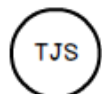


The Joseph Storehouse

Volunteer Information Management System

The username here refers to
admins - not volunteers

[Admin Portal](#)[Time Clock](#)[Forgot pass phrase](#)



The Joseph Storehouse

Volunteer Information Management System

Instructions for resetting your pass phrase have been emailed to you.

[Return to Home Screen](#)

TJS



The Joseph Storehouse

Admin Portal

Manage referring organizations

Enter bulk volunteer hours

upon clicking this button, display message to the right that says "Hours successfully recorded" and clear out the text input boxes

Reports

Manage information for an individual volunteer

Manage employee access

this section only appears to employees with "admin" rights

TJS

The Joseph Storehouse

Signed in as Cassidy Gersternkorn

Change pass phrase

Sign out

Admin Portal

Manage referring organizations

select an organization to view/edit ▼

Add new organization

Enter bulk volunteer hours

group name

volunteers

total group hours

month ▼

day ▼

year ▼

Record hours

Reports

View reports of time worked by volunteers

View details of recent time clock activity

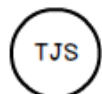
Manage information for an individual volunteer

select a volunteer to view/edit ▼

Manage employee access

select an employee to view/edit ▼

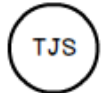
Add new employee



The Joseph Storehouse

Volunteer Information Management System

▶ [What are the rules for my pass phrase?](#)



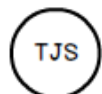
The Joseph Storehouse

Volunteer Information Management System

▼ What are the rules for my pass phrase?

You may use any combination of uppercase letters, lowercase letters, numbers and symbols including space. You need to use at least 16 characters and can use up to 50.

Example: The U.S. Constitution was ratified in 1778!



The Joseph Storehouse

Volunteer Information Management System

Your pass phrase has been successfully changed.

Continue

TJS

The Joseph Storehouse

Time Clock Activity

All Locations ▼

All Volunteers ▼

Tuesday, June 22, 2016 ▼

Haltom City

Jakob Nielsen

Tuesday, June 22, 2016



8:35 AM



1:47 PM

5h 12m

0m ▼



Haltom City

Alan Cooper

Tuesday, June 22, 2016



8:32 AM



12:27 PM

3h 55m

0m ▼



Bedford

Ross Unger

Tuesday, June 22, 2016



9:12 AM



11:14 AM

2h 2m

0m ▼



Haltom City

Edward Tufte

Tuesday, June 22, 2016



10:59 AM

0m ▼














TJS

The Joseph Storehouse

Time Clock Activity

All Locations ▾ All Volunteers ▾ Tuesday, June 22, 2016 ▾

Haltom City	Jakob Nielsen	Tuesday, June 22, 2016		8:35 AM		1:47 PM	-24m 4h 48m		Left to use the restroom and did not return for 24 minutes
Haltom City	Alan Cooper	Tuesday, June 22, 2016		8:32 AM		12:27 PM	0m		
Bedford	Ross Unger	Tuesday, June 22, 2016		9:12 AM		11:14 AM	0m		
Haltom City	Edward Tufte	Tuesday, June 22, 2016		10:59 AM			0m		

TJS

The Joseph Storehouse

Time Clock Activity

All Locations ▼

All Volunteers ▼

Tuesday, June 22, 2016 ▼

Haltom City

Jakob Nielsen

Tuesday, June 22, 2016



8:35 AM



1:47 PM

5h 12m

0m ▼



Haltom City

Alan Cooper

Tuesday, June 22, 2016



8:32 AM



12:27 PM

3h 55m

0m ▼



Bedford

Ross Unger

Tuesday, June 22, 2016



9:12 AM



11:14 AM

2h 2m

0m ▼

Clock-out picture
did not match
clock-in picture

Haltom City

Edward Tufte

Tuesday, June 22, 2016



10:59 AM

0m ▼













TJS

The Joseph Storehouse

Time Clock Activity

All Locations ▾ All Volunteers ▾ Tuesday, June 22, 2016 ▾

Haltom City	Jakob Nielsen	Tuesday, June 22, 2016		8:35 AM		1:47 PM	-24m 4h 48m		Left to use the restroom and did not return for 24 minutes
Haltom City	Alan Cooper	Tuesday, June 22, 2016		8:32 AM		12:27 PM	0m 3h 55m		
Bedford	Ross Unger	Tuesday, June 22, 2016		9:12 AM		11:14 AM	0m 2h 2m		Clock-out picture did not match clock-in picture
Haltom City	Edward Tufte	Tuesday, June 22, 2016		10:59 AM			0m		

