

**The Volunteer Integrated Management System, [myvims.com](http://myvims.com)**

# **Welcome to our Screen Shot Slide Show presentation of VIMS**

# **VIMS**



**Volunteer Integrated  
Management System by PSVI  
[www.myvims.com](http://www.myvims.com)**

**Left Click Your Mouse to Advance Slides, Right click  
to back up one or press ESC to exit presentation.**

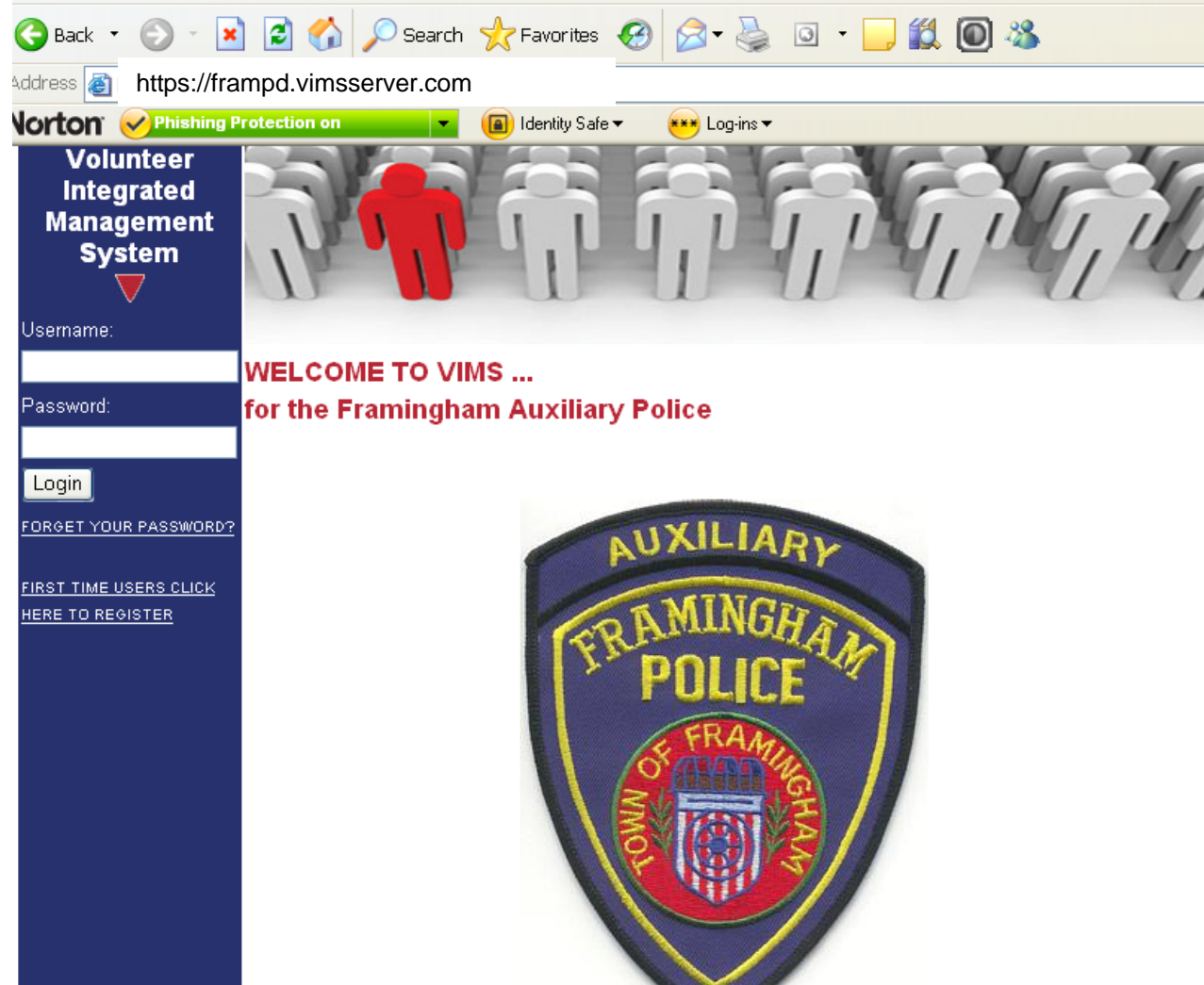
**Updated 2/27/2011**

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**The following slides provide an overview of how individual Users Register on their Organizations VIMS site, Log Hours and Training, Schedule Shifts, Respond to Event Request and More!**

# The Volunteer Integrated Management System, myvims.com

Each VIMS client agency has their own unique URL, sub-domain login page and dedicated MySQL database to provide a level of security beyond that provided by online banking systems as no client agency data is ever mixed with others.



The screenshot shows a web browser window displaying the login page for the Volunteer Integrated Management System (VIMS) for the Framingham Auxiliary Police. The browser's address bar shows the URL <https://frampd.vimsserver.com>. The page features a dark blue sidebar on the left with the text "Volunteer Integrated Management System" and a red triangle icon. Below this, there are input fields for "Username:" and "Password:", a "Login" button, and links for "FORGET YOUR PASSWORD?" and "FIRST TIME USERS CLICK HERE TO REGISTER". The main content area has a header with a row of white 3D human figures, one of which is red. Below the header, the text reads "WELCOME TO VIMS ... for the Framingham Auxiliary Police". At the bottom right of the page is the Framingham Auxiliary Police badge, which is a shield-shaped patch with "AUXILIARY" at the top, "FRAMINGHAM POLICE" in the center, and "TOWN OF FRAMINGHAM" at the bottom.

