



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.



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.

Registration Form

* First Name

* Last Name

* User Name

* Password

* Confirm Password

* Email

Address

Address cont.

* City or Town

State
Please Select

Zip or Postal Code

Country
Please Select

* Military Community Affiliation
Please Select

* 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

Continue
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.



Volunteer Tools

Access Role Selector

AVC OPOC ▼

Organization

101st Association ▼
All
101st Association
2/327 HHC
Sports and Fitness (S&F)
Thrift Shop

Change

Positions

Applications

Volunteers

Volunteer
Hours

Reports

Profile

OPOC Tools



Notes:

Tab

Positions
Applications
Volunteers
Volunteer Hours
Reports
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Summary

Function

Create and manage volunteer positions for the selected organization
Review submitted volunteer applications
Manage volunteers for the selected organization
Review submitted volunteer hours for the selected organization
Generate VMIS Reports for the selected organization
Manage your OPOC Profile
Quick glance at OPOC action items and information

Access Role Selector

AVC OPOC ▾

Organization

Thrift Shop ▾

Change

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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.

PositionsApplicationsVolunteersVolunteer HoursReportsProfileSummary

 Positions

Manage posted volunteer positions for which you are responsible.

Scope: AllStatus: 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

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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	

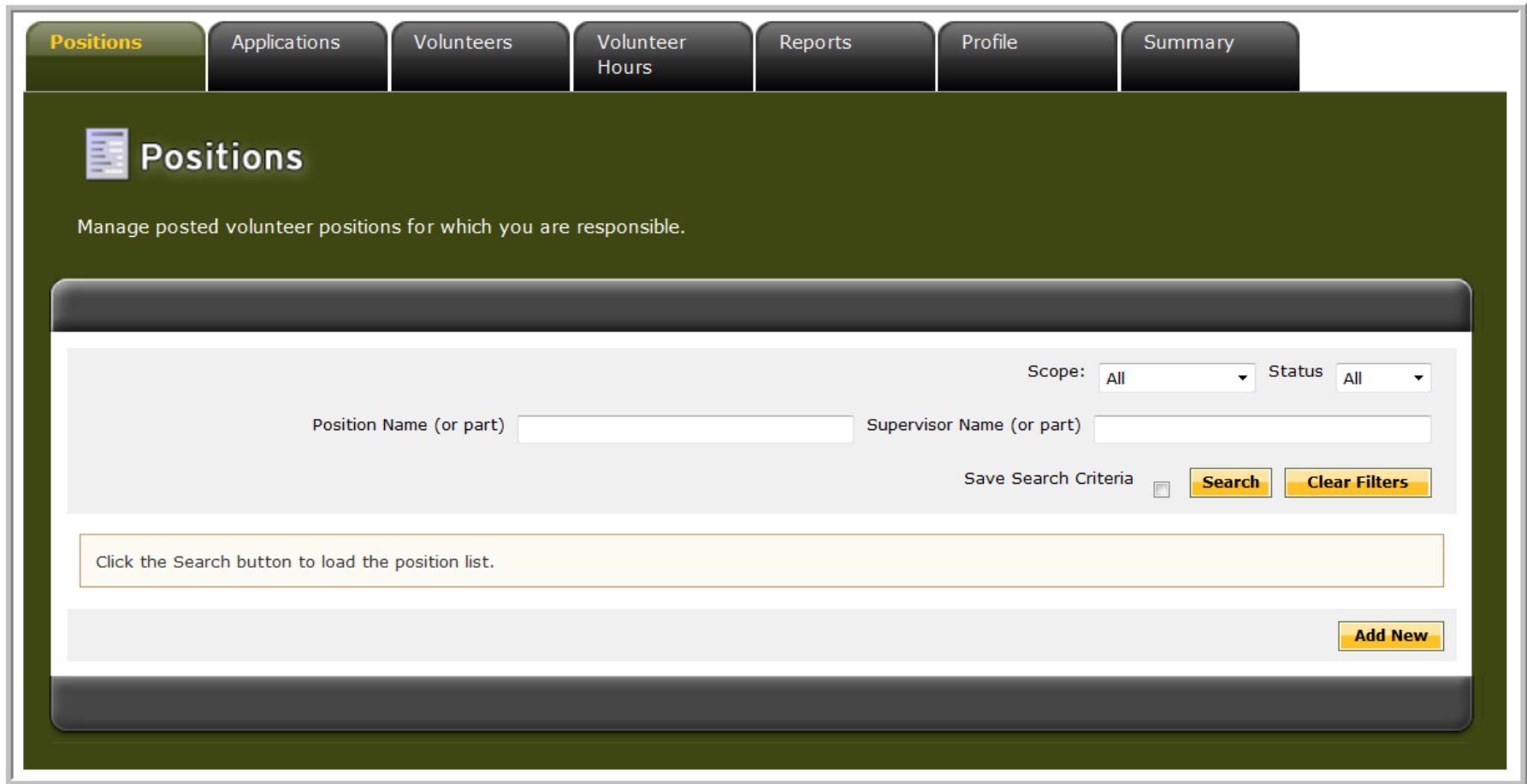
Add New

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 the 'Positions' tab selected in the top navigation bar. The main content area has a dark green header with the title 'Positions' and a subtitle 'Manage posted volunteer positions for which you are responsible.' Below this is a search and filter section with two dropdown menus for 'Scope' and 'Status', both set to 'All'. There are two text input fields for 'Position Name (or part)' and 'Supervisor Name (or part)'. To the right of these fields are buttons for 'Search' and 'Clear Filters', and a checkbox for 'Save Search Criteria'. A yellow message box below the search section says 'Click the Search button to load the position list.' At the bottom right of the main content area is an 'Add New' button.

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

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.

SaveCancel

* = RequiredLabel underlining = Popup help

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

* OrganizationThrift Shop

* Position Title

Summary

0 of 100 characters used

Duties

0 of 3000 characters used

Unclassified

Slide 11

Add New Volunteer Positions



Notes: Slides 8-16

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

<u>Time Required</u>	<input type="text"/>	↕
	0 of 1000 characters used	
<u>Evaluation</u>	<input type="text"/>	↕
