

Welcome to VIMS, the Volunteer Integrated Management System by PSVI. VIMS is an extremely powerful tool that will assist you in the managing of your volunteer organization and personnel by providing you with a variety of easy to use functions. VIMS will help free up your time from dealing with paperwork and reports and allow you to focus more on managing, growing and improving your organization. The power behind VIMS is the SQL ([pronounced "see-quel"]) database that contains all the information you and your personnel enter into the system. To see the value of VIMS, it's important to see the database in action by making request for data and see how easy it is to display up to date information. Below is a list of several sample scenario questions, along with instructions of how to find the answers to them using VIMS, which will help you see first hand the power of VIMS!

**A situation has come up requiring someone who can speak French and you've been asked if anyone in your unit can. Let's see how we'd look that up.**

Using the administrators page (Officer Cord) click on the "Search" tab, third from the left on the top. With the Search page now opened, scroll down to the Personal Information section to the box marked languages and click on the word French. Now scroll down to the bottom of the page and click the button marked "Search" and let's see what we find.

**You receive a phone call at home saying one of your personnel has been involved in an accident while driving an agency vehicle. Your person is unconscious and all they know is the last name on his name tag says "Roast". They need you to notify his emergency contact to go to the hospital to provide important information for the doctors. No one can find the key to the locked cabinet with all the personal files, they need that information now. Let's see how we'd look that up.**

Using the administrators page (Officer Cord) click on the "View Volunteers" tab, second from the left on the top. With the page now open with all your personnel listed, scroll down to the last name Roast and click on the word "Edit". When the page opens with the title "Edit your Volunteers Information" scroll down to the bottom of the page to the section marked "Emergency Contact Information" and there you'll find Chuck Roast's wife's name, Pat, along with her home address and phone number. In this scenario, regardless of where you were at the time of the phone call, if there was an internet connected computer available, you could retrieve the critical information needed within a minute and if no computer was near by, personnel at your agency could have logged in to get it.

**You're in your office getting ready to go home and the phone rings. Your supervisor is finishing up a report and needs to know how many hours your personnel have logged year to date, as of today and you can't leave until you get that information. Let's see how we'd look that up.**

Using the administrators page (Officer Cord) click on the "View Hours" tab, fifth from the left on the top. With that page now open, scroll down to the second link marked "Hours Volunteered YTD" and click on that link. With that new page open, scroll down to the bottom of the page and you'll see listed "Total Hours for 2009 Year-to-Date: with the total number listed. Your supervisor is happy and you get to go home. Please note, if your supervisor had administrator rights access to VIMS, they wouldn't even have to call you!

**Similar to the above situation, the phone rings. Your supervisor is finishing up a report and needs to know how many of the various activities your patrol personnel perform while on duty, have been done year to date such as Vacation Checks, Assisting Officers, etc. Let's see how we'd look that up.**

Using the administrators page (Officer Cord) click on the "View Hours" tab, fifth from the left on the top. With that page now open, scroll down to the last link marked "Hours Activities Performed YTD" and click on that link. With that new page opens titled Hours Activities Performed YTD , you'll see a list of all your personnel's activities completed by date and specific activity. If you scroll down to the bottom of the page you'll see a summary of all the activities performed year to date with a grand total of all listed. Your supervisor is happy and you get to go home. Please note, if your supervisor had administrator rights access to VIMS, they wouldn't even have to call you!

**One of your unit members, Chuck Roast, has not been maintaining his monthly hourly commitment. Before meeting with Chuck to discuss his situation you want to review his personnel actions file to see if this has been an issue before. Let's see how to do this.**

From your administrators home page, click the "View Volunteers" tab, top row, second from the left. When the "List of Volunteers" page opens, scroll down to the name Chuck Roast. Under the heading of "Personnel Status" click on "Click to View". The next page that will open is titled "Personnel Actions for Chuck Roast". From reviewing the list of previous actions noted you'll see on January 1, 2009 you've already had one discussion with Chuck about not maintaining his hours. With this information you'll be better armed to discuss the problem with Chuck and set up a plan to stay on track.

**You just returned from vacation and learned at the last minute that an auditor is coming to review your units training records. You need to quickly review all your personnel training records to make sure everyone is current and if not, make plans to get them current. Let's see how we can do this in less than one minute.**

From your administrators home page, click on the second tab from the left, middle row, labeled "Training". When the page labeled Training opens, scroll down to the link labeled "View Most Current Training Records for Each Volunteer" and click on that, When that page opens click on far right top column labeled "Days Past Due". Clicking that heading will bring to the top a list of your personnel and the name of the title of the training course they are past due on. For critical training subjects such as Use of Force, Firearms Qualifications,