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# The Volunteer Integrated Management System, myvims.com

Each member of your agency using VIMS is prompted during the registration process to enter a standard list of information that most agencies would want ready access to. Administrator accounts are set up by VIMS.

## New User Registration Page Welcome to VIMS, the Volunteer Integrated Management System!

### Enter your Name and Address Information

\* First Name:

Middle Name:

\* Last Name:

Maiden Name or Former Name (if applicable):

Nickname (Optional):

\* Address:

\* City:

\* State:

\* Zip:

### Enter your Mailing Address Information – If different from above

Mailing Address (if different from above):

City:

State:

Zip:

### Enter your Email Address Information

Email Address 1

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# The Volunteer Integrated Management System, myvims.com

A unique feature to VIMS is our “**Intelligent Registration**” system which allows each organization to select what non-standard data they wish to collect such as ethnicity, etc., and hide others which may not apply to them. All user data can be searched on by unit coordinators with proper access.

**Enter your Personal Information**

To deselect a selection in any of the dropdown menus, hold down the control key and click.

\* Birthdate: Month:  Day:  Year:

Gender:  Male  Female

Ethnicity:

Languages (other than English) Spoken:

Prior Occupation or Job Skill: (ex: Plumber, electrician, doctor, office assistant, etc.)

If you are currently on active duty with the US Military, which branch are you with:

If you are not on active duty but have prior US Military service, which branch were you with:

Do you have any Special Needs?:  Yes  No

If so, please identify them by selecting from the list any that are applicable. To select more than one, hold down the CONTROL key:

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Other features of the “**Intelligent Registration**” system include the ability to customize each drop down menu to your needs with the names and titles you want.

Another key VIMS feature is “**Smart Groups**” which allows multiple units to operate under one VIMS system as their own unique unit without seeing other units data.

**Enter Information Related to this Volunteer Program**

\* Hire Date: Month:  Day:  Year:

\* Group (to select more than one, hold down the CONTROL key):

Select your current Rank in your Volunteer Group:

If you are in the Reserves volunteer group, what is your current Level:

Badge or ID Number (if applicable):

Employee Number (if applicable):

Are you in the RSVP Program?:  Yes  No

Do you have a current concealed weapons permit?:  Yes  No

**Enter your Emergency Contact Information**

\* Emergency Contact: Name:

\* Emergency Contact Address:

\* Emergency Contact City:

\* Emergency Contact State:

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# The Volunteer Integrated Management System, myvims.com

A unique and special feature of the “Intelligent Registration” system is the ability to develop your own “**Self Defined**” questions for personnel registering to respond to. This feature will allow you to collect and search on virtually any data you feel is important or beneficial to your agency. Examples may include asking if they have any medical training, heavy equipment drivers license, ability to house animals during disasters, etc.

**Other**

Select the SAR Certifications You Have.:

- SARTECH I
- SARTECH II
- SARTECH III
- SAR Incident Commander
- Canine SARTECH

Select your current CERT certification level:

- CERT Level 1
- CERT Level 2
- CERT Instructor

Select the level of Medical Training you have, if any?:

- Basic First Aid/CPR
- EMT
- Paramedic
- Registered Nurse
- Licensed Doctor

Do you have your own SAR Certified Search Dog?:  Yes  No

Can you work for extended SAR call outs of 72 hours?:  Yes  No

Do you own a horse or livestock transportation trailer?:  Yes  No

Do you have a facility to keep large livestock temporary for evacuations?:  Yes  No

Do you have a Heavy Equipment Drivers License?:  Yes  No

To submit this information, click on the "Register" button below

[Register](#)

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# The Volunteer Integrated Management System, myvims.com

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Help / FAQs

Welcome Adam Smith, your total hours year-to-date are: 316.00 Thank You!

Once registered and having selected their own user name and password, each VIMS user is greeted with their own unique home page welcoming them by name and displaying their total hours year to date in real time.

## Internal Messaging System

For use in sending and receiving Messages by users of this system.  
Please note: this is not an external email system.

	DATE	SENDER	MESSAGE SUBJECT
<a href="#">Delete</a>	9/16/09	Cord	<a href="#">NEW EVENT: test on Sep 29, 2009</a>
<a href="#">Delete</a>	9/12/09	Cord	<a href="#">NEW EVENT: Test of External Messaging System on Sep 24, 2009</a>
<a href="#">Delete</a>	9/12/09	Cord	<a href="#">NEW EVENT: Testing TTs ATT Text Account on Sep 20, 2009</a>
<a href="#">Delete</a>	9/09/09	Cord	<a href="#">NEW EVENT: TESTING Multiple e mails on Oct 10, 2009</a>

Calendar Color Legend		
You are Scheduled	Scheduled & Pers. Needed	National
Personnel Needed	Event or Shift Filled	Holiday

<< September 2009 >>

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

[View Your Sent Messages](#)

[Send a Message](#)

[Schedule Your Shift](#)

[Print Text Version](#)

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# The Volunteer Integrated Management System, myvims.com

- Home
- Enter Hours
- View Your Hours
- Training
- Reserved
- Forms
- Update Your Record
- Weblinks
- Logout
- Your Schedule
- Resources
- Help / FAQs

VIMS users can enter their hours and activities performed which are added and totaled in real time mode and appear in their coordinators screen as they are entered. For personnel who may not have access to computers, Admin's may also log their hours.

