TMN/VMS Newsletter

Finishing Up 2016

We are about to run the 2016 Annual Report. There are a few things that we need to make sure your chapter's data is recorded properly.

1) Make sure your leadership is current. We have a new Grid 'TMN Standard-Board & Committee Membership" that can help you see your current leadership. See the list in the December newsletter to see what leadership positions we are looking for.
2) Encourage your volunteers to put in their December hours quickly so we can run the annual reports in next week.
3) Update your 'Apply To' document. Make sure it has your Facebook link, meeting dates, information and areas that you serve.
4) Check your Impact Data (see page 2)
5) Other Data we will need from the chapters:
   - Donors/Grants
   - Partners
   - Share Your Successes

Special points of interest:

- 2016 ANNUAL REPORT
- OPPORTUNITY IMPACT DATA
- DUPLICATE LOGBOOK ENTRIES
- NEW REPORTING TRAINING CLASS
- FIELD IN FOCUS: VERIFY EMAIL FIELD
- VMS DEVELOPMENT LIST
- TRAINING CLASS IN VMS
- DUPLICATE APPLY TO'S

Opportunity Impact Data

We gather Impact data on opportunities to report our community outreach results. However, the Survey form in Samaritan doesn't allow us to total data fields. Remember that you don't have to fill out all the fields. If you only have a grand total,

Search System	TMN-Impact Data Present
Grid Settings	TMN Standard-Impact Data

Opportunity Impact
Please complete the following for the number of attendees:

Adult: _____
Youth: _____
------------------------ ----------------
Male: _____
Female: _____
------------------------ ----------------
Attendee Grand Total: _____
------------------------ ----------------
White: _____
Black: _____
Hispanic: _____
Asian: _____
American Indian: _____

then that's all you need to put in.

We've created new grids that should help hours approvers verify the data. TMN Standard-Impact Data is a Logbook view grid. The grid uses the TMN-Impact Data Present named search that will show only logbook entries that have data in the Total fields.

We recommend quarterly or monthly to go to the impact data grid and review the entries to make sure that the grand total equals any breakdowns supplied.

Duplicate LogBook Entries

If you find duplicate logbook entries while approving hours. The volunteer may have used the back button while entering their data.

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Excited Volunteers

We have seen that sometimes new people will apply to more than one chapter at a time through the TPWD website.

If you see that someone has expressed an interest in more than your chapter, contact them to determine which location would be the best fit for them. We will then need to un-approve them for the other chapter. Send us a help desk ticket and let us know which 'Apply To' chapter to remove.

Field in Focus: Verify Email Field

There are two email addresses, but we have discovered that the 'Verify Email' field doesn't actually verify against the 'Email Address' field. It also doesn't verify the content syntax, so we can use the second field to make notes such as "Does Not Have Email".

Email Address:	
Verify Email:	Does Not Have Email

We are now offering a reporting class. Documentation and class signup is available on the help desk.

Putting your New Training Class in VMS

When you are starting a new class, there are multiple ways to create the volunteer profiles for your new members. Our challenge is how to avoid duplicates with the TPWD system.

Hours keepers have access to the TPWD volunteer list on the help desk through a special login account. We should try to check that list before volunteers profiles are created.

If the volunteer went through the 'Apply To' opportunity to contact your chapter, you will still need to check the TPWD list.

If you do find them in the TPWD list, complete a help desk request and we will have TPWD 'share' or merge those volunteer accounts with us. After they've been shared, you can update their information with our TMN data.

VMS Development List

The management team has requested the following enhancements to the VMS system. We don't have a completion date but will keep you informed:

- *Done...*Automations: put the number of affected profiles on the OK/Cancel box, before the request gets in the queue for execution.
- Dashboard: Fix the hours summary to show or delineate TMN Hours.
- eRecruiter Logbook: Offer a chronological listing.
- *Done...*eRecruiter Logbook: Make Ordinary Logbook entries the default.
- Survey: The ability to grab more information from the opportunity or volunteer profile.
- ECoordinator: the ability to move a LBE from one opportunity to another.