Volunteer Management Information System
Army Volunteer Corps
Organization Point of Contact
User Guide

May 2014
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1. Welcome

Welcome to the Volunteer Management Information System Army Volunteer Corps Organization Point of Contact User Guide. The Volunteer Management Information System provides many tools to manage volunteer activities for the Army Volunteer Corps. The following Volunteer Management Information System tools are available to volunteers and staff.

<table>
<thead>
<tr>
<th>VMIS Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Tools</td>
<td>Public tools are available to all users of the site, including non-registered users of MyArmyOneSource.com website. Public tools provide users the ability to locate volunteer opportunities, find an Army Volunteer Corps Coordinator, or register as a volunteer.</td>
</tr>
<tr>
<td>Volunteer Tools</td>
<td>Volunteer tools provide “approved” volunteers the ability to track their hours, have hours approved by their Army Volunteer Corps Organization Point of Contact or Army Volunteer Corps Coordinator, and manage their Volunteer Service Records.</td>
</tr>
<tr>
<td>Volunteer Supervisor Tools</td>
<td>Volunteer Supervisor tools provide Army Volunteer Corps Coordinator, Army Volunteer Corps Organization Point of Contact, Army Volunteer Corps Regional Managers, Organization Program Managers, and Army Volunteer Corps Program Managers the ability to view and manage volunteer program activities within their areas of responsibility.</td>
</tr>
</tbody>
</table>

Volunteer Management Information System Tools (table 1.1)

Who Should Use This Manual

The Army Volunteer Corps Organization Point of Contact User Guide provides the information needed for an Army Volunteer Corps Organization Point of Contact (OPOC) to get started using the Volunteer Management Information System.

Roles and Responsibilities

The Army Volunteer Corps Organization Point of Contact oversees the Army volunteer service for their specific organization. For example, if you are the OPOC for the local American Red Cross Office, than you provide oversight of the volunteers that support the American Red Cross for your community. Any volunteer working in the office or at your events should be able to log their hours within VMIS and it is your responsibility to assist and support them, ensure the necessary positions are listed under your organization and approve the hours recorded by these volunteers for your organization.
The Organization Point of Contact roles and responsibilities are as follows:

1. Must be invited by email invitation and authorized by the Army Volunteer Corps Coordinator.

2. Manage volunteer positions within their Organization, volunteer applications, volunteers, and volunteer hours at an affiliated organization for a specific community. One user can be an Organization Point of Contact for many organizations and an organization may have multiple Organization Points of Contact.

3. Duties include posting positions for their organization, reviewing applications, and certifying volunteer hours for their organization.
2. Access the Organization Point of Contact Tools

To access the Volunteer Management Information System Army Volunteer Corps Organization Point of Contact tools, navigate to the Army OneSource website at https://www.myarmyonesource.com.

![ARMY OneSource Homepage](image)

To login to the Army OneSource site, click the **Login** link at the top of the screen (See fig. 2.1).
Enter your Username and Password, and click the  **Login** button (See fig. 2.2).
After you are login, click the "Volunteer Tools" button. (See fig. 2.3).
Note: If an OPOC is responsible for more than one organization, they will have a Organization dropdown box located above the tabs that they can use for filtering. (see fig. 2.4).
3. Manage Volunteers

The Army Volunteer Corps Organization Point of Contact manages the volunteers within their Organization(s) with the **Volunteers** tool on the OPOC screen. Although volunteer management responsibilities fall primarily on the Army Volunteer Corps Organization Point of Contact, an Army Volunteer Corps Coordinator can also manage volunteers within their Community if necessary.

To manage volunteers, click on the **Volunteers** Tab on the OPOC screen.

The **Volunteers** screen is displayed (See fig. 3.1).

![OPOC Volunteers Screen (fig. 3.1)](image)

Select and enter the appropriate search criteria, and then click the **Search** button.