## Enter your hours

Date Volunteered: Month  Day  Year

Number of Hours:

Service Type:

- Admin
- Front Desk
- Patrol
- Records Bureau
- Special Event

### ACTIVITIES

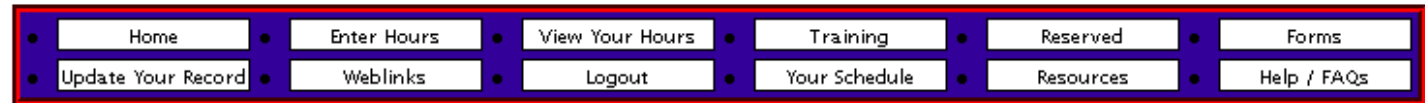
If you would like to enter activities performed during these hours, please complete the information below.

Hours Activity:

Number of Times:

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VIMS users may also log training classes completed. Course data is set up in the system by the VIMS administrator. Once logged, VIMS begins tracking when the class is next due.

VIMS Admins may also log users training classes completed.

Fill out the form to record training received:

Training Title:   
EVOC Drivers Course  
First Aid and CPR

Training Received Date: Month  Day  Year

To View Your Current Training Records, click on one of the links below

[View Current Training Records](#)

[View Training Due](#)

Help, email  
info@myvims.com

To Send Suggestions, email  
info@myvims.com

For Product Information, go to  
www.myvims.com

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# The Volunteer Integrated Management System, myvims.com



A very powerful feature of VIMS is the integrated calendar and scheduling system. In addition to displaying upcoming events, color codes alert users to when they are scheduled to work, when personnel are needed, when shift partners are needed. Our exclusive **“One Button Buddy”** feature makes finding a shift partner easy. Simply schedule your desired shift date and time, submit your request and automatically send it to all users in your group. One click by another user partners them with you turning your calendar day green.



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# The Volunteer Integrated Management System, myvims.com

Our calendar “Print Text Version” feature allows you to display and/or print a view of upcoming and scheduled events for the month or any date range you select along with personnel assigned to the event.

From:   To:  

## Scheduled Events and Shifts

START	END	EVENT	CREATOR	PERSONNEL SCHEDULED
09/07/2009 11:30 AM	09/07/2009 6:30 PM	<i>Labor Day Picnic</i>	Officer Cord	Adam Smith
09/12/2009 9:00 AM	09/12/2009 11:00 AM	<i>New Park Dedication</i>	Officer Cord	Adam Smith
09/16/2009 11:30 AM	09/16/2009 6:30 PM	<i>partol</i>	Chuck Roast	Chuck Roast, Adam Smith
09/18/2009 6:00 PM	09/18/2009 10:00 PM	<i>COP Patrol (Partners needed: 1)</i>	Chuck Roast	Chuck Roast

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VIMS users can schedule their shifts and/or request a shift partner in as little as four simple steps. Users also have the ability to send their request to other users in their group via e-mail for instant notification and response. Users can also reserve a “resource” such as vehicles which are entered into the system by admins.

**Shift Title:** Enter a name for your shift such as: Bob and Mary on Patrol

Use this function to select the Start and End date and time for your shift as well as the date you would like a reminder sent.

**Start:** November 28, 2009 10:15 PM

**End:** November 28, 2009 10:15 PM

**Send Reminder:** November 28, 2009 10:15 PM

**Disable Reminder:**  Check this box if you do not want to receive a reminder email.

**Group:** Citizens on Patrol

Use the function on the left to select the name of the group or unit you are a member of.

**Partner(s):** Block, Cindy NONE  
Franken, Art D  
Letterman, James David  
Roast, Chuck M  
Wiltshire, Harold James

**Optional:** Use the function on the left to select and schedule one other person for your shift that will appear on their calendar in green.

**Partners Needed:**  Yes  No

Do you need a partner for this shift? If so, click "Yes" next to "Partners Needed" and enter the number of partners needed. Your request for a partner will appear on that calendar date in the color pink for your group. If you check the box at the bottom of this page marked "Check this box to send a message to your group announcing this event:", an external e-mail will be sent to the members of your group.