	0 of 1000 characters used	
<u>Benefits</u>	<input type="text"/>	↕
	0 of 1000 characters used	
<u>Training</u>	<input type="text"/>	↕
	0 of 1000 characters used	
<u>Orientation</u>	<input type="text"/>	↕
	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.

<u>Motor Vehicle Use</u>	Not Required ▾	←	<div>Not Required Personal vehicle Government vehicle</div>
<u>Involves Work with Children or Youth</u>	Yes, regular basis (Example: coach or instructor) ▾		
<u>Credential or License Required</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No		

No
Yes, short term basis (Example: one day field trip or event)
Yes, regular basis (Example: coach or instructor)

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.

The screenshot shows the 'Position Availability' form with the following fields and callouts:

- Status:** A dropdown menu currently showing 'Closed'. A callout box lists 'Closed' and 'Open' as options.
- Duration Type:** A dropdown menu currently showing 'Ongoing position'. A callout box lists 'Ongoing position', 'Temporary position', 'Special event', 'Annual event', and 'Seasonal' as options.
- Public:** A checkbox that is checked.
- * Posted:** A date field containing '3/21/2012' and a 'Calendar' button.
- Closed:** An empty date field and a 'Calendar' button.

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

Please Select

* Postal Code

Country

United States

Supervisor

First-line Supervisor

First Name

Last Name

email address

Phone Number

Second-line Supervisor

First Name

Last Name

email address

Phone Number

Spell Check

Save

Cancel

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

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.

Viewing 1 of 1 Applications

Submitted	Position	Volunteer	Status	
4/2/2012	Thrift Shop, Test Community General Volunteer	volunteer volunteer abc@xyz.com	<input checked="" type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Declined	Edit

Viewing 1 of 1 Applications

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

Application Status Declined ▼

Manager

Is Current Volunteer Yes

Reason Declined
(Required if declining an application)

0 of 300 characters used

* = Required Label underlining = Popup help

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


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 **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
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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

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

Tab

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

Description

Submit/Certify Army Volunteer Corp (AVC) Hours on behalf of volunteer
Submit/certify non-AVC services on behalf of volunteer
Submit/certify volunteer awards on behalf of volunteer
Submit/certify trainings on behalf of volunteer
Submit/certify orientations on behalf of volunteer
Enter or read notes on the volunteer
Upload digital files for the volunteer
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

Fiscal Year: Quarter: 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.

