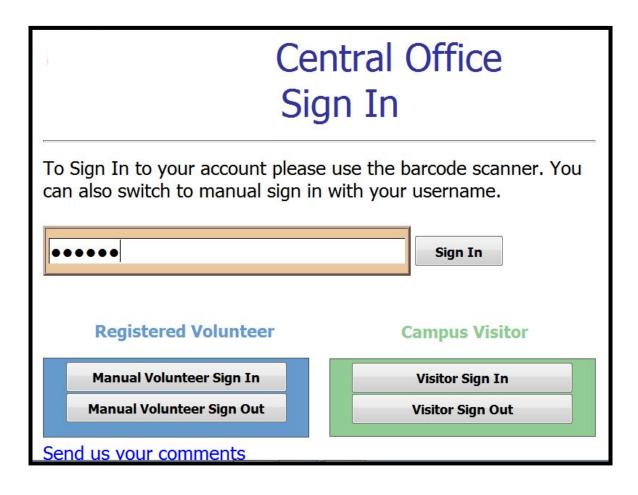


# Introduction To EZVolunteer Kiosk For Campus Coordinators



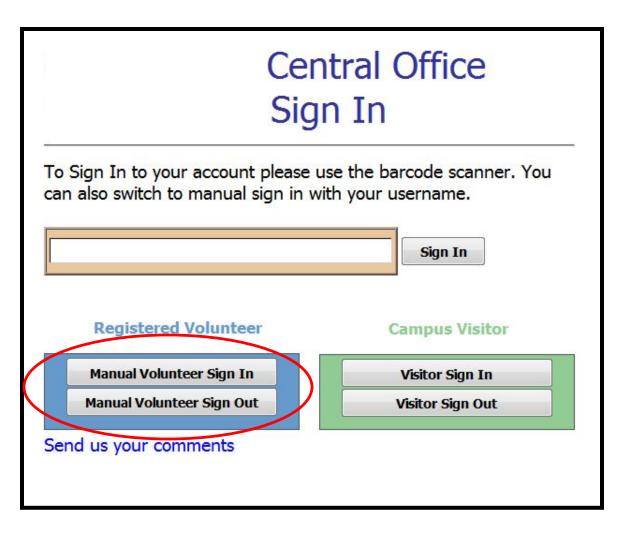
## Scan-In With Name Badge



- → Registered volunteers have name badges
- → Use Volunteer Reports to create & print name badges
- → Volunteer scans in using barcode name badge



## <u>Manual Sign-In Method</u>



→ If volunteer has no name badge, or unable to scan in to Kiosk use the Manual Sign In method

## Sign-In Using Account Details

## Central Office Sign In

To Sign In and start volunteering please type your username and password. If you forgot your account details, choose DON'T KNOW.



→ Volunteer provides username and password from their EZV record to Sign-In

## <u>Alternate Sign-In Method</u>

#### Don't Know Username or Password

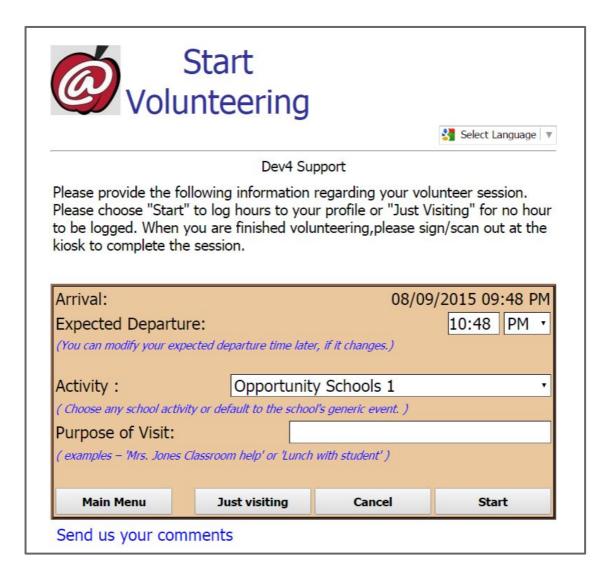
If you don't know your account details, please provide the following information so we can find your record in our database.