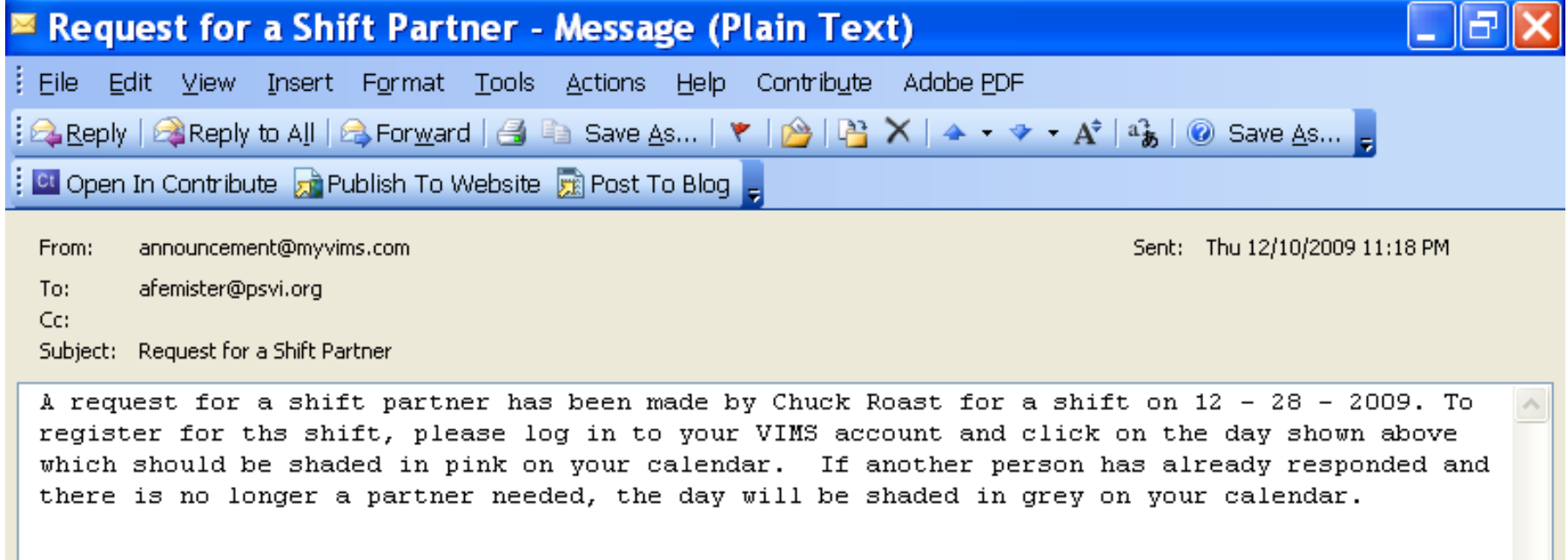
**Number of Partners:**

Check this box to send a message to your group announcing this event:

To Submit your shift, click the button to the right.

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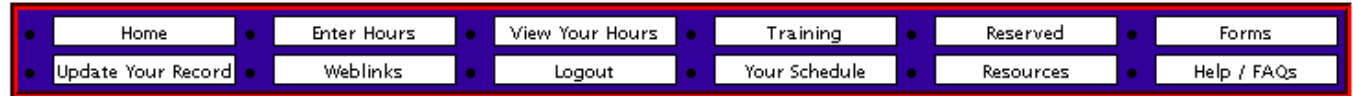
# The Volunteer Integrated Management System, myvims.com



Pictured above is an actual e-mail sent by our VIMS server demo account to a user stating user Chuck Roast has requested a partner for his shift on 12-28-09. To send an e-mail to others in your group, users simply check the option box "Send announcement to others in your group" and our VIMS server will automatically send a copy of the e-mail within 1 minute to up to 3 e-mail accounts per user including text message accounts.

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VIMS administrators may add any forms to the forms page they wish to make available to their personnel including unit rosters, etc.

Scheduled for early 2010 is the ability to fill in forms online and submit via e-mail within your agency.

## Forms

Select the Form to View:

[Unit Area Map](#)

[Request for Live Scan Service](#)

[Leave of Absence](#)

Graffiti Report

Vehicle Maintenance

For Help, email  
[help@myvims.com](mailto:help@myvims.com)

To Send Suggestions, email  
[info@myvims.com](mailto:info@myvims.com)

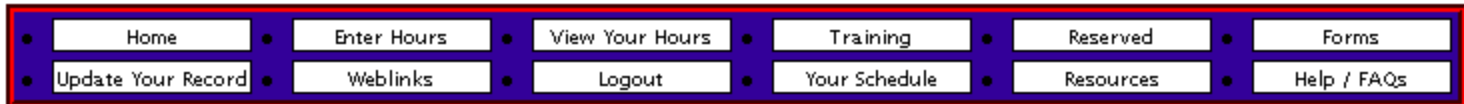
For Product Information, go to  
[www.myvims.com](http://www.myvims.com)

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VIMS administrators may add any website links they wish to for easy access by their personnel while logged into their individual VIMS accounts.

## Informative Links on the Web

[Your Agency's Policy and Procedure Manual](#)

[America's Most Wanted](#)

[Nationwide Daily Police News and Articles](#)

[Los Angeles Police Department](#)

[Public Safety Volunteer Institute](#)

[VIMS Product Information Page](#)

For Help, email  
[help@myvims.com](mailto:help@myvims.com)

To Send Suggestions, email  
[info@myvims.com](mailto:info@myvims.com)

For Product Information, go to  
[www.myvims.com](http://www.myvims.com)

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**The Following Screen  
Shots Highlight the  
Main Features of the  
VIMS Administrator's  
Modules**

# The Volunteer Integrated Management System, myvims.com



Each VIMS administrator within your agency has their own individual home page providing a variety of helpful modules, data and views. Upon logging in, your admin site will provide you with a quick update of total hours MTD, YTD and user totals for VIMS.

## Welcome Volunteer Coordinator



### Internal Messaging System

For use in sending and receiving Messages by users of this system.  
Please note: this is not an external email system.

DATE	SENDER	MESSAGE SUBJECT
<a href="#">Delete</a> 9/08/09	Cord	<a href="#">The Falls</a>
<a href="#">Delete</a> 9/01/09	Cord	<a href="#">Officer Cord removed you from testing recurring event for patrol shift on Oct 1, 2009</a>
<a href="#">Delete</a> 9/01/09	Cord	<a href="#">Officer Cord signed you up for testing recurring event for patrol shift on Oct 1, 2009</a>
<a href="#">Delete</a> 8/18/09	Roast	<a href="#">fill the tank</a>
<a href="#">Delete</a> 5/19/09	Smith	<a href="#">watch out for kids at 7th and smith street</a>
<a href="#">Delete</a> 5/06/09	Smith	<a href="#">test message to Officer Cord</a>

[View Your Sent Messages](#)

[Send a Message](#)

Calendar Color Legend		
You are Scheduled	Scheduled & Pers. Needed	National
Personnel Needed	Event or Shift Filled	Holiday

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Add Event](#)

[View/Print Text Version](#)


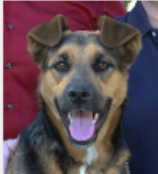


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# The Volunteer Integrated Management System, myvims.com

## List of Volunteers

[Print all Personnel Images](#)

[Print Roster](#)

