

# **VOLGISTICS: VicNet and VicTouch Guide**


# Things to Remember!

- Volgistics is our volunteer management system. It has two components:
  - VicTouch is the on-site component we use to log in and out for volunteer shifts, track volunteer attendance and record service hours
  - VicNet is the web-based component that allows volunteers to update their contact information, check schedules and view service records from their own computers.
- Scroll down every page completely before moving to the next
- Save each page after making a change
- Exit and logout when you are done

# VicTouch

Enter your PIN number by touching the keypad numbers, then touch Continue. On workstations that do not have a physical touch-screen, use the mouse to click on each number and button on the screen.

## Volunteer Information Center



Welcome. The Volunteer Information Center is where volunteers check-in and out. If you are ready to check-in or out and you have a volunteer PIN number, enter it here to get started.

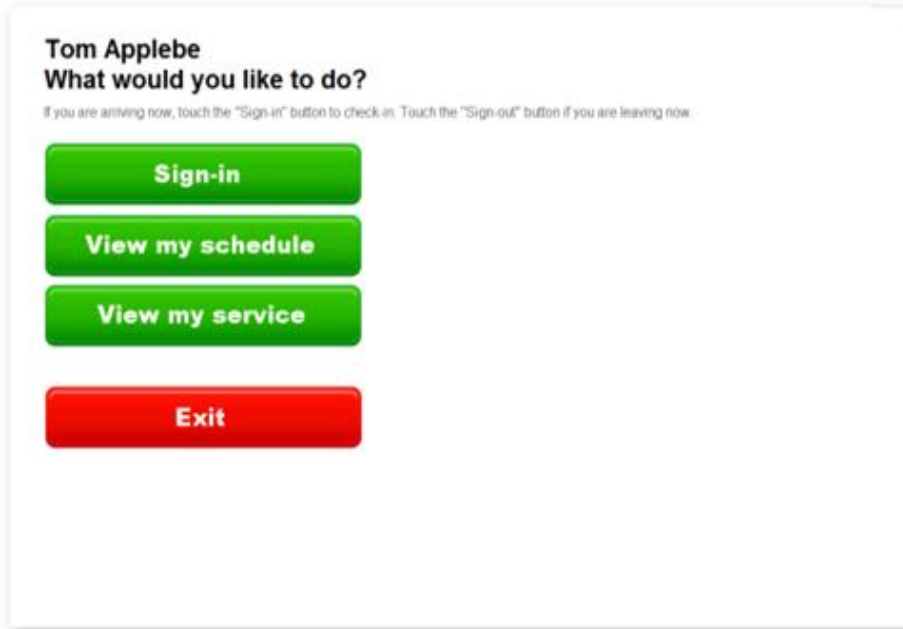
If you are interested in becoming a volunteer please ask us about our volunteer opportunities!

### Enter your volunteer PIN number

Enter your volunteer ID number using the keypad buttons, and then touch the Continue button.

1	2	3	
4	5	6	Cancel
7	8	9	< Backspace
*	0	#	Continue

Select what you would like to do (i.e "Sign In")



Using the Mouse: Click what you would like to do (i.e "Sign In")

Choose what assignment you're here to perform

**Which assignment are you here to perform?**

Touch the button for the assignment you have come to perform today.

Info Desk [Administration]

Phones [Volunteer Office]

Not sure Cancel

Using the Mouse : Click what assignment you're here to perform

## Confirm your selection

**Is this information correct?**

If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

Name: **Tom Applebe**  
Date: **Friday, November 28, 2008**  
Time in: **12:43 pm**  
Assignment: **Info Desk [Administration]**

**Yes**

**No**

Using the Mouse: Click “Yes” to confirm your selection.  
Once you confirm your selections you are officially signed in.

Make sure to sign out at the end of your shift. Follow the same process to enter your PIN number and sign out.

# VicNet

## Instructions for VicNet

Locate the link to login onto VicNet as "Volunteer Login" on the SAM website or use the following address: <https://www.volgistics.com/ex/portal.dll/?FROM=22011>.

Enter your login name and password.

Your login name will be your e-mail address and your password will be sent to your e-mail.



The screenshot shows the login interface for the Seattle Asian Art Museum (SAM). At the top left, the SAM logo is displayed next to the text "SEATTLE ASIAN ART MUSEUM", "SEATTLE ART MUSEUM", and "OLYMPIC SCULPTURE PARK". Below the logo, a instruction reads: "Enter your email address and your volunteer information center password, and then click the Go button." There are two input fields: "Login name:" and "Password:". To the right of the password field is a green "Go" button. Below the password field is a blue link that says "Forget your password?". At the bottom of the page, there is a footer with the text "Return to SAM website | Privacy policy".

From the Home tab, you can choose any of the tabs that appear near the top of the page. The tabs include:  
Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account



## SAM Volunteer Information Center

### Volunteer information for **Test Volunteer**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

[Check your schedule](#)

#### News

Welcome to the Volunteer Information Center. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer.

