Introduction To EZVolunteer Kiosk
For Campus Coordinators

Scan-In With Name Badge

Central Office Sign In

To Sign In to your account please use the barcode scanner. You can also switch to manual sign in with your username.

[●●●●●●]   **Sign In**

Registered Volunteer

Manual Volunteer Sign In

Manual Volunteer Sign Out

Campus Visitor

Visitor Sign In

Visitor Sign Out

Send us your comments

➔ Registered volunteers have name badges

➔ Use Volunteer Reports to create & print name badges

➔ Volunteer scans in using barcode name badge

Dev4

Support

VO000006

Manual Sign-In Method

Central Office Sign In

To Sign In to your account please use the barcode scanner. You can also switch to manual sign in with your username.

[Sign In]

Registered Volunteer
- Manual Volunteer Sign In
- Manual Volunteer Sign Out

Campus Visitor
- Visitor Sign In
- Visitor Sign Out

Send us your comments

➔ 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.

USERNAME: [   ]
PASSWORD: [   ]

Sign In

Send us your comments

DON'T KNOW   **NAME TAG SIGN IN**

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

Alternate Sign-In Method

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:	__ / __ / __	(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'

➔ *Just here visiting* skips 'clock-in' for volunteer hours

What Happens Next?

➔ 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

I'm finished

I would like to perform another task
-Update my personal information and volunteer profile
-Log hours from a previous date

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 Visitor
		10:49 AM	11:49 AM	- VMS Kiosk Visitor		VI008052	720-989-8195	Visitor	- VMS Kiosk Visitor
		10:15 PM	11:15 PM	- VMS Kiosk Visitor		VI008050	111-111-1111	Visitor	- VMS Kiosk Visitor
		10:20 PM	11:20 PM	1 - VMS Kiosk Visitor		VI008053	111-111-1111	Visitor	1 - VMS Kiosk Visitor
		10:23 PM	10:23 PM	- VMS Kiosk Visitor		VI008055	111-111-1111	Visitor	- VMS Kiosk Visitor
		10:25 PM	10:25 PM	111 - VMS Kiosk Visitor		VI008056	111-111-1111	Visitor	111 - VMS Kiosk Visitor
		10:38 PM	11:38 PM	test - VMS Kiosk Visitor		VI008058	222-555-2145	Visitor	test - VMS Kiosk Visitor

➔ 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

    866.670.6399

    support@relatrix.com

➔ Mark Franke – Relatrix Account Contact

    800.570.6234 x501 or 720.989.8195

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