<a href="#">Edit (View)</a>	<a href="#">Delete</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	Address	City	Zip Code	<a href="#">Date Hired</a>	Personnel Actions	Status	<a href="#">Group</a>	Image
<a href="#">Edit</a>	<a href="#">Delete</a>	Block	Cindy	234 Brick Lane	Stone	93438	06-07-2006	<a href="#">Click to View</a>	Suspended	Citizens on Patrol	
<a href="#">Edit</a>	<a href="#">Delete</a>	Canine	Lassie	162 Bark Lane	Barksville	67890	03-01-2008	<a href="#">Click to View</a>	Good Standing	Search And Rescue	
<a href="#">Edit</a>	<a href="#">Delete</a>	Charles	Ray	134 Idol Street	Idolville	98765	05-01-2004	<a href="#">Click to View</a>	Good Standing	Search And Rescue	
<a href="#">Edit</a>	<a href="#">Delete</a>	Columbus	Chris	85 Discover Avenue	Discoverville	67890	06-01-2007	<a href="#">Click to View</a>	Leave of Absence	Cert Team	

Unit coordinators with VIMS admin access have a view of all their personnel and their pertinent information. Clicking on the “edit” link will open another window with the person’s data entered during the registration process.

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# The Volunteer Integrated Management System, myvims.com

One of VIMS most powerful features is the administrators Event Scheduling and Sign Up module. No more having to deal with multiple methods of announcing your events. With a few clicks you can set up unit events and send the announcement to all your unit members by e-mail. Members can then log into VIMS and sign up with one click building a list on your page of everyone signed up and creating an automated waiting list for others. See our product data sheet for more calendar features.

Fill out the form to create an event:

Event Title:

Start:

End:

Send Reminder:

Disable Reminder:

Repeat Event:  *you can set the event repeat properties only after you submit the original event*

Volunteers Needed:   **assign needs** *you can assign needs only after you submit the original event*

Group\*:   
Citizens on Patrol  
Test Group  
Search And Rescue  
Cert Team

Individuals\*:   
Certain, Cathy  
Charles, Ray NONE  
Columbus, Chris  
Cord, Officer Dee

Read-Only Individuals\*:   
Certain, Cathy  
Charles, Ray NONE  
Columbus, Chris  
Cord, Officer Dee

Event Text:

Add Resource:  *you can assign resources only after you submit the original event*

Check this box if you are signing yourself up to fill a position for this event:

Check this box to send a message to your group announcing this event:

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# The Volunteer Integrated Management System, myvims.com

Additional key features of the Event Scheduling and sign up module include the ability to limit the number of days prior to an event that personnel can remove themselves; number of days in advance that personnel can schedule their shifts; scheduling reoccurring events such as monthly meetings or shifts; adding “personnel needs” for events by number needed and/or by rank, title, qualifications; excluding or adding personnel to an event; create automated wait list when events are full and more!

Fill out the form to create an event:

Event Title:

Start:

End:

Send Reminder:

Disable Reminder:

Repeat Event:  *you can set the event repeat properties only after you submit the original event*

Volunteers Needed:   **assign needs** *you can assign needs only after you submit the original event*

Group\*:

Individuals\*:

Read-Only Individuals\*:

Event Text:

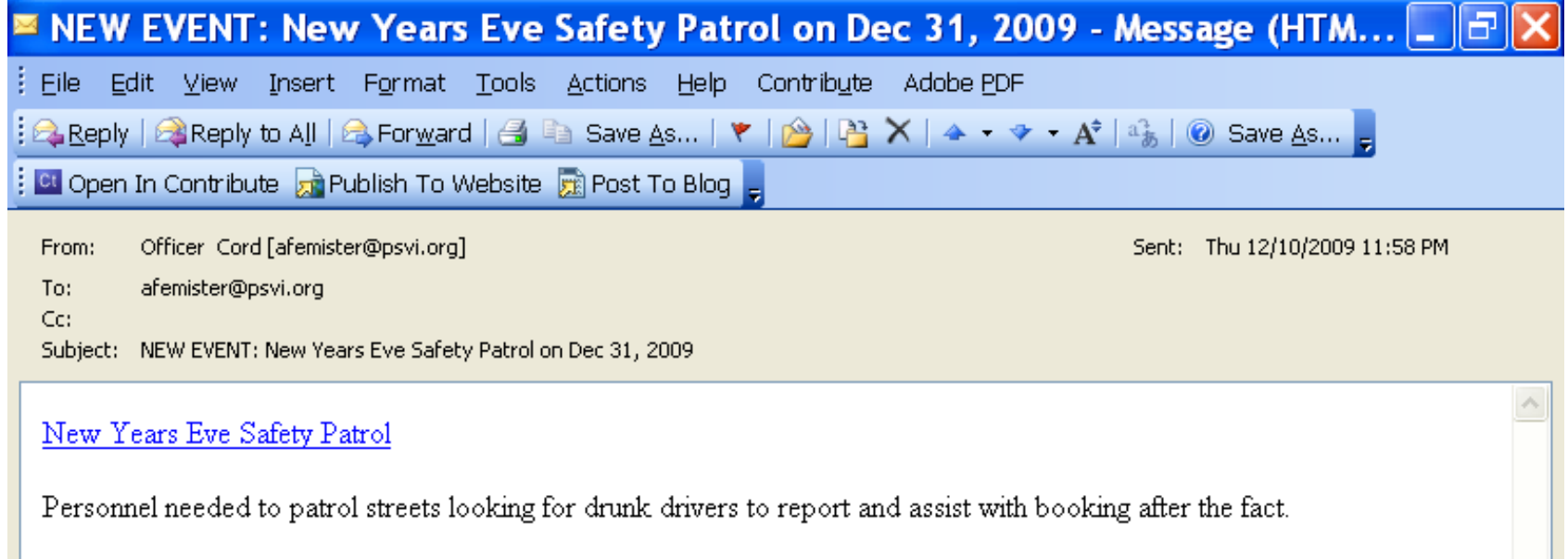
Add Resource:  *you can assign resources only after you submit the original event*