The **Volunteers** screen refreshes and displays a list with the Name, Home Phone, Work Phone, Type, Status, Background Check information, and links of the volunteers who meet the search criteria. (See fig. 3.2).
Volunteer Management Information System Army Volunteer
Corps Organization Point of Contact User Guide

Volunteers Screen (fig. 3.2)

**Edit/Delete Volunteer Information**

To edit volunteer information, navigate to the Volunteers screen, and then click a volunteer **Name** link (See fig. 3.3). The **Edit Volunteer Profile** screen is displayed in a new window (See fig. 3.4).
Edit the volunteer’s profile information. The Name, Military Community, and Address can not be altered by the OPOC.

This information is pulled from the User’s AOS registration.

Asterisked (*) fields are required. Click the **Save** button to apply the changes.
**Edit/Add Volunteer Background Checks**

The **BG Check** column on the **Volunteers** screen indicates a Background Check. The Army Volunteer Corps Coordinator and Organization Point of Contact can use the **BG Check** tool to manage background checks. This is for reference purposes only and is not an authoritative source for background checks.

![Volunteers Screen (fig. 3.5)](image)

To view or edit volunteer background checks, navigate to the **Volunteers** screen (See fig. 3.5), locate the volunteer, and then click the ✓ or ✗ icon. The **Volunteer Background Checks** screen is displayed in a new window (See fig. 3.6).
To edit a volunteer background check, locate the background check, and then click the ☕️ icon. The **Volunteer Background Check** screen is displayed (See fig. 3.7). Modify the **Check Date**, and then click the **Save** button to apply the changes.

To add a background check, click the **Add Check** button on the **Volunteer Background Checks** screen (See fig. 3.6). The **Add Volunteer Background Check** screen is displayed (See fig. 3.7).

**Send Email to Background Checker**

To send email to the Background Checker concerning the background check, navigate to the **Volunteer Background Checks** screen (See fig. 3.6), locate the applicable Background Check, and then click the send email icon. The email message screen is displayed (See fig. 3.8).
Compose the email message, and then click the **Send** button.

**Export Volunteer Information**

To export 4162 volunteer information to Word, navigate to the **Volunteers** screen (See fig. 3.9), and then click the **4162** link to export the volunteer information to an MS Word version of the Volunteer Service Record. Click the **Save** button to save the file to the local computer.
To export volunteer 4713 annual summary information to Excel, click the **4713** link on the **Volunteers** screen. The **Annual Summary** screen (See fig. 3.10) is displayed in a new window.

![Annual Summary Screen (fig. 3.10)](image)

Select the applicable Year, and then click the **Download as Form 4713** button. Click the Save button to save the file to the local computer.
Send Email to Volunteer or All Organization’s Volunteers

To send email to a volunteer, navigate to the Volunteers screen (See fig. 3.11), locate the volunteer, and then click the Email link. Within the email program, compose the message, and then click the Send button.

To email your filtered list of volunteers that have email addresses, click the button on the Volunteers screen (See fig. 3.11). The Volunteers screen expands to include a Send Email section (See fig. 3.12).
Volunteers Screen – Send Email Section (fig. 3.12)

Compose the email message, and then click the **Send Email** button.

**Generate Volunteer Address Labels**

Volunteers Screen (fig. 3.13)
To generate volunteer address labels in Word, navigate to the **Volunteers** screen (See fig. 3.13), click the **Download Address Labels** button to generate a Word document with volunteer mailing information. Click the **Save** button to save the Word file to the local computer.

**Generate Volunteer List**

To generate a volunteer list in Excel, navigate to the **Volunteer** screen, select the appropriate community, and then click the **Download List** button to generate an Excel list of volunteers. Click the **Save** button to save the Excel file to the local computer.
Manage a Volunteer Service Record

To manage a Volunteer Service Record, navigate to the Volunteers screen, locate the volunteer, and then click the VSR link. The Volunteer Service Record screen is displayed. The VSR is the tool for submitting and certifying hours on behalf of the volunteer, adding a volunteer service, finishing a volunteer’s service for a specific position, and changing the status of a volunteer from active to inactive.
Manage Volunteer Services or Hours

Select the position and the appropriate icon for managing volunteer services or hours.