[Post your hours](#)

Watch this space for more volunteer news!

[Check messages](#)

#### Your Assignments

Greeter [Seattle Art Museum\Visitor Services] (Assigned)  
Coat Check Friday [Seattle Art Museum\Visitor Services] (Assigned)  
Coat Check Sunday [Seattle Art Museum\Visitor Services] (Assigned)

#### Statistics

Overall

Volunteers: 671  
Cumulative hours of  
service: 224,444:03  
(as of yesterday)

[Exit](#)

Click the "Mail" tab to see your messages. New messages appear on top; and a list of read messages appear on the bottom so you can re-read a message if you choose.



## SAM Volunteer Information Center

### Volunteer information for **Test Volunteer**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

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#### Instructions

To view a message, simply click on the message subject.

#### New messages

No new messages

#### Old Messages

No old messages

[Exit](#)

Click the "My Profile" tab to see and update your personal information. The display is in a read-write mode so you can see and update the field content. We encourage you to complete and update these fields regularly.



## SAM Volunteer Information Center

### Volunteer information for Test Volunteer

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

#### Instructions

The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

#### Contact Information

First name:

Last name:

Title:  ▾

Street 1:

Street 2:

Street 3:

City:

State:  ▾ Zip:

Home phone:   OK to call me here

Work phone:   OK to call me here

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**Demographics**

You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth: Month  Day  Year  (year optional)

Gender: Choose

Ethnicity: Choose

**Availability**

Please indicate the days and times you are usually available to volunteer.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Emergency Contact**

In the event of an emergency whom should we notify?

First name:

Last name:

Title: Choose

Street 1:

Street 2:

Street 3:

City:

State: Choose

Zip:

Home phone:

Work phone:

Relationship: Choose

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**Employer**

Please list your current or most recent employer, if applicable.

First name:

Last name:

Title: Choose

Street 1:

Street 2:

Street 3:

City:

State: Choose

Zip:

Spare field:

Home phone:

Work phone:

You may have the ability to add or remove yourself from schedules, depending on volunteer assignment. To add yourself to a schedule you can click on any date that has a "Help Wanted" icon and agree to take that shift. Your coordinator will receive an email alert that you have added this shift to your schedule.

To remove yourself from a scheduled shift, click on the shift you are scheduled and follow the instructions to "remove me". If you remove yourself from a date you are scheduled you will receive an alert in your mailbox. Your coordinator will receive an email alert that you have taken yourself off this shift. When you remove yourself from the schedule an opening will appear immediately so that others can sign-up to serve in your place.



SAM Volunteer Information Center

Volunteer information for **Test Volunteer**

- Home
- Mail
- My Profile
- My Schedule
- My Service History
- Time Sheet
- Account

Instructions

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

## Sign-Up!

We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in

Schedule yourself for volunteer duty

July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 <small>10:00 a - 1:30 p Coat Check Friday</small>	24
25 <small>10:00 a - 1:30 p Coat Check Sunday</small>	26	27 	28 	29 	30 <small>5:00 p - 9:00 p Coat Check Friday</small>	31 

- Previous month
- Next month
- Printable view
- Exit

Click the "My Service History" tab to see your volunteer service record. You can also create printable views of your service records if you want a printed service report (i.e. for tax records).



### SAM Volunteer Information Center

#### Volunteer information for **Test Volunteer**

- Home
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- My Service History**
- Time Sheet
- Account

#### Instructions

Click the "Printable view" button for a printable view of this information.

#### Totals

Year-to-date hours: 4:00  
Life hours: 4:00

#### Service by year

Click on a year to view your records for the year.

Year	Hours	Tour attendance	No Show	Contacted SAM to Cancel
2010	4:00	0	0	0
<b>Life total:</b>	<b>4:00</b>	<b>0</b>	<b>0</b>	<b>0</b>

[Printable view](#)

[Exit](#)

Click the "Time Sheet" tab to post your off-site volunteer service hours online. This is particularly for coordinators or committee chairs who spend time on communication and scheduling from home. To add your service hours click on the date, then choose the assignment and enter the number of hours served. Coordinators or staff liaisons will verify and post hours upon approval.



## SAM Volunteer Information Center

### Volunteer information for Test Volunteer

- Home
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- Time Sheet**
- Account

#### Instructions

To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

#### Time Sheet

June 2010

S	M	T	W	T	F	S
27	28	29	30			

July 2010

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				

What was the date of your service?

Which assignment did you serve in?

How many hours did you serve?  hours,  minutes

Click the "Account" tab to change your VicNet password. Changing your VicNet password will not affect your VicTouch PIN number.



## SAM Volunteer Information Center

### Volunteer information for **Test Volunteer**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

#### Change your password

You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Enter your **current** password here:

Enter your **new** password here:

Enter your **new** password again:

[Save](#)

Powered by 

[Exit](#)