# TMN/VMS Newsletter

TEXAS Master Naturalist ™

Named Searches

Named Searches give us the ability to create subsets of volunteers and opportunities. They can be used on grids and when approving/un-approving volunteers for opportunities.

We have built several named searches for your use. And you can build your own searches incorporating a variety of and/or conditions (or Requirements as they are called by Samaritan). If you do build your own queries, please put your chapter name in the title so we know where it came from.

With the Named Searches you can use the Expiration date on your opportunities to further manage active or inactive opportunities.
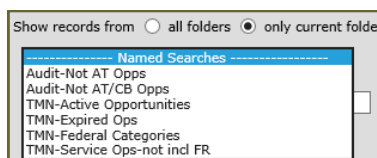
Opportunity Named Searches

For instance: when you want to approve your new training class for one of your opportunities, select the Approve button and then select the named search "TMN-In Training". When you press the Refresh button the volunteers available for approval will be everyone in your chapter that has the Status 'TMN-In Training'. You can then select them all and approve them for the opportunity. You can also come from the other direction and select a volunteer and pull all of your Active opportunities.
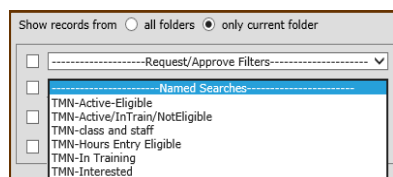
Volunteer Named Searches

Wildlife Rescue and the 'Other' Category

Any wildlife rescue work, or work at a wildlife rescue facility should be assigned to the federal category of "Other". The reason is that Wildlife Rescue centers will assist common animals like squirrels and raccoons as well as species of greater concern.

## The Sub-Category on the Admin Survey is now a required field.

This will ensure that we can use all of the Chapter Admin Hours for our grant match.

Special points of interest:

- BACKGROUND CHECK MAIL MERGE DOC
- MILESTONE DATA FOR THE STATE MEETING
- FIELD IN FOCUS: THE VOLUNTEER STATUS
- NAMED SEARCHES
- TRAINING/REPORTING REMINDER
- AUDITS
- VMS TRAINING AT THE STATE MEETING
- WILDLIFE RESCUE FEDERAL CATEGORY
- ADMIN SURVEY UPDATE

Report All of Your Hours

Every hour a TMN volunteer reports to the TMN program is needed, valued and important to our program and its funding! ANY and ALL TMN hours are valued at $23.00 per hour and contribute to our grant funding the program. PLEASE encourage all members to report ALL TMN hours to our TMN program project opportunities!
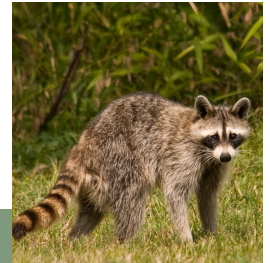
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Field in Focus: TPWD vs. TMN Status

There are two status fields on the volunteer profile document.

Activity Status: Active

The TPWD status field is on the first page and should only be changed by the TPWD staff. If we change it to Inactive, it will affect their ability to work at other TPWD events and locations.

The TMN status field is on the User Defined Tab/Certifications group. This is where we manage the status of Master Naturalist volunteers. Our named searches and grids are based on this field.

Master Naturalist Certification Level: TMN-Active

VMS Admin at the State Meeting—Oct 21-23rd

The VMS Help Desk Table will be running throughout the weekend.
Our VMS Roundtable will be Friday night from 8:15 to 9:15pm.
VMS for your volunteers (VMS 101) will be on Friday from 1-3pm
Advanced VMS for Admins (VMS 201) will be on Sunday from 9 to Noon.
And we will attend both the Presidents and Officers Breakfasts.

If you are not able to attend—send your questions and topics to the help desk.

**We will be using VMS to verify State Meeting attendees Milestone Awards.
Please be sure that their information is up to date by October 7th.**

Print out Your CBC Background Cards

In addition to emailing background check cards, you can print out your member's cards using the Word Mail Merge document now available on the help desk.

Ongoing Training

Training is required for all new Admins, for Full Access and Read Only Access accounts.

New Admin training and refresher training is held throughout the month. Sign up through the help desk for any of these classes.

Audit/Reviews

We are 80% through the reviews of chapter data.

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

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