**Icon:**

- **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

**Update a Volunteer’s Service for a Position**

To change a Volunteer’s position status, click the icon. A form to change the service status and dates of service is displayed (See fig. 3.17). Enter the Service Status and dates and click button.
Submit and Certify Hours

To enter Volunteer Hours, click the icon. Hours may be added three ways:

- Add Hours for Open Dates
- Add Hours for Day
- Add Hours for Period
Submit and Certify Hours for Open Dates

To add **Hours for Open Dates**, click the **Add For Open Dates** button. A calendar view of open dates for entering volunteer hours is displayed (See fig 3.18). Select the appropriate date and enter volunteer hours worked on behalf of the volunteer and click **Save** button.

**Note:** Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).

Volunteer Tools

![Volunteer Service Record Hours for Open Dates Screen (fig. 3.18)](image)

Submit and Certify Hours for Day

To add **Hours for Day**, click the **Add For Day** button. Type or select the specific **Date** using the **Calendar** button. Type the Volunteer **Hours** for that date and enter a **Note** if desired. Click the **Save and Return** button to submit the hours (See fig 3.19).
Submit and Certify Hours for Period

To add **Hours for Day**, click the **Add For Period** button. Type the total Volunteer Hours for the selected date range. Select the **Calendar Year** and **Month** from the dropdown lists. Click the **Save and Add Another** button or **Save and Return** button to submit the hours (See fig 3.20).
Submit and Certify Daily Hours

To add Daily Volunteer Hours, click the icon to view a calendar of open dates. Select the appropriate date and enter volunteer hours worked on behalf of the volunteer. Click the button to submit the hours (See fig 3.21).

Note: Round the minutes to the closest increment of 15 minutes (e.g. .25, .5, .75).
Add New Non-User to Community

To add a New Non-User to a community, the Army Volunteer Corps Coordinator can either locate an existing Non-User Volunteer in another community or create a new Non-User Volunteer.

**Note:** Army Volunteer Corps staff manage the service history for Non-User Volunteers. Non-User Volunteers include volunteers who have not registered as on Army OneSource user. User Volunteers are Army OneSource registered users who have submitted Army Volunteer Corps Volunteer applications and submit their volunteer hours. User Volunteers manage their own Volunteer Service Records.

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Community</th>
<th>Type</th>
<th>Status</th>
<th>Bio Check</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron, Patrick</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Aaron, Reilane</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Asheville, Darnell</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Adkins, Keryanna</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>Non-User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Albright, Katherina</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>Non-User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Allen, Nadia</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>Non-User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Almamas, Vaniwa</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>Non-User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Armst, Naghi</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Anderson, Kathryn</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>Non-User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
<tr>
<td>Anderson, Michael</td>
<td>(710) 302-2205</td>
<td>Fort Carson</td>
<td>User</td>
<td>Active</td>
<td>✓</td>
<td>4162 4713 Email VSR</td>
</tr>
</tbody>
</table>

Volunteers Screen (fig. 3.22)

On the **Volunteers** screen, click the **Add Non-User Volunteer** button. The **Add Non-User Volunteer to Community** screen is displayed in a new browser window.

AVCC Tools Add Non-User Volunteer to Community Screen (fig. 3.23)
Locate an existing Non-User Volunteer at another community to move to a new community

To search for all community Non-User Volunteers, select All in the dropdown menu.

To locate an existing Non-User Volunteer and move from a previous community to a new community, select All in the dropdown menu and enter the last name. Asterisked (*) fields are required.

Once all information has been entered, click the Search button.

The Add Non-User Volunteer to Community screen refreshes and displays the search results. Click the volunteer Name link. The Edit Volunteer Profile screen is displayed in a new browser window.
Select the new community from the **Military Community** dropdown menu, and then click the **Save** button. The Non-User Volunteer moves to the new community.

### Create a Non-User Volunteer

To create a Non-User Volunteer, navigate to the **Add Non-User Volunteer to Community** screen, and click the **Create a New Non-User Volunteer** button. The **Volunteer Profile for the Non-User** screen is displayed (See fig. 3.27).
Volunteer Tools

Volunteer Profile for Non-User Screen (fig. 3.27)
Enter and select the Non-User Volunteer profile information. Asterisked (*) fields are required.