Check this box if you are signing yourself up to fill a position for this event:

Check this box to send a message to your group announcing this event:

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# The Volunteer Integrated Management System, myvims.com



Pictured above is an actual e-mail sent by our VIMS server demo account to a all users announcing an event has been posted from the unit coordinator. To send an e-mail to all users, administrators simply check the option box "Announce event to all users in selected groups" and our VIMS server will automatically send a copy of the e-mail within 1 minute to up to 3 e-mail accounts per user including text message accounts. From this e-mail, users can click on the link that will take them directly to their VIMS home page to login and sign up for the event or wait list if full.

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# The Volunteer Integrated Management System, myvims.com



Unit coordinators have the ability to maintain a quick view list of actions related to their personnel with dates. This module can be used for tracking major actions for follow up.

## Personnel Actions for Chuck Roast

<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Personnel Action Date</a>	<a href="#">Action Description</a>	<a href="#">Category</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	01-01-2009	park employee said thanks for finding missing kid	Positive Actions
<a href="#">Edit</a>	<a href="#">Delete</a>	01-01-2009	not maintaing hours	Negative Actions
<a href="#">Edit</a>	<a href="#">Delete</a>	03-01-2009	Chuck found a sinking boat, citizens called to congrat him, good job.	Positive Actions
<a href="#">Edit</a>	<a href="#">Delete</a>	08-01-2009	citizen called to thank Chuck for helping to find his missing wallet on the beach	Positive Actions

For Help, email  
[help@myvims.com](mailto:help@myvims.com)

To Send Suggestions, email  
[info@myvims.com](mailto:info@myvims.com)

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# The Volunteer Integrated Management System, myvims.com

VIMS compiles all hours entered by individuals in real time and presents them to VIMS administrators in a number of different ways such as “Hours Performed Year to Date”, seen to the right.

Data can very easily be cut and pasted into Word or other documents for report generation.

## Hours Volunteered YTD

<a href="#">Edit (View)</a>	<a href="#">Delete</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Date Volunteered</a>	<a href="#">Total Hours</a>	<a href="#">Service Type</a>	<a href="#">Group</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	11- 10- 2009	6.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	11- 01- 2009	6.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 28- 2009	6.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 10- 2009	6.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Letterman	James	10- 07- 2009	8.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 03- 2009	4.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Block	Cindy	10- 03- 2009	8.00	Special Event	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Franken	Art	10- 03- 2009	6.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 01- 2009	6.00	Patrol	Citizens on Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	Custo	Jack	10- 01- 2009	6.00	Special Event	Search And Rescue
<a href="#">Edit</a>	<a href="#">Delete</a>	Roast	Chuck	09- 22- 2009	6.00	Patrol	Citizens on Patrol

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# The Volunteer Integrated Management System, myvims.com

Similar to hourly reports, VIMS compiles all activities entered by individuals in real time and presents them to VIMS administrators in a number of different ways such as “Activities Performed Year to Date”, seen to the right.

Data can very easily be cut and pasted into Word or other documents for report generation.

## Hours Activities Performed YTD

1 2 [Next](#)

<a href="#">Edit (View)</a>	<a href="#">Delete</a>	<u>Last Name</u>	<u>First Name</u>	<u>Date Volunteered</u>	<u>Hours Activity Name</u>	<u>Number of Times</u>
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	11- 10- 2009	Vacation Check	3
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	11- 01- 2009	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 28- 2009	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 28- 2009	Vacation Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 10- 2009	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	10- 10- 2009	Assist Officer	1
<a href="#">Edit</a>	<a href="#">Delete</a>	Letterman	James	10- 07- 2009	Assist Officer	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Block	Cindy	09- 07- 2009	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	09- 01- 2009	Vacation Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	08- 15- 2009	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	08- 09- 2009	Vacation Check	4
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	08- 09- 2009	Traffic Control	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	08- 08- 2009	Vacation Check	4
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	08- 08- 2009	Assist Officer	1
<a href="#">Edit</a>	<a href="#">Delete</a>	Smith	Adam	08- 08- 2009	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	Roast	Chuck	07- 14- 2009	RU OK Check	1

