

Courtesy Copy: VMS Admin Newsletter: 3rd Quarter, 2022

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**This is a courtesy copy of an email bulletin sent by Cheryl Foster.**

**This bulletin was sent to the following groups of people:**

Subscribers of Texas Master Naturalist TMN VMS Administrators (244 recipients)

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# TMN VMS Support Team Newsletter

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## Join Us in Houston at the 2022 Annual Meeting

Join us at the **23<sup>rd</sup> Texas Master Naturalist Program Annual Meeting**, an event to gather, learn, and celebrate another year of the Texas Master Naturalist Program. We're preparing this year's meeting as an in-person event at the Omni Houston **Thursday, October 20th to Sunday October 23rd**. Find more info [here](#).

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## Fields in Focus: Milestone Awards

We honor and recognize milestone winners at the annual meeting. Be sure to update your volunteer milestones and initial certifications so that we can accurately acknowledge those volunteers. Generally, the 'Awarded' field is used to note that they have received their pin while the 'Earned Date' field is the date that they actually passed the award hours.

Certifications	250 TMN Hours
Contact	
<b>TMN Recognition</b>	
TMN Officers/Committee:	
Diversity Data	250 TMN Hours Awarded: <input type="text"/>
Texas Waters Specialist C	
Recognition	250 TMN Hrs Earned Date: <input type="text"/>
Sea Center Awards	
Safety	

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## Update your Officer List

Be sure to keep your officer list current. For officers cycling out or over to a different position, note their old position in the history field.

Be sure to get your new officers trained in the VMS system. You can sign up for Admin 101, Admin 201, Admin Refresher and Read Only training [here](#).

The VMS fields are 1) VMS Admin for the general VMS user, 2) VMS LBE for the VMS admin with 45 day edit capability (usually 1 per chapter) and 3) VMS Read Only access.

Personal

Ethnic Background

User Defined

Language

Registration

Emergency Contact

Attachments

Group

General

Background and Driver C

Alternative Workforce

Confidentiality Agreeemer

Media Waiver

Group Affiliation

Certifications

Contact

TMN Recognition

TMN Officers/Committe

Diversity Data

Texas Waters Specialist C

Safety

Recognition

Recognition - State Parks

Sea Center Awards

Master Naturalist

Short Form

Officer List:

☐ President

☐ Secretary

☐ At Large Board Member

☐ Vice President

☐ Treasurer

☐ Advisor

Director List:

☐ Immediate Past President

☐ Advanced Training Director

☐ Membership Director

☐ Volunteer Service Projects Director

☐ New Class Director

☐ New Class Representative

☐ Communications Director

☐ State Chapter Representative

VMS List:

☒ VMS Admin

☒ VMS LBE

☐ VMS ReadOnly

Committee Member of:

Hours Management; Statewide VMS Support Team

Leadership/Service History:

## Naming Filters, Grids & Templates

Be sure to include your chapter name/acronym to filter grids, filters and templates that you create so that they will sort properly, and we will have some idea who created them for troubleshooting purposes. All TMN Standard objects should not be

editable, but we have found that there have been some access role changes that allowed that to happen.

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## The Help Desk

Remind your volunteers that the chapter VMS Admin should be their first contact for questions. If they need to get further assistance, do NOT use the built-in VMS help system as it goes to the TPWD VMS group and then has to be forwarded to the Texas Master Naturalist VMS Team. This slows the response considerably. Instead, instruct them to use the TMN VMS Help Desk at [TXMN.org/help](https://TXMN.org/help).

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## Warning! - Disapproving LBE entries bug

**We have found that if you disapprove logbook entries without having at least one logbook entry selected - it will disapprove them all. Be careful out there!**

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## Using the EDGE Browser with VMS

We have found a potential problem using the MS Edge Browser with VMS. There is a setting in Edge called "save and fill basic information". In some instances, it will fill in your personal information when working with volunteer profiles and logbook entries. If you want to continue to use this feature in Edge, we suggest you use Chrome as your browser when you are using VMS.

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## Quick Links

Get quickly to the help desk: [TXMN.org/help](https://TXMN.org/help)

Slack Channels: [TXMN.slack.com](https://TXMN.slack.com)


Check your public facing chapter page: [TXMN.org/apply](https://txmn.org/apply)

Login Page: [TXMN.org/hours](https://txmn.org/hours)

Admin Login Page: [TXMN.org/coordinator](https://txmn.org/coordinator)

Don't forget to report your Texas Master Naturalist volunteer time!

REPORT YOUR SERVICE

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