Click the **Save** button to save the Non-User Volunteer. Then, navigate to the **Volunteer** screen and refresh the screen to see the newly added volunteer.

**Convert a Non-User Volunteer to a User Volunteer**

If Non-User Volunteers want to manage their own volunteer activity and history, the Army Volunteer Corps Coordinator (not Assistants) can convert Non-User Volunteers to Army OneSource User Volunteers.

**Note:** Before an Army Volunteer Corps Coordinator can convert a Non-User Volunteer, the Non-User Volunteer must first register on Army OneSource website for the community they are currently associated with as a Non-User Volunteer. The Non User Volunteer Profile will replace the volunteer profile for the new registered user, thus preserving their volunteer activity and history.
To convert a Non-User Volunteer (NUV) to User Volunteer, navigate to the **Volunteers** screen, locate the NUV, and then click on the volunteer **Name** link. The **Edit Volunteer Profile screen** is displayed in a new window.

![Edit Volunteer Profile Screen](fig. 3.29)
Click the **Convert to User** button.

**Note:** *If the Volunteer has registered on the AOS website, the Volunteer’s user registration is displayed.*

The **Convert Non-User Volunteer to User Volunteer** screen is displayed (See fig. 3.30).

Next, locate the Non-User Volunteers user registration and click the **Select** button. Then, click the **Convert to Selected User** button. The **Edit Volunteer Profile** screen is displayed (See fig. 3.31).
Review and/or change volunteer information. Then, click the Save button to apply the changes.
4. Manage Hours

Army Volunteer Corps Organization Points of Contact are primarily responsible for managing volunteer hours, although Army Volunteer Corps Coordinators can also manage volunteer hours, if needed.

To certify volunteer hours that have been submitted, click on the Volunteer Hours link on the OPOC screen.

![Volunteer Hours Screen](image)

OPOC Screen (fig. 4.1)

The Volunteer Hours screen is displayed (See fig 4.1).
The **Volunteer Hours** screen (See fig. 4.3) displays a list of volunteers and their associated hours.

1. To filter the results by Fiscal Year click the **Fiscal Year** radio button.

2. To filter the results by Date Range, enter a Start Date and End Date for the period for which to view data, and then click the **Date Range** radio button.

3. To certify **all volunteer hours**, click the **Certify All Submitted** button. Then, click the **OK** button to certify all submitted hours.

   To certain selected volunteer hours, deselect the undesired volunteer hours and then click the **Certify All Selected** button. Then, click the **OK** button to certify all submitted hours.
Certify/Reject/Delete a Volunteer’s Hours

To certify, reject, or delete a volunteer's hours, locate the volunteer and click the corresponding **Edit** link.

Hours Screen (fig. 4.4)

The **Edit Day Hours** screen is displayed (See fig. 4.5).
1. To certify the volunteers hours, select ‘Certified’ from the **Status** dropdown box, enter the Date and Hours, and enter a Note if necessary.

   To reject the volunteers hours, select ‘Rejected’ from the **Status** dropdown box, enter the Date and Hours, and enter a Note if necessary. Then, enter a Rejection Reason.

2. Then, click the **Save and Return** button.

3. To delete a volunteer's hours, click the **Delete** button.
5. Manage Applications

Although Organization Points of Contact are primarily responsible for managing volunteer applications, Army Volunteer Corps Coordinator can also manage volunteer applications, if needed.

To manage volunteer applications, click on the Applications link on the OPOC screen. The Applications screen is displayed (See fig. 5.1).

The Applications screen shows potential volunteers interested in positions within the Organization(s) for which the OPOC is responsible. Only application forms with a status of ‘Submitted’ are displayed. Using the Applications screen, position applications can be ‘Accepted’, ‘Declined’, or ‘Edited’. If a position application is ‘Accepted’, then the position is added to the Volunteer Service Record under the AVC Services tab.

Accept an Application (Without Review)
To accept volunteer applications without reviewing them, select the **Accepted** status radio button for each application. Then, click the **Save Status Changes** button. (See fig 5.2).