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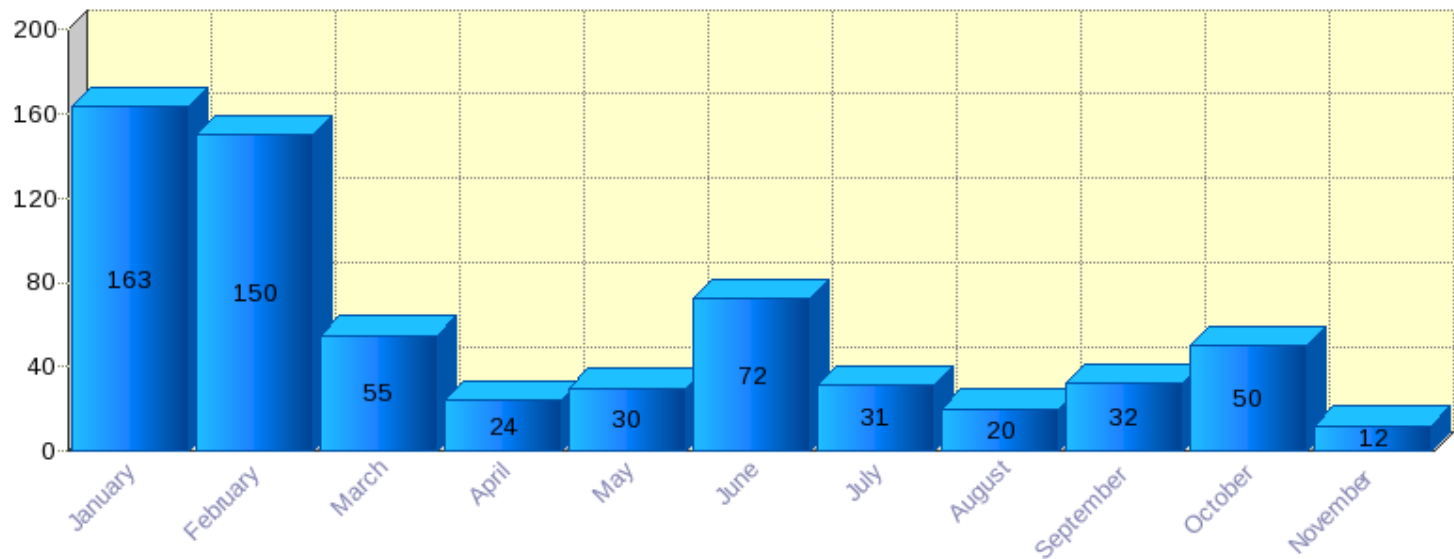
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Numeric data can also be viewed in colorful graphs such as “Total Hours Served Year to Date by Month”, seen to the right.

Graphs can very easily be cut and pasted into Word or other documents for report generation.



Total Hours Served Year To Date for Smithtown by Month

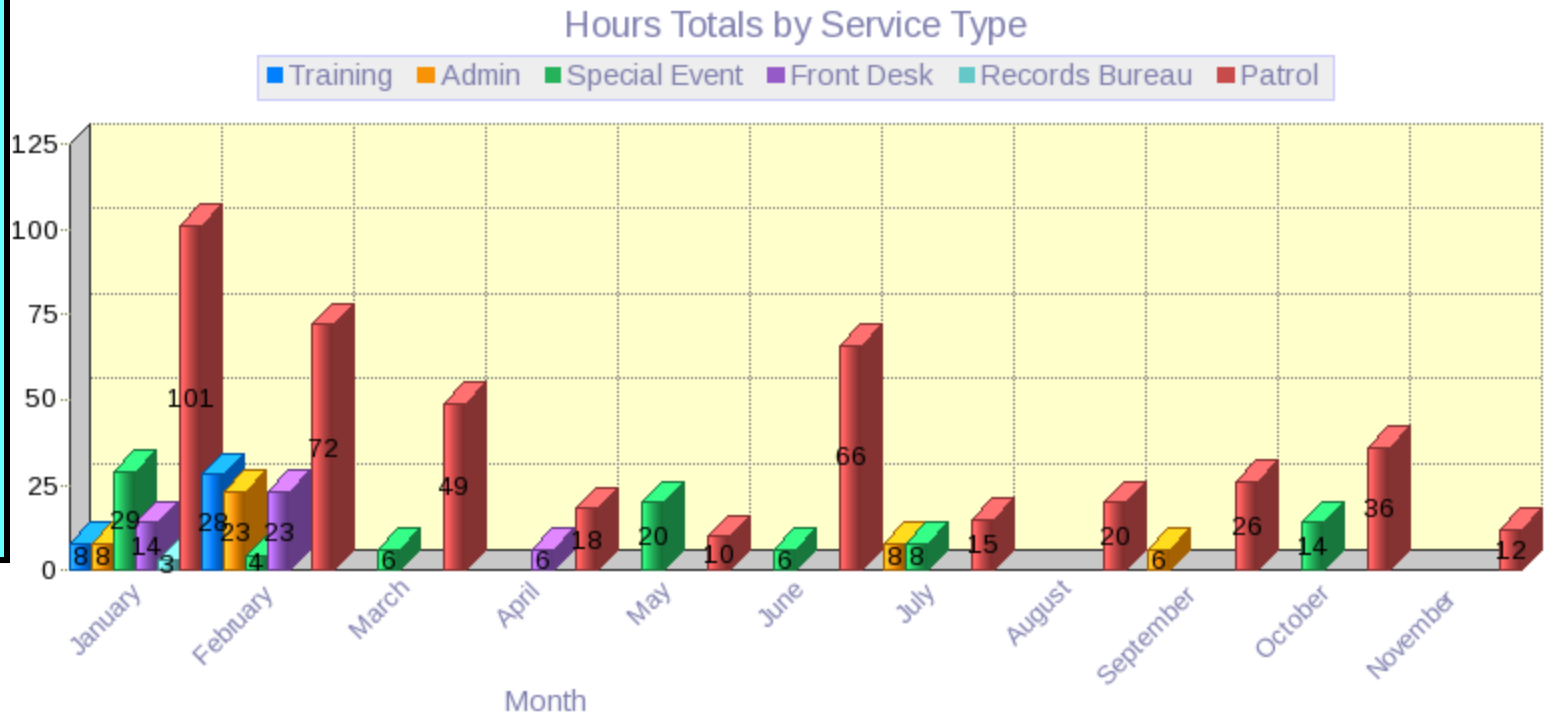


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Another example of VIMS graphs is seen to the right displaying "Hours Served by Service Type, Year to Date by Month".