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

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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

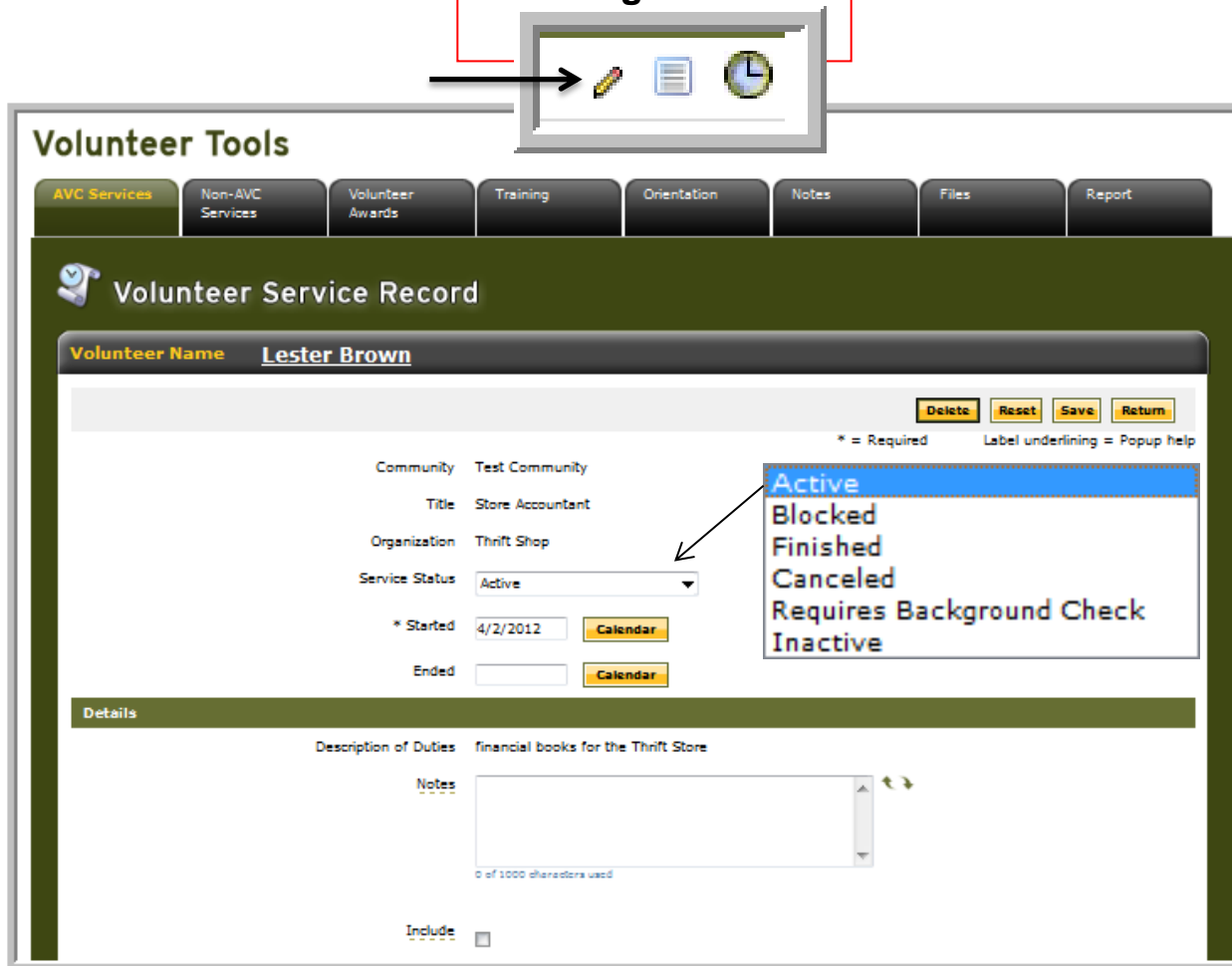


Notes: Slides 20-29

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



The screenshot shows the 'Volunteer Tools' interface. A callout box labeled 'Selecting the Pencil' points to a pencil icon in a toolbar. The main form is titled 'Volunteer Service Record' and shows details for 'Lester Brown'. The 'Service Status' dropdown menu is open, showing options: Active, Blocked, Finished, Canceled, Requires Background Check, and Inactive. The 'Active' option is highlighted. The form also includes fields for 'Community', 'Title', 'Organization', 'Started', and 'Ended', along with 'Calendar' buttons. A 'Details' section at the bottom contains a 'Description of Duties' field and a 'Notes' text area.