**Accept/Reject an Application (With Review)**

![Applications Screen (fig. 5.3)](image-url)

To review and then accept or reject a volunteer application, locate an application and click the corresponding **Edit** link (See fig. 5.4).

The **Edit Application** screen is displayed (See fig. 5.4).
On the **Edit Application** screen (See fig. 5.4), review the application information and select ‘Accepted’ from the **Application Status** dropdown menu. Then, click the **Save** button to accept the application.
Select ‘Declined’ from the **Application Status** dropdown menu, enter the Reason Declined, and then click the **Save** button to reject the application.

**Note:** *When an application is accepted, the Volunteer Management Information System moves the volunteer application from the Volunteer Applications list to the Volunteer’s Service Record on the AVC Service tab.*

### Delete an Application

<table>
<thead>
<tr>
<th>Viewing 1 of 1 Applications</th>
<th>Volunteers</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/16/2011 12th CAB Equal Opportunity, LISAS Ansbach</td>
<td>12th cab test</td>
<td>James Mendes</td>
</tr>
</tbody>
</table>

Applications Screen (fig. 5.5)

To delete a volunteer application, click the **Edit** link (See fig. 5.5) to review a specific application. The **Edit Application** screen is displayed (See fig. 5.6).
Then, click the **Delete** button to remove the application from the Volunteer Management Information System.
6. Manage Positions

Army Volunteer Corps Organization Points of Contact are primarily responsible for position management, although Army Volunteer Corps Coordinator can also manage positions, if needed.

OPOC Screen (fig. 6.1)

To manage volunteer positions, click the Positions link on the OPOC screen. The Positions screen is displayed (See fig. 6.1).
The **Positions** screen (See fig. 6.2) displays the Organization, Title, Type, Posted date, and Status for the available positions within the designated organization.

**Search Positions**

To search for volunteer positions, use the available **Organization**, **Scope**, and/or **Status** filtering options to locate specific positions.
Use the **Page** and **Go to page** tools to navigate through the pages of position search results.

### Edit a Position

![Positions Screen (fig. 6.4)](image)

To edit a volunteer position, click a **Title** link (See fig. 6.4). The **Positions** screen is displayed (See fig. 6.5).
Make changes to the position. Asterisked (*) fields are required. Then, click the **Save** button to save the updated position information and return to the **Positions** screen.
**Download a Position**

To download a volunteer position description to Word, click a **Title** link. The **Manage Organization Position** screen is displayed (See fig. 6.5). Next, click the **Download** button, and then click the **Open** button to open the position details in a Word document.

Within Word, click **File** and then click **Save As** to save the position description to the local computer.

**Add a New Position**

![Positions Screen (fig. 6.6)](image)

To add a new volunteer position, click the **Add New** button (See fig. 6.6).

**Clone Position**

To copy a position within an Organization, open the position to clone and click the **Clone Position** button. Rename the position and modify the properties as appropriate.
The **Positions** screen is displayed (See fig. 6.7).
Note: The “Public” box needs to be checked and a status of “Open” in order for volunteers to see the position when they are searching for volunteer opportunities. It is important to note that by inserting any date into the CLOSED field will cause the position to be closed when the position is saved, even if the date is in the future. A date should only be put into this field if the position is intended to be closed.

Type or select the applicable position information. Asterisked (*) fields are required.

Mark the position as “Open”. Then, click the Save button to save the new position information and return to the Positions screen.
7. Manage Organization Point of Contact Profile

Organization Points of Contact update their contact information using the Organization Point of Contact Profile tool on the OPOC screen (See fig. 7.1). Keeping contact information current ensures other Volunteer Management Information System contacts have up-to-date contact information and automatically-generated Volunteer Management Information System emails will be received.

To manage your Organization Point of Contact profile, click the Profile tab on the OPOC screen.

The **OPOC Profile** screen is displayed (See fig. 7.1 & 7.2).
Asterisked (*) fields are required.

Make changes to the information. Then, click the **Save** button to save your updated Organization Point of Contact profile (See fig. 7.2).
8. View Summary Statistics

To view summary statistics for an organization, select the Organization (if available), then click the Summary tab. If there are action items, they will appear as links under Action Items (See fig. 8.1).

