol1	2.0	0
volunteer, volunteer	21.0	0
TOTAL	38.5	0



Manage Reports – Award Report



Notes: Slides 42-45

1. Select the Report title from the dropdown list.
2. Set the report's date range.
3. Select the **Community Organization** from the dropdown list
4. Select the **Position** from the dropdown list.
5. Click the **Submit** button.
6. Choose to **Print Report** or **Export to Excel**.

Select Report

Report: Volunteer Award Report ▼

Select Filters

Period: Jan ▼ 2012 ▼ to Mar ▼ 2012 ▼ [-]Range
 Hours Minimum Hours Maximum
 Community Organization: Thrift Shop ▼
 Position: All ▼

Submit
Clear

Report Results

Print Report
Export to Excel

Volunteer Award Report

Jan - Mar, 2012
Test Community
Thrift Shop
All Positions

Name	Certified Hours		
	Day Hours	Period Hours	Total
Smith, Betty	15.5	0	15.5
Tester, Vol1	2.0	0	2.0
volunteer, volunteer	21.0	0	21.0
TOTAL (3)	38.5	0	38.5

Volunteers with no certified hours are excluded.

Summary Tab – Action Items



Notes: Slides 46-47

1. Select the Summary tab
2. Select the **Submitted Hours** or **Submitted Applications** links.
3. Review the submitted daily hours for certification or submitted applications for acceptance.

The screenshot shows the 'Summary' tab selected in the top navigation bar. Below the navigation bar, the 'Summary' section is titled 'Volunteer Statistical Summary'. The main content area displays 'Statistical Summary at Community: at Test Community'. A note states: 'Note: Displayed numbers do not include Non-user volunteers.' There are two sections: 'Action Items' and 'Summary Items'. The 'Action Items' section shows 'Submitted Hours' with a count of 4 and 'Submitted Applications' with a count of 1. The 'Summary Items' section shows 'Active Volunteers' with a count of 4 and 'Open Positions' with a count of 4.

Number of “Day” entries to be certified

The screenshot shows the 'Volunteer Hours' section with a table of submitted hours. The table has columns for Date, Volunteer, Position, Organization, Hours Type, Hours, Status, and Selected. A red arrow points from the number '4' in the 'Submitted Hours' section of the previous screenshot to the 'Day' entries in the table.

Date	Volunteer	Position	Organization	Hours Type	Hours	Status	Selected
12/31/2011	volunteer volunteer	Cashier	Thrift Shop	Period	15.00	Submitted	<input checked="" type="checkbox"/>
1/17/2012	volunteer volunteer	Cashier	Thrift Shop	Day	8.00	Submitted	<input checked="" type="checkbox"/>
1/31/2012	volunteer volunteer	Store Accountant	Thrift Shop	Period	12.50	Submitted	<input checked="" type="checkbox"/>
2/8/2012	volunteer volunteer	Store Accountant	Thrift Shop	Day	3.00	Submitted	<input checked="" type="checkbox"/>
2/16/2012	volunteer volunteer	Store Accountant	Thrift Shop	Day	2.50	Submitted	<input checked="" type="checkbox"/>
2/29/2012	volunteer volunteer	Store Accountant	Thrift Shop	Day	8.00	Submitted	<input checked="" type="checkbox"/>



Summary Tab – Other Information



Notes: Slides 46-47

1. Select the Summary tab
2. Select the **Active Volunteer** or **Open Positions** links. Non-User Volunteers are not included.

Positions Applications **Volunteers** Volunteer Hours Reports Profile Summary

Summary

Volunteer Statistical Summary

Statistical Summary at Community: at Test Community

Note: Displayed numbers do not include Non-user volunteers.

Action Items	
Submitted Hours	4
Submitted Applications	1

Summary Items	
Active Volunteers	4
Open Positions	4

Positions Applications **Volunteers** Volunteer Hours Reports Profile Summary

Volunteers

Manage your organization's volunteer list. Email your volunteers and manage their volunteer hours.

Number of "Active" "User" volunteers

Type: All Position: All

Status: All Has Open Service: All SSN Last 4: Name:

Save Search Criteria

Viewing 1-6 of 6 Volunteers

Name	Home Phone	Work Phone	Type	Status	BG Check	Links
Brown, Lester			Non-User	Active	✓	4162 4713 VSR
Jacobs, Victoria	(934) 555-5555		User	Active	✗	4162 4713 Email VSR
opoc, opoc	222-2222		User	Active	✗	4162 4713 Email VSR
Smith, Betty			Non-User	Active	✓	4162 4713 VSR
Tester, Vol1	(858) 555-3568	(858) 555-1234	User	Active	✓	4162 4713 Email VSR
volunteer, volunteer	111-1111		User	Active	✗	4162 4713 Email VSR



Summary



Organization POC Role

- **The OPOC invitation**
- **Accessing OPOC tools**
- **Creating volunteer positions**
- **Reviewing volunteer applications**
- **Certifying volunteer hours**
- **Managing volunteers**
- **Adding Non User volunteers**
- **Reports**