Volunteer Tools

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

Volunteer Service Record

Volunteer Name Lester Brown

Buttons: Delete, 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

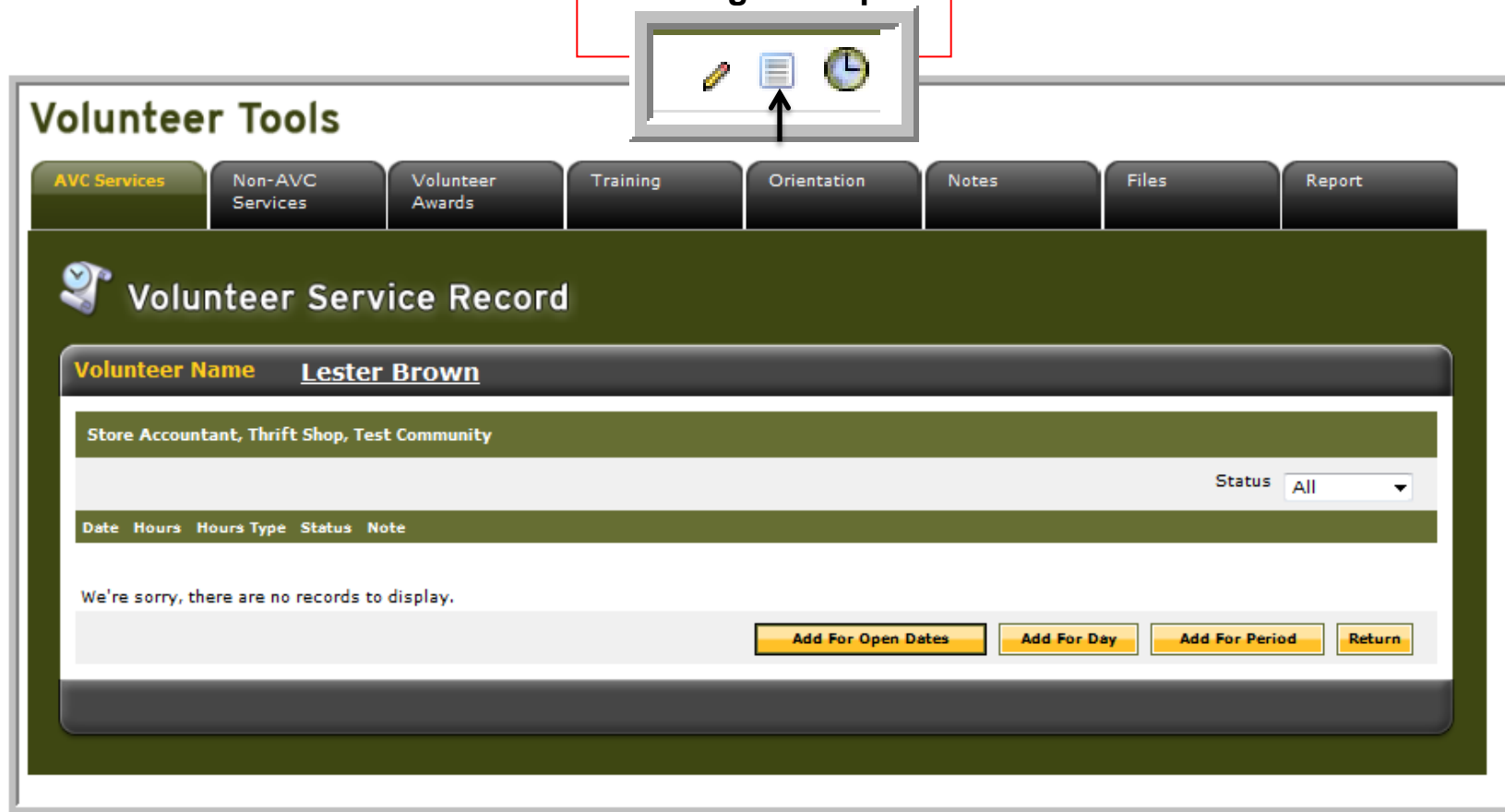


Notes: Slides 20-29

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

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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


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Report



Volunteer Service Record

Volunteer Name

Lester Brown

Store Accountant, Thrift Shop, Test Community

Status

Certified

* Date

4/16/2012

Calendar

* Hours

Note

0 of 300 characters used

Rejection Reason

(Required if status is set to rejected)

