

VSystem One Volunteer Sign In System

Instructions for Volunteer Users

Log in:



The screenshot shows a login interface with a light blue background. At the top left, there is a button with an envelope icon and the text "Send us a message". At the top right, there is a button with a person icon and the text "Admin tools". In the center, the ID number "10331" is displayed in large blue font. Below the ID, there are two buttons: a blue "Log in" button and a red "Clear" button. Below these buttons is a numeric keypad with buttons for digits 1 through 9 and 0. The digit "1" button is highlighted in yellow. In the bottom right corner, there is a small icon of a Canadian flag.

To **Log in** to the kiosk, enter **your ID** number and click [**Log in**]. If your system is configured for it, you may also swipe a magnetic stripe card or use a barcode reader. If you do not see a way to enter your ID, click the [Log In] button at the top.

If any news items or images are showing, clicking on one of them will bring up the log in screen, too.

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Surveys:

Sometimes when you first log in you may be presented with a survey. To answer, select the blue button which corresponds with your answer. Press the green **[Next Question]** button to continue. To skip the survey, click the red **[Skip survey]** button at the top. The survey will show again the next time you sign in.

The screenshot shows a survey titled "Preferences" with a red "Skip survey" button in the top right corner. The text reads: "Please tell us a little about your volunteering preferences so that we can better focus our efforts." The question is "What types of patients are you most interested in working with?". There are five blue buttons: "Seniors", "Adults", "Teens", "Children", and "Other". At the bottom center is a green "Next Question" button with a right-pointing arrow.

Once you have reached the last question, click the **[Done]** button and the survey will end.

The screenshot shows a survey titled "Preferences" with a red "Skip survey" button in the top right corner. The text reads: "Please tell us a little about your volunteering preferences so that we can better focus our efforts." The question is "Why do you volunteer?". There are six blue buttons: "Skills development", "Personal growth", "Challenge!", "Contact with clients", "Boredom", and "Have you met my spouse?!". The "Personal growth" button is highlighted in green and has a red "X" icon in its top right corner. At the bottom left is a green "Previous Question" button with a left-pointing arrow. At the bottom right is a blue "Done" button with a green checkmark icon.

A confirmation box will appear with your name and the name of the survey you have just completed. Click the **[OK]** button to continue.


The confirmation box displays the name "Melissa Bergin" at the top, followed by the survey title "Preferences" in bold, and "Thank you!" below it. At the bottom is a black "OK" button.

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New messages:

If you have any new messages these will pop up when signing in. Click the red **[Done]** button when you have seen it and you will continue on. If you would like to send a reply click the blue **[Send a reply]** button.

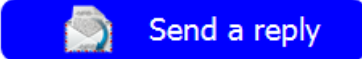
01/15/2012: Note 

Melissa,

Would you please stop at the Volunteer Office before you go home this afternoon?

Thanks!

-Jessica

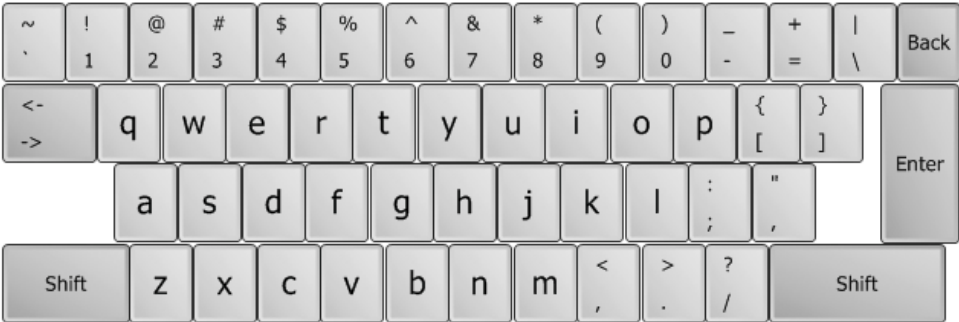




If you choose to send a message back by clicking on **[Send a reply]**, a message window will open. Click the letters on the screen to “type” in your message, or use a keyboard if one is provided.

