TMN/VMS Newsletter

Thank you from the TXMN State Office

Several times each year, TMN sponsors download data from VMS. This summer, in preparation for some reports, our VMS team downloaded all service hours from September 1, 2015 through March 31, 2016. The analysis process was very straight forward thanks to the hard work of the VMS team and chapter administrators. Entries were clear and thorough. TPWD reviewers especially appreciated the comments that volunteers used to describe their service work. The comments section is so important and very helpful in compiling our reports. Please keep up the great work in this and all other areas of the VMS!! During just these 7 months, TMN volunteers donated 85,000 hours of service and completed nearly 24,000 hours of Advanced Training!

For the most part, entries were complete and accurate, but we are starting to identify some entry and review issues. The most common error was volunteers entering "lumped" service hours performed over several days. Service should be reported only on the day of the actual service. Except for some very specific research projects in the Field Research category, volunteers should not record service for the weekend, the week, or the collective month of reporting. Outside of the Field Research category, we encourage you to carefully review entries that report more than 8 hours in 1 day. Look also for key words in the comments that indicate lumping, such as entries that mention weekend, week, month, monthly, through, or "-". We also found a few instances in which service projects were either entered or categorized as outreach or training that actually involved natural resource management. Removing invasive species and trail work are examples of Natural Resource Management and Nature/Public Access respectively, instead of outreach or training others. Finally, we discovered a handful of instances where double entries needed to removed, but these were likely due to everyone learning the system and getting previous projects entered.

Thank You and keep up the good work!

Special points of interest:

- THANK YOU FROM THE STATE OFFICE
- A CLEAN INBOX
- FOLDER AWARENESS
- PRIVACY DOC
- TRAINING REMINDER
- AUDITS
- VMS TRAINING AT THE STATE MEETING

Federal Category	Service Hours	AT Hours
Advanced Training		23,570.15
Chapter Admin	35,907.31	
Direct Training & Educating Others	24,937.72	
InDirect-Public Outreach	22,615.44	
Technical Guidance	1,944.10	
Grand Total	85,404.57	23,570.15
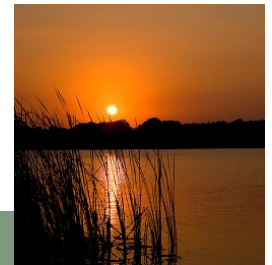
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We have cleaned out the Inbox.

We have cleaned out the inbox of people who selected the 'Apply To' opportunities from the TXMN or TPWD website.

If you had any potential volunteers in the Inbox, you can find them in your chapter folders with the status of TMN-Interested.

There is a Named Search to pull just those potential volunteers.

What Folder are you in?

Always be aware of what folder you are working in. Especially if you are running an automation or approving hours.

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.

The New Master Naturalist Confidentiality Document is now 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 70% through the reviews of chapter data.

We are looking at things like the logistics tab, approvals for Inactive 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