0 of 300 characters used

Save and Return

Return

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 ServicesNon-AVC ServicesVolunteer AwardsTrainingOrientationNotesFilesReport

 Volunteer Service Record

Volunteer Name Lester Brown

Store Accountant, Thrift Shop, Test Community

* = Required Label underlining = Popup help

Status

* Hours

Calendar Year

* Month

Save and Add Another

Save and Return to Hours List

Return

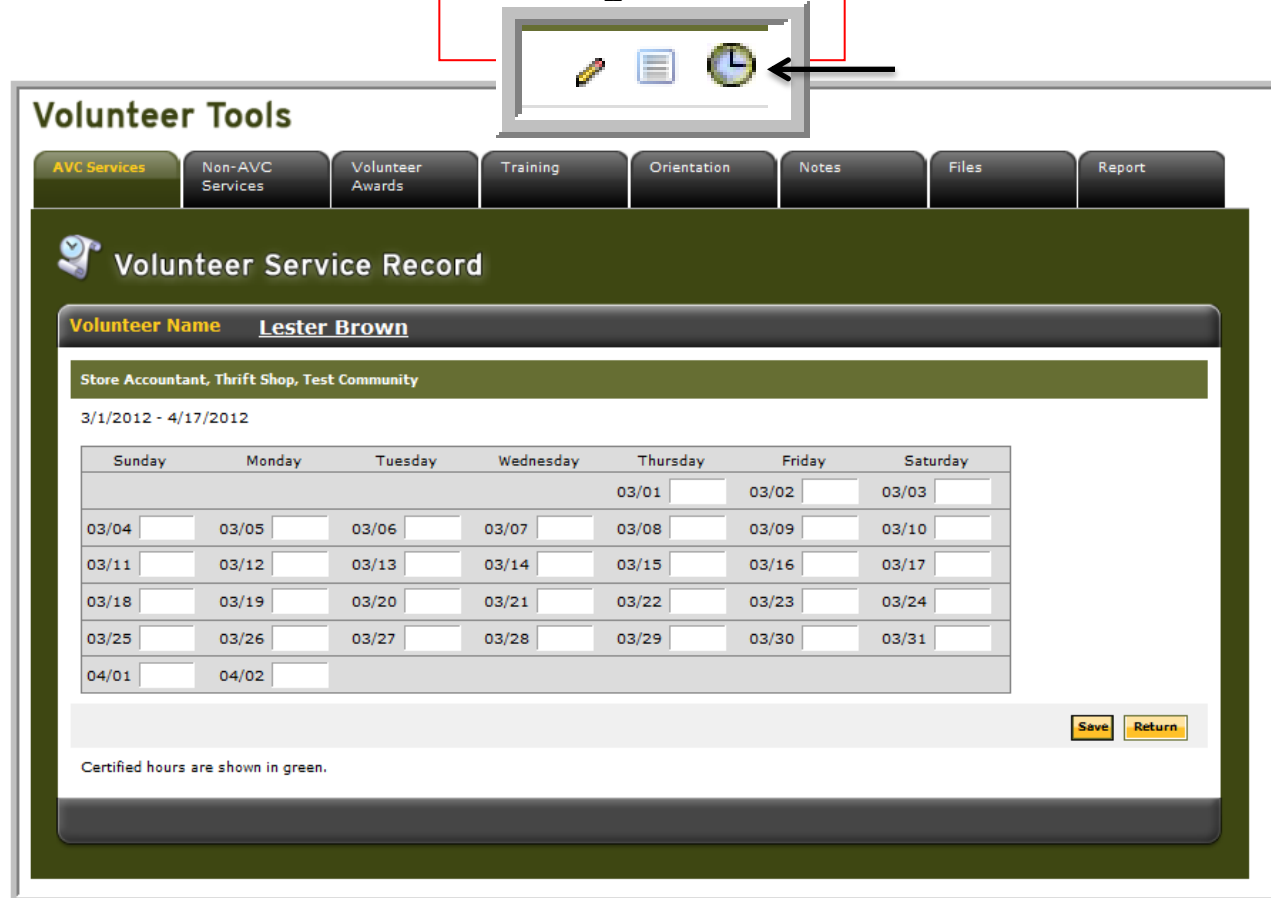
Submitting and Certifying Daily Hours



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, Victora	(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.

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 **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**.