Response

Subject:
Note

Message:
Jess,
I'll be done at 4 and I'll stop in then.
-Melissa



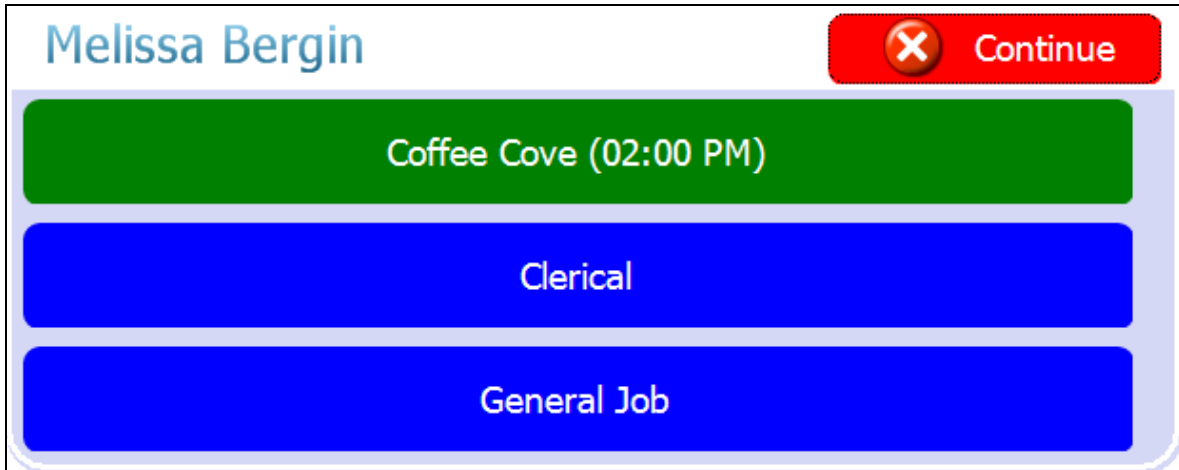
If you walk away from the screen or don't interact with it and the countdown on the **[Cancel]** button reaches zero, the kiosk will log you out without sending your message.

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Checking in for a shift:

If the time is close to a scheduled shift or there are jobs you can check in for, you will be given the option to **check in for the job**, **check in for a different job** or to **Continue** to your profile. Your current job will show in green, listing the start time. Other jobs you might sign in for are in blue.



The screenshot shows a user interface for Melissa Bergin. At the top left, the name "Melissa Bergin" is displayed in blue. At the top right, there is a red button with a white "X" icon and the text "Continue". Below the name, there are three horizontal bars representing job options. The first bar is green and contains the text "Coffee Cove (02:00 PM)". The second bar is blue and contains the text "Clerical". The third bar is blue and contains the text "General Job".

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Instructions for Volunteer Users

Your Profile:

Once you have logged in, you will see a screen with your information.

The screenshot shows the user profile for Melissa Bergin. At the top right is a red 'Exit' button. Below it are three numbered buttons: 'Check in' (1), 'Send us a message' (2), and 'Print a report' (3). On the left is a vertical navigation menu with icons and numbered labels: 'My messages' (4), 'My schedule' (5), 'My past hours' (6), and 'Who's here' (7). The main content area displays a message from Melissa dated 01/04/2012 with the subject 'New Parking'. The message text reads: 'Melissa, Would you stop by the office before you leave today to confirm your schedule for the Spring Semester? Thanks!'. At the bottom of the screen are three buttons: 'Page down', 'Send a reply', and 'Next'.

By clicking on the screen, you can:

- ① **Check In.**
- ② **Send us a message** in the volunteer office.
- ③ **Print a report**
- ④ View your **messages**.
- ⑤ View your **schedule**.
- ⑥ View your **past hours** (of when you have volunteered).
- ⑦ See **who's here** and volunteering.

At any time, clicking the red **[Exit]** button will close your profile.

(Some of these buttons and options may not be available depending on your schedule and how the system is configured.)

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Instructions for Volunteer Users

Checking In:

Clicking on the **[Check in]** button will bring up a listing of the jobs available for check-in.

The screenshot shows the user interface for Melissa Bergin. At the top, there are three buttons: "Check in", "Send us a message", and "Print a report". In the top right corner, there is a red "Exit" button. On the left side, there is a vertical navigation menu with icons and labels: "My messages", "My schedule", "My past hours", and "Who's here". The main content area displays a message from Melissa dated 01/04/2012 with the subject "New Parking". The message text reads: "Melissa, Would you stop by the office before you leave today to confirm your schedule for the Spring Semester? Thanks!". At the bottom of the interface, there are three buttons: "Page down", "Send a reply", and "Next".

A green button indicates a job you are currently scheduled for while blue buttons are other jobs you are eligible to do. Click on the **blue or green job buttons** and you will be asked to **Check in** for that job.