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## List of Current Training Records

<u>Last Name</u>	<u>First Name</u>	<u>Training</u>	<u>Last Received</u>	<u>Date Due</u>	<u>Days Past Due</u>
Block	Cindy	EVOC Drivers Course		08-08-2009	-110
Block	Cindy	Ethics	02-01-2009	-----	Current
Block	Cindy	First Aid and CPR	01-01-2009	01-01-2011	Current
Franken	Art	First Aid and CPR		09-12-2009	-75
Franken	Art	EVOC Drivers Course		08-08-2009	-110
Franken	Art	Ethics	02-01-2009	-----	Current
Letterman	James	EVOC Drivers Course		08-08-2009	-110
Letterman	James	First Aid and CPR		09-12-2009	-75
Letterman	James	Ethics	02-01-2009	-----	Current
Roast	Chuck	First Aid and CPR		09-12-2009	-75
Roast	Chuck	EVOC Drivers Course	07-01-2009	07-01-2010	Current
Roast	Chuck	Ethics	02-01-2009	-----	Current
Smith	Adam	First Aid and CPR	02-15-2009	02-15-2011	Current

For agencies and organizations whose personnel are required to maintain certain levels of training, VIMS includes a comprehensive Training module to track all your personnel's courses and due dates to insure compliance and reduce liability.

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For agencies and organizations who offer years and/or hours of service awards to their personnel, VIMS provides a key module to help track that data.

With a few simple key strokes, VIMS admins can set up various tracking queries for quick display when needed to insure recognition is timely.

## View Volunteer's Milestone Achievements

10 Year Service  
5 Year Service Award  
Presidential Bronze - 2009  
Presidential Gold - 2009  
Presidential Silver - 2009

Apply Filter

Print View

-- OR --

From: 08/26/2009



To: 11/26/2009



Apply Filter

Print View

Delete	Name	Recognition Name	Checked Date
<a href="#">Delete</a>	Matthew Askin	Presidential Bronze - 2009 for 100 Hours of Service	November 23, 2009
<a href="#">Delete</a>	Bryant Tarr	Presidential Silver - 2009 for 250 Hours of Service	November 11, 2009
<a href="#">Delete</a>	Joseph O'Malley	Presidential Silver - 2009 for 250 Hours of Service	November 8, 2009
<a href="#">Delete</a>	Steve Reitter	Presidential Bronze - 2009 for 100 Hours of Service	November 2, 2009
<a href="#">Delete</a>	Cliff Moreland	Presidential Bronze - 2009 for 100 Hours of Service	October 25, 2009
<a href="#">Delete</a>	Steve Reitter	5 Year Service Award for 60 Months of Service	October 20, 2009

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Scheduled for release in early 2010 to be added to the standard suite of VIMS features is our "Prospect Tracking" module.

Simple and easy to use, coordinators will be able to track outside individuals who are interested in joining your program while tracking their progress throughout the application process.

## Add Prospect

First Name:  E-mail:

Middle Name:

Last Name:  Phone:

Address:

City:  State:  Zip:

Contact Date: Month  Day  Year

Referred by:

Application Received Date: Month  Day  Year

Background Check Completed Date: Month  Day  Year

Interview Completed Date: Month  Day  Year

Group:

Notes:

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## Admin Control Panel

### Select Information to Collect

When your members fill out the Registration Page, you can choose to have certain information displayed so you can collect this data for your records. Options include Gender, Military Service (past and present) Languages Spoken to name a few. The link below will forward you to a page where you can select or deselect the information you want on the Registration Page.

- [Select Information to Collect](#)

### Add or Edit Groups

To add a Group (such as Search & Rescue, Citizens Patrol, etc.,) click on the link below.

- [Group Names](#)

### Add, Edit, or Delete Selections in the Dropdown Boxes

If the information you have chosen to collect on the Registration Page includes a dropdown box, click on the link below to view and then add, edit, or delete the selection options.

- [Ethnicities](#)
- [Special Needs \(selections may include wheelchair, oxygen, hearing impaired, etc\)](#)
- [Languages other than English](#)
- [US Military Service](#)
- [Rank \(selections may include Lt., Sgt., etc.\)](#)
- [Reserve Levels \(for Reserve Groups\)](#)

### Add, Edit, or Delete Hours Categories and Activities

When members enter their hours, they can select the type of service these hours should be applied to. Selections may include Patrol, Admin, etc. Click on the link below to enter the selections for the dropdown box.

- [Volunteer Service Types](#)

If you would like to collect data on the activities performed during the hours of service, click on the link below to enter the selections for the dropdown box. Selections may include Vacation Checks, Business Checks, etc.

- [Hours Activities](#)

### Add, Edit, or Delete Your Own Categories

If you would like to collect data in addition to the items already specified, click on the link below to specify your own questions. The information can be collected using dropdown boxes, clicking "Yes" or "No", or by entering text.

- [User Defined Questions](#)

### Add, Edit Resources

If you would like to add or edit a resource, or create a new resource category, click on the link below.

- [Add and Edit Resources](#)

### Update Your Record

If you would like to change your username, email address, group, etc., click on the link below.

- [Update Your Record](#)

Unit Coordinators and Leaders with VIMS Administrator access have the ability to customize most of the features in VIMS from what information to request from your personnel during the VIMS registration process to the names of your groups, hourly service types, hourly activities, resources to reserve, and more. VIMS administrators can also change their profile and login data.

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# **The End. Thank You.**

**Are you ready to log into our online full functioning VIMS demonstration site to see it live for yourself?**

**If so, please send a brief e-mail with your name and agency contact info to [demorequest@myvims.com](mailto:demorequest@myvims.com) and we'll e-mail you a set of passwords to login for yourself and see if you're ready for a trial!**