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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 --Test Community

First Name * Last Name Search Clear All Filters

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

Create a New Non-User Volunteer


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



Required for Non-User

* = Required Label underlining = Popup help

* First Name

* Last Name

* Military Community --Test 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 FRG

Organization 2/327 HHC

Position Company FRG Leader

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
--Test Community

First Name
* Last Name
smith

Search
Clear All Filters

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


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.

Volunteer Tools

AVC Services

Non-AVC Services

Volunteer Awards


Training

Orientation

Notes

Files

Report



Volunteer Service Record

Volunteer Name Betty Smith

Find the User Profile Created by this Non-User Volunteer

This process is intended to deal with a Non-User Volunteer (NUV) who has finally registered on the site as a user at your community. You've already selected the NUV. Now you will locate their user registration by matching on name and reviewing the information provided for users at the community with a name match. When the user registration for the NUV is selected, VMIS can determine if the person has also already registered as a Volunteer. If they haven't, VMIS will create a User Volunteer (UV) registration for them. Finally, VMIS will move the NUV service history items--Services, Awards, Trainings, etc.--to their UV record.

This process can only be used for an NUV who has registered as a user on this site.

Review the matching user results below carefully to be sure that you select the correct user profile. If they have already registered as a UV, additional information from their volunteer profile will also be displayed. Upon clicking the Select button for a user, you will be presented with a confirmation page with a little more user information. You can start or cancel the conversion process at that point.

Name of Non-User Volunteer

at Test Community

Matching Users

Viewing 1 of 1 Users

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


Convert to User

Spell Check

Delete

Save

Cancel



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

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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


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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

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Files

Report



Volunteer Service Record

Volunteer Name Betty Smith

Fiscal Year: All Quarter: All Status: All

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 Submitted

Hours Type All Name

Save Search Criteria ☐ Search Clear Filters

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

Certify All Selected
Certify All Submitted

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

Submit Clear

Report Results

Print Report Export to Excel

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

Print Report Export to Excel

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

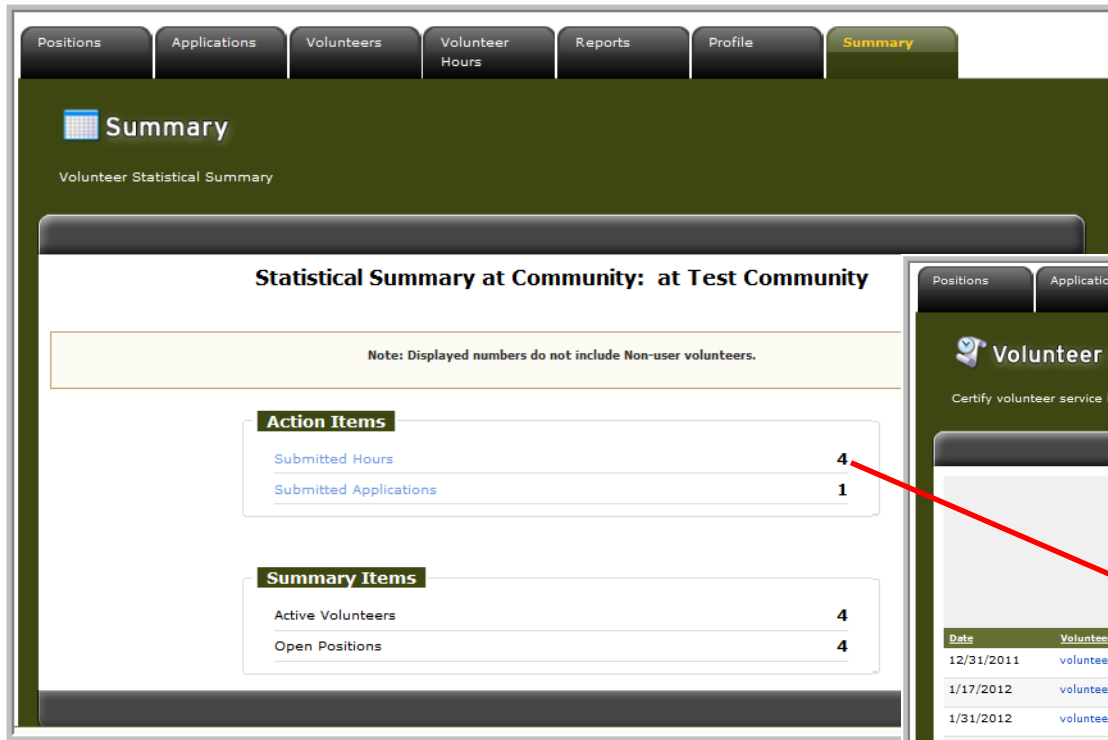
Volunteers with no certified hours are excluded.