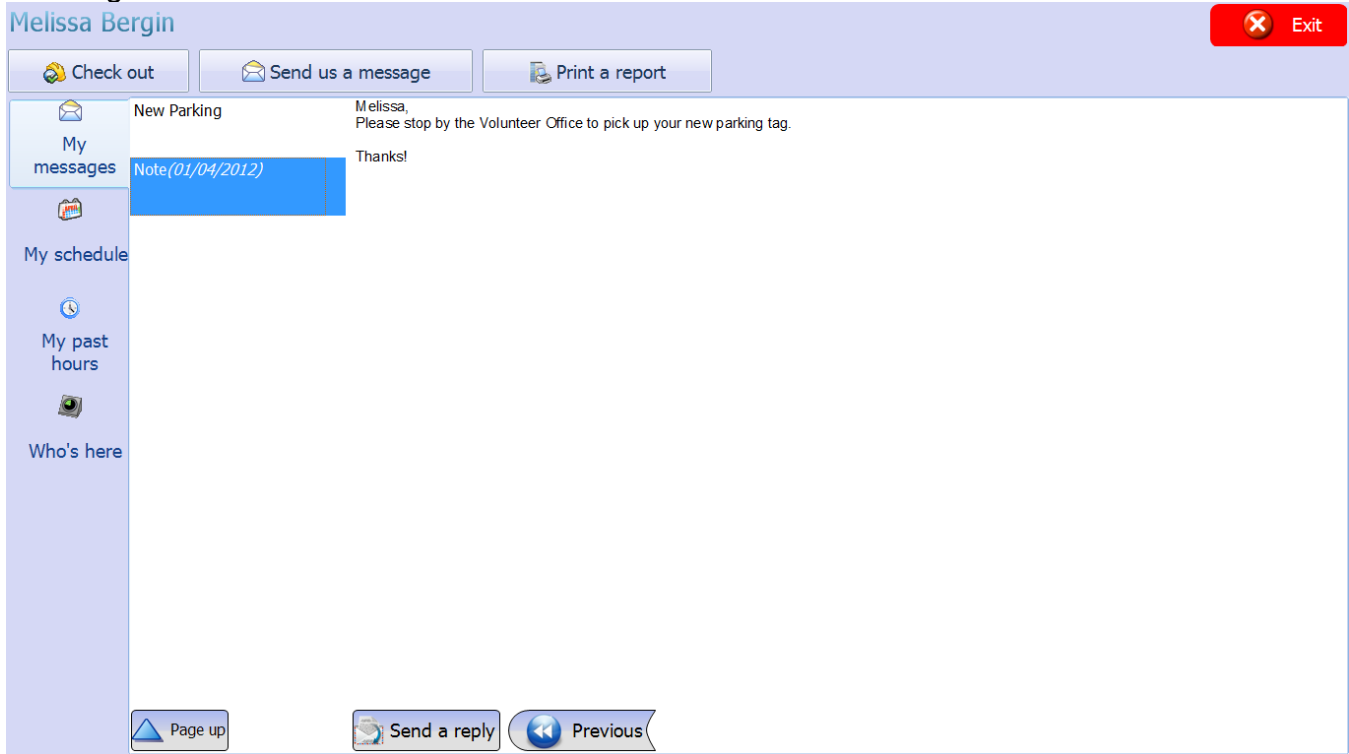
The "Check in" dialog box features a red "Cancel" button in the top right corner. It contains three buttons for job selection: a green button labeled "Coffee Cove (02:00 PM)", a blue button labeled "Clerical", and another blue button labeled "General Job".