Last Name:			
Home Phone:	-	_	(123-456-7890)
Date of Birth:		1	(mm/dd/yyyy)
ZIP Code:			
(All fields required	)		
			Sign In

Send us your comments

→ Volunteer can provide details from their account to sign-in

## After Sign or Scan-In



- → Volunteer selects activity and purpose of visitor
- → Displayed activities are defined in EZVolunteer Opportunities Module
- → START to 'clock-in'
- → <u>Just here visiting</u> skips 'clock-in' for volunteer hours

### What Happens Next?

#### Thank you

You are now logged in and ready to volunteer! Thank you for using the VMS Kiosk



Send us your comments

- → After START
  Volunteer chooses I'm
  Finished
- → OR Volunteer can perform other tasks
- → If volunteer fails to choose any option, Kiosk returns to sign in page in 10 seconds

## Scan or Sign-Out

#### Thank you

You are now logged out.

Your volunteer hours have been adjusted.
Thank you for using the VMS Kiosk



Send us your comments

- → Volunteer scans name badge or manually signs out out on departure
- → Kiosk insert 'actual' departure in record
- → If no scan or sign-out is performed kiosk uses estimated departure to log hours

#### If All Else Fails

## Un-Authenticated Volunteer

We were still unable to find your volunteer record in our database. However, you can still record your volunteer hours at this school

Would you like to record your volunteer hours?

[YES] [NO]

Send us your comments

→ If unsuccessful 2x they are given the option to record hours anyway



## **Drop Back & Punt**

#### **Un-Authenticated** Hours Please provide the following information, so we can include your volunteer hours in our system. \* Name: \* Phone: (123-456-7890) Email: \* Date you Volunteered: (mm/dd/yyyy) \* Number of hours: Comments: (Add More Hours for a different date.) Add More Finish Cancel

→ An email is sent to the coordinators at a school for to notify about unauthenticated hours and volunteer who is unable to sign-in

## 'Onsite Report' from Kiosk

				Onsite Report				
Last Name	First Name	Sign In	Exp Depart	Activity	Name Tag	Emergency#	Vol/Visitor	Purpose
		10:20 AM	11:20 AM	1 - VMS Kiosk Visitor	VI008054	111-111-1111	Visitor	1 - VMS Kiosk Visit
		10:49 AM	11:49 AM	VMS Kiosk Visitor	VI008052	720-989-8195	Visitor	- VMS Kiosk Visito
		10:15 PM	11:15 PM	- VMS Kiosk Visitor	VI008050	111-111-1111	Visitor	- VMS Kiosk Visito
		10:20 PM	11:20 PM	1 - VMS Kiosk Visitor	VI008053	111-111-1111	Visitor	1 - VMS Kiosk Visit
		10:23 PM	10:23 PM	- VMS Kiosk Visitor	VI008055	111-111-1111	Visitor	- VMS Kiosk Visito
		10:25 PM	10:25 PM	111 - VMS Kiosk Visitor	VI008056	111-111-1111	Visitor	111 - VMS Kiosk V
		10:38 PM	11:38 PM	test - VMS Kiosk Visitor	VI008058	222-555-2145	Visitor	test - VMS Kiosk Vi

- → School Volunteer Coordinator signs-in to Kiosk and then Main Menu
- → Runs Onsite Report
- → Report shows volunteers & visitors signed in and not signed out
- → PDF of report can be printed or emailed to security
- → Similar report from Admin Console showing all sign-in and out records

#### **Contact Details**

→ Relatrix Customer Support
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support@relatrix.com

→ Mark Franke – Relatrix Account Contact 800.570.6234 x501 or 720.989.8195

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