Summary Tab – Action Items



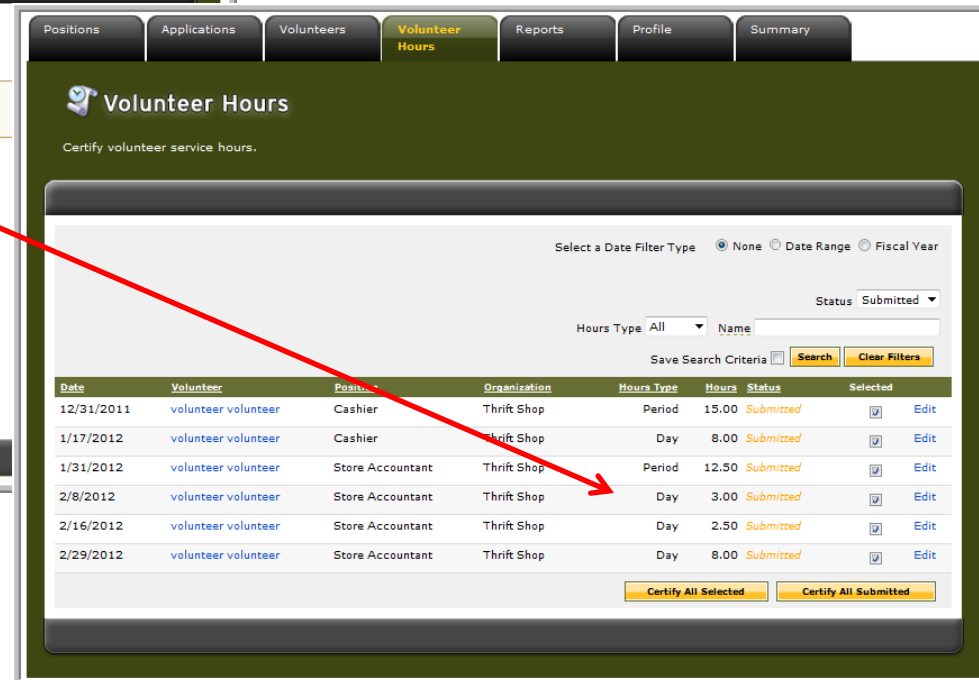
Notes: Slides 46-47

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'. A note states: 'Note: Displayed numbers do not include Non-user volunteers.' Below this, 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' page. The top navigation bar has 'Volunteer Hours' selected. Below the navigation bar, the page is titled 'Volunteer Hours' with the subtitle 'Certify volunteer service hours.' There are filters for 'Select a Date Filter Type' (None, Date Range, Fiscal Year), 'Status' (Submitted), 'Hours Type' (All), and 'Name'. There are buttons for 'Save Search Criteria', 'Search', and 'Clear Filters'. Below the filters is a table of volunteer hours.

Date	Volunteer	Position	Organization	Hours Type	Hours	Status	Selected	Edit
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