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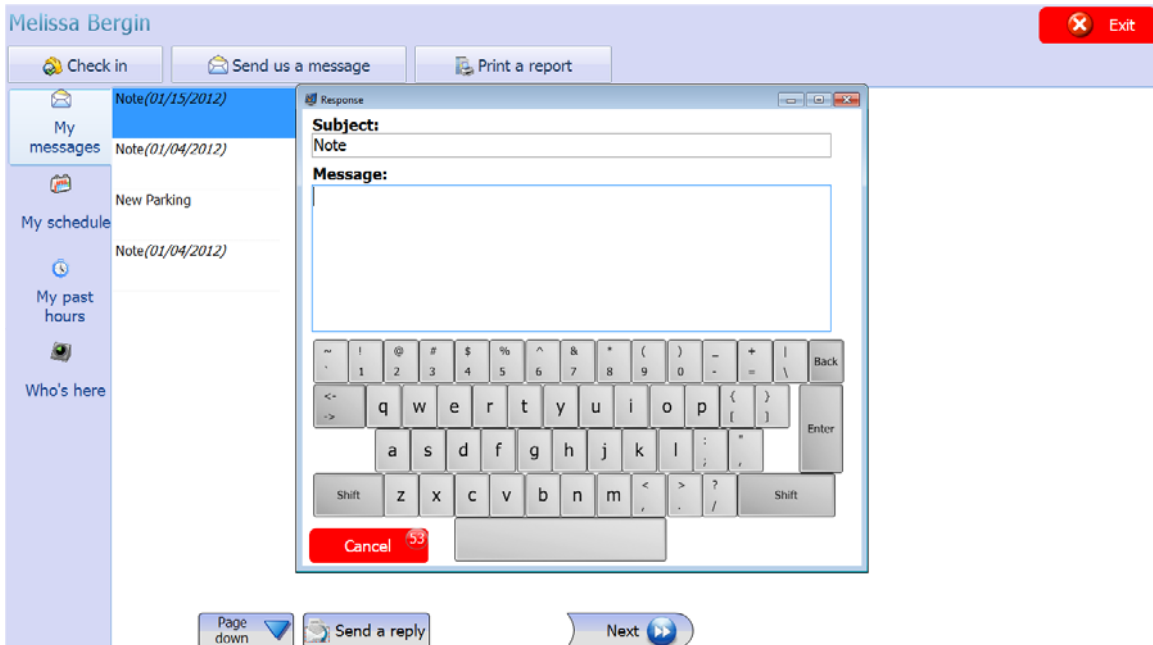
Instructions for Volunteer Users

Viewing Messages:

Clicking **My messages** brings up a list of your messages. The subject or date shows first and then the message.



Clicking on a **subject** or **date** will bring up the message on the screen. Or use the **[Next]** and **[Previous]** buttons at the bottom of the screen to move through the messages. Click the **[Send a reply]** button to respond to a message you have received.



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Instructions for Volunteer Users

My Schedule:

Clicking on **My schedule** brings up a calendar of any jobs you have scheduled. Use the **green arrows** to move the calendar to another month.

Melissa Bergin Exit

Check out Send us a message Print a report

My messages My schedule My past hours Who's here

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Sam-Noon Coffee Cove	3	4 Sam-Noon Coffee Cove	5	6	7
8	9 Sam-Noon Coffee Cove	10	11 Sam-Noon Coffee Cove	12	13	14
15	16 Sam-Noon Coffee Cove	17	18 Sam-Noon Coffee Cove	19	20	21
22	23 Sam-Noon Coffee Cove	24	25 Sam-Noon Coffee Cove	26	27	28
29	30 Sam-Noon Coffee Cove	31				

My History:

Clicking **My past hours** will show you a list of the jobs and times you have worked.

Melissa Bergin Exit

Check out Send us a message Print a report

My messages My schedule My past hours Who's here

Last hours: 01/04/2012, last year: 32:00, lifetime: 32:00

Date	Job	Start	Duration	Location
12/20/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
12/13/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
12/06/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
11/29/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
11/22/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
11/15/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
11/08/2011	Library Assistant	08:00 AM	4:00	General.Main Wing
11/01/2011	Library Assistant	08:00 AM	4:00	General.Main Wing

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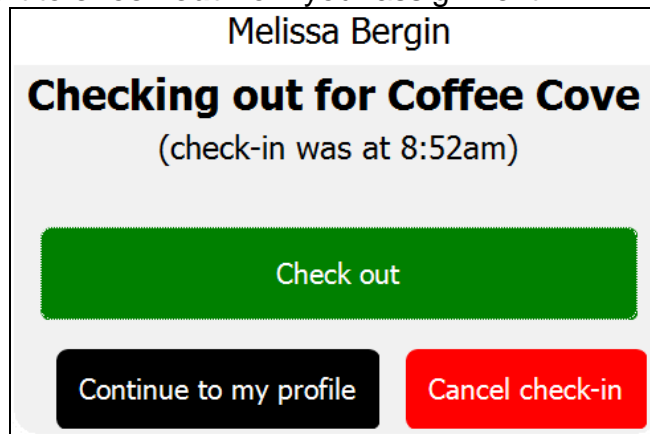
Instructions for Volunteer Users

Checking Out :

After your shift you need to check out. Use your **ID code** to **Log in** again.



You will be asked if you want to **check out** from your assignment.



It will then **confirm** that you have been checked out.

