TMN/VMS Newsletter

Named Searches

Named Searches are a tool in VMS that can be used to find a subset of the people or opportunities that you want to work with.

We are working to build some standardized named searches to facilitate work in the system. Like the TMN-Standard grids, we will be developing a Standard Named Search definition sheet.

Keep in mind that when you change grids or named searches, the previous settings may not reset properly. Check the column headers to see if anything stayed from the previous settings.

Most times the TMN-Standard grids will be enough to find what you are looking for. (i.e. TMN-Standard Not Yet Approved grid already has the filter for Not Yet Approved status, so you don't need to invoke the Not Yet Approved named search.

You can use Named Searches in grids and in the approvals window.

Some of the Named Searches that we have created thus far:

TMN-Active/InTrain/NotEligible (formerly TMN-Active) Shows just your current volunteers that you work with on a regular basis. Also used in the approval window when you want to approve just current volunteers for an opportunity.

TMN-Active Opportunities

The Expired Date is now working as we think it should. If you have an opportunity that is no longer current, you can mark it as expired and use the named search to only show current opportunities.

Special points of interest:

- NAMED SEARCHES
- THE RECYCLE BIN
- BACKGROUND CHECKS
- NEW SURVEYS
- READ ONLY TRAINING
- AUDITS
- RECERTIFICATION GRID
- QUARTERLY REPORTS

The Recycle Bin

We discovered a flaw in the recycle bin that gave partial access to admins of chapter data that was not in their folder. To protect the data integrity of the system, we removed access to the recycle bin. If you deleted something that you need to restore, contact the help desk and one of the implementation team members can assist you.
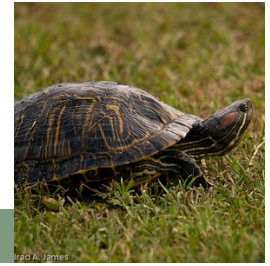
TPWD Background Checks

- TPWD HR is working on reducing the background check backlog.

- TPWD changed the names of the background check fields. If you've already created a background check card template that you are using with your volunteers, you will need to recreate the template using the new field names. The TMN Standard template has been updated.

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Reminder

Travel time cannot be added to AT opportunities

Quarterly Reports

You no longer have to send in quarterly reports to Michelle.

She can pull them from her office!

New Surveys

We have added more surveys to the system to allow us to eliminate the hours type field. We have broken out the original TMN Report Hours survey into TMN Service Hours, TMN AT Hours and TMN Admin Hours. The TMN Report Hours-1X survey is now the TMN AT 1X Hours. The Field Research Survey will remain the same.

Mismatched hours to opportunity type is one of our most common errors. We hope this will eliminate them.

TMN Report Hours —— TMN Service Hours
TMN AT Hours
TMN Admin Hours
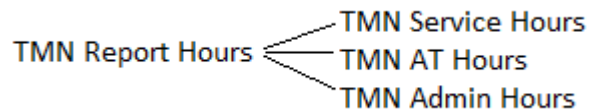
TMN Report Hours -1X ⇨ TMN 1X AT Hours

When testing is complete, we will change the surveys for everyone.

Recertification Grid

To help facilitate accurate award presentations, the *TMN Standard-Awards & Recertification* grid now only includes those logbook entries (LBEs) that have been approved.

The volunteer still sees all their hours.

Audits

We're still working on reviews of chapter data.

We are looking at things like the logistics tab, approvals for In-active volunteers, Organization names and appropriate opportunity categories.

New Admin, Read Only and Refresher Training

We now have Read Only accounts for advisers or other users that don't need to modify data. If you would like a Read Only account for your chapter, put in a help desk request.

Implementation Team training is required for all new Admins, both Full Access and Read Only Access.

We will be holding two New Administrator trainings a month (one during the day and one in the evening) and one Read Only Administrator training a month. There is also a monthly Refresher/Open Q&A/Advanced Topics training session for any Admin that needs a little more info. Sign up through the help desk for any of these classes.

Need Help? Find it here: txmn.org/help

Quick Login for hours: txmn.org/hours *-or-* tpwd.samaritan.com

Quickly go to the search page: txmn.org/apply