Review Action Items to be completed. The Submitted Hours displays whether hours have been submitted and are waiting to be certified, and Submitted Applications that are waiting to be reviewed. The Summary Items displays status items. The Summary Items displays the number of Active “User” volunteers and the number of “Open” Positions for the Organization.
9. Organization Point of Contact Reports

An Army Volunteer Corps Organization Point of Contact has access to Reports for the Volunteers within their Organization(s) for their military community. There are three Reports available:

1. **Volunteer Activity By Community Position (OPOC)**
   Displays Volunteer count and service hours by Organization Positions.

2. **Volunteer Activity By Volunteer and Position (OPOC)**
   Displays Volunteer service hours for a Position by individual Volunteers.

3. **Volunteer Award Report (OPOC)**
   Displays Volunteer service hour totals for individual Volunteers at a Community.

**View a Report**

To view the three types of Army Volunteer Corps Organization Point of Contact reports, click the Reports link on the top navigation bar. The Reports screen is displayed (See fig. 9.1).

OPOC Reports Screen (fig. 9.1)

To view a Report, click the Report name link (See fig 9.1). The Report details are displayed (See fig. 9.2).
Run a Report

To run a Report, first click the [Clear] button to clear any previous criteria. Then, select the Report Title in the dropdown menu and select the Period Date or click on [+Range] to enter a Date Range.

Click the [Submit] button to run the Report (See fig. 9.2). The Report is displayed.

Change a Report Type

To change the report type, click the Report dropdown menu and select a new report type.

Print A Report

Click the [Print Report] button to open a print preview and print the report using the default printer hooked up to your computer.
Export A Report

Click the Export to Excel 2003 or Export to Excel 2007 to export the report to Excel spreadsheet (See fig. 9.3).

Report Filters Screen (fig. 9.3)
Volunteer Activity By Community Position Report

To Run the Volunteer Activity By Community Position Report, first click the Clear button to clear any previous criteria. Then, select the Report Title in the dropdown menu and select the Period Date or click on [+Range] to enter a Date Range.

Click the Submit button to run the Report (See fig. 9.3). The Volunteer Activity By Community Position Report is displayed (See fig. 9.4).
Volunteer Activity By Community Position Report Screen (fig. 9.4)
Volunteer Activity By Volunteer And Position Report

To Run the **Volunteer Activity By Volunteer And Position Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on **[+] Range** to enter a Date Range. Select the **Position** in the dropdown menu. Click the **Submit** button to run the Report (See fig. 9.5). The **Volunteer Activity By Volunteer Report** is displayed (See fig. 9.6).
Volunteer Award Report

Volunteer Award Report Filters Screen (fig. 9.7)
To Run the **Volunteer Award Report**, first click the **Clear** button to clear any previous criteria. Then, select the **Report Title** in the dropdown menu and select the **Period Date** or click on the **[+]Range** button to enter a Date Range. Next, enter the number of **Minimum Hours** and the number of **Maximum Hours** you would like to see in the Report. Finally, select the **Position** in the dropdown menu.

Click the **Submit** button to run the Report (See fig. 9.7). The **Volunteer Award Report** is displayed (See fig. 9.8).

Volunteer Award Report Screen (fig. 9.8)
Report Guidelines

- **Always** click the Clear button before you configure a Report.
- The OPOC will only be able to see the volunteers within their organizations.
- If the OPOC is a POC for more than one organization than they will have a dropdown available under ‘Community Organization’ to filter by organization.
- Report information is displayed for one organization at a time.
- The Report displays all volunteers who have hours recorded during the time/duration that the report is run for, even if they’ve finished volunteering and/or have left/changed communities.
- The Report will not reflect hours certified the same day a Report is run, allow one business day after certifying hours before the hours will be reflected in report.
10. For Additional Assistance

If you have any additional questions that this guide did not answer, please don’t hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.

You can reach us through live chat or email us through the **Contact Us** link located at the bottom of the screen (See fig. 10.1).