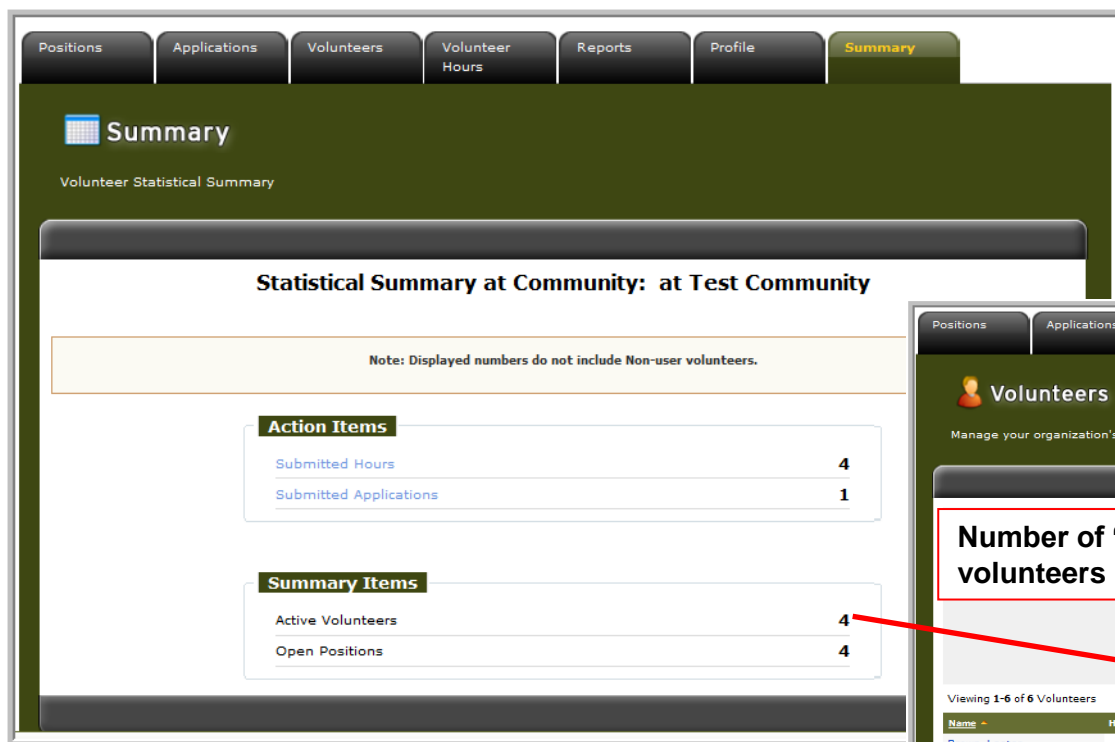
At the bottom of the table, there are two buttons: 'Certify All Selected' and 'Certify All Submitted'. A red arrow points from the 'Submitted Hours' link in the 'Action Items' section of the first screenshot to the 'Day' entry for 2/8/2012 in this table.

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.



Summary
Volunteer Statistical Summary

Statistical Summary at Community: at Test Community

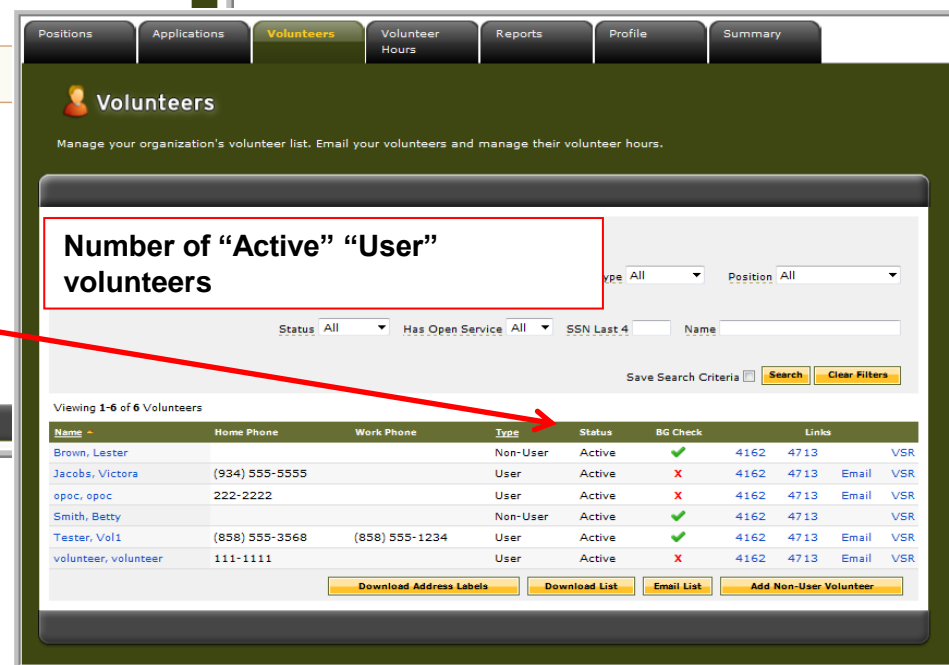
Note: Displayed numbers do not include Non-user volunteers.

Action Items

- Submitted Hours: 4
- Submitted Applications: 1

Summary Items

- Active Volunteers: 4
- Open Positions: 4



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	X	4162 4713 Email VSR
opoc, opoc	222-2222		User	Active	X	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	X	4162 4713 Email VSR

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