

Samaritan/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 1,

August, 2015

Transferring Volunteers

It took a while, but we finally figured out how to process volunteers that transfer from one chapter to another...

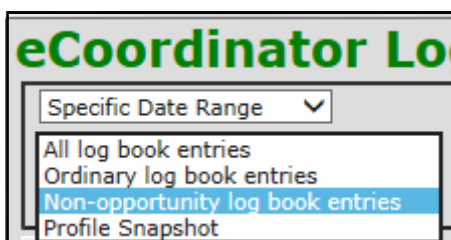
The process can be initiated by either the receiving or losing chapter by email. The losing chapter has to confirm that the members are in good standing and that their dues are paid.

The transfer is completed with a new type of survey called a 'Non-opportunity'. The volunteer is moved into the transfer folder which everyone can see. The trans-

fer hours are then linked to the person, not the projects that they worked on. Their hours remain visible to the losing chapter through the opportunity grids.

One of the things to watch for when you are viewing logbook entries, either through the opportunities or volunteer tabs is what types of logbooks you are viewing.

Be sure to check which logbooks you are looking at -



you can choose only normal logbook entries, or you can look at the transfer logbooks, or you can look at all of them.

Special points of interest:

- ◆ SCHEDULE
- ◆ NEW ISSUES—TRANSFERS
- ◆ TIPS: FIELD IN FOCUS
- ◆ WINDOWS 10
- ◆ NEW DOCUMENTATION

☒ Report service via non-opportunity survey.

-----Please select a non-opportunity survey-----
TMN Transfer Hours-NonOpp

Scheduling

Congratulations to the 7 chapters that have completed all components of the VMS Rollout:

1. Chapter Setup
2. Project Setup
3. Volunteer Setup
4. Historical Hours
5. Training (Admin & Volunteers)

Next Uploads

People Uploads: We have a People Upload in Progress

Hours Uploads: The next Hours Upload will be due on Friday, August 21st

Completed Chapters

- ◆ CENTEX
- ◆ EL CAMINO REAL
- ◆ BLACKLAND PRAIRIE
- ◆ HEART OF TEXAS
- ◆ SOUTH TEXAS
- ◆ GALVESTON BAY
- ◆ HEARTWOOD

VMS/Samaritan Rollout

TEXAS MASTER NATURALISTS



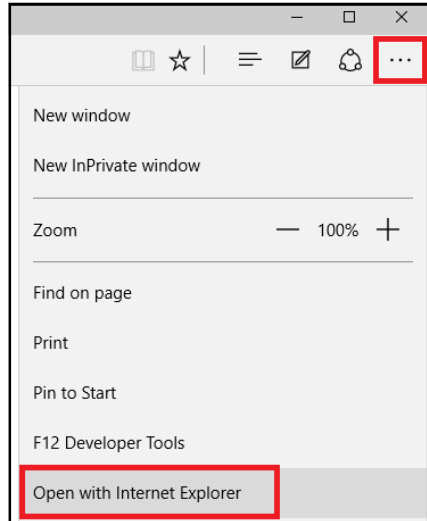
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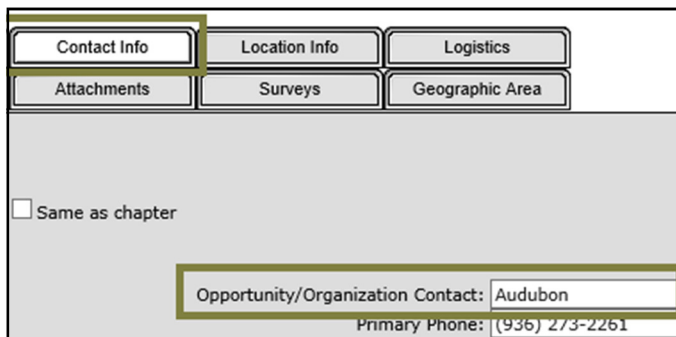


Windows 10

If you have upgraded to Windows 10, you will get an error message that your browser is not supported.

The work-around is to select the 'More Actions' ellipsis and then open the url with Internet Explorer

Field in Focus - Opportunity Organization



The screenshot shows a web form with several tabs: 'Contact Info', 'Location Info', 'Logistics', 'Attachments', 'Surveys', and 'Geographic Area'. The 'Contact Info' tab is selected. Below the tabs, there is a checkbox labeled 'Same as chapter'. Below that, there is a text input field labeled 'Opportunity/Organization Contact:' with the value 'Audubon'. Below this field is a text input field labeled 'Primary Phone:' with the value '(936) 273-2261'.

The Opportunity Organization Field in the Contact Info tab is key to working in a statewide system.

The organization field should contain the organization that sponsors the event or activity (such as 'Keep Waco Beautiful' or 'Davis Mountain Preserve'). If it's a local organization it should be spelled out as much as possible so that the statewide management team can determine who the organization is directly, it will also eliminate possible duplications of acronyms. National, or statewide organizations (like TPWD, NOAA, NPSOT, etc) can use their common acronym. There are always some opportunities that are sponsored by the chapter itself. The Opportunity TMN

Standard grid sorts first on the organization field so that all opportunities for that organization can be seen together.

Why do we use it? Using the organization field properly allows the statewide management team to see all of the opportunities that are sponsored by that organization across the entire Master Naturalist Program. It also allows the roll-out coordinators to find similar opportunities in other chapters that can be copied into other chapters.

New/Updated Documentation

- Grid Definitions.pdf—new definitions available including Volunteer Logbook/TMN Standard-Training Classes and Volunteer Logbook/TMN Standard-Disapproved

Help on the Web:

<http://texasmasternaturalist.freshdesk.com/support/home>