TJS

The Joseph Storehouse

Volunteer Report

Print

Export as CSV file

All Organizations ▼

2016 ▼

July ▼

☐ Include comments

year and month combo boxes should
default to the current date value

Jakob Nielsen	16.21
Ross Unger	12.05
Edward Tufte	13.86

TJS

The Joseph Storehouse

Volunteer Report

Print

Export as CSV file

All Organizations ▼

Lawyer
NETTC
Tarrant County
TCCSR
VNTX

2016 ▼

July ▼

☐ Include comments

16.21
12.05
13.86

year and month combo boxes should
default to the current date value

TJS

The Joseph Storehouse

Volunteer Report

Print

Export as CSV file

VNTX

2016

July

☐ Include comments

year and month combo boxes should
default to the current date value

Jakob Nielsen
Ross Unger
Edward Tufte

16.21
12.05
13.86

TJS

The Joseph Storehouse

Volunteer Report

Print

Export as CSV file

VNTX

2016

July

☐ Include comments

year and month combo boxes should
default to the current date value

Jakob Nielsen
Ross Unger
Edward Tufte

16.21
12.05
13.86

January
February
March
April
May
June
July
August
September
October
November
December
ALL

TJS

The Joseph Storehouse

Volunteer Report

[Print](#)[Export as CSV file](#)

VNTX

2016

June

☐ Include comments

year and month combo boxes should
default to the current date value

Jakob Nielsen
Ross Unger
Edward Tufte

12.37
18.22
14.04

TJS

The Joseph Storehouse

Volunteer Report

VNTX

2016

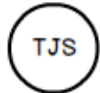
Jakob Nielsen
Ross Unger
Edward Tufte

12.3
18.2
14.0

File Tree

Files

Save



The Joseph Storehouse



Admin Portal

Manage referring organizations

Enter bulk volunteer hours

Reports

Manage information for an individual volunteer

- Alan Cooper
- Donald A. Norman
- Edward Tufte
- Jakob Nielsen
- Jeff Gothelf
- Joseph W. Sullivan
- Lindsay Ratcliffe
- Ross Unger
- Saul Greenberg
- Steve Krug
- Tom Tullis
- William Lidwell

TJS

The Joseph Storehouse



Admin Portal

Manage referring organizations

Enter bulk volunteer hours

Reports

Manage information for an individual volunteer



86%

attendance
rate

this button can only be
clicked once per
volunteer per day -
hide button after click

Manage employee access

this section only
appears to employees
with "admin" rights



Admin Portal

Jakob Nielsen Info

TJS

The Joseph Storehouse

Volunteer Info

[Save](#)[Close this tab without saving](#)

1

fail-to-show in the last 12 months

6

successful show in the last 12 months

[View time clock history](#)[View no shows](#)

Date of birth

Skills

☐ IT skills☐ musician☐ warehouse work☐ carpentry☐ Spanish speaking☐ grocery work☐ teaching☐ computer skills☐ call center

Medical limitations

Do you have a felony conviction? ☒ Yes ☐ No

Please state the offense

Sexual abuse related? ☐ Yes ☐ NoReceive emails from The Joseph Storehouse? ☒

Email option greyed out if email address is null

Staff notes

Pencil icon allows changing picture

TJS

The Joseph Storehouse

add a column for location and add header names that can be selected to filter the column (behavior similar to Excel or SharePoint filters)

Time Clock Activity

Jakob Nielsen Tuesday, June 22, 2016



8:35 AM



1:47 PM

5h 12m

-24m

4h 48m



Left to use the restroom and did not return for 24 minutes

Jakob Nielsen Tuesday, June 15, 2016



8:32 AM



12:27 PM

3h 55m

0m

3h 55m



Jakob Nielsen Tuesday, June 8, 2016



9:12 AM



11:14 AM

2h 2m

0m

2h 2m



Jakob Nielsen Tuesday, June 1, 2016



10:59 AM

h m

0m

h m



Did not clock-out, so time does not count



http://donttrythisathome.com



Admin Portal

Jakob Nielsen Info

Jakob Nielsen No Shows

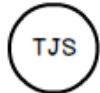
TJS

The Joseph Storehouse

Jakob Nielsen No Shows

Tuesday, May 25, 2016





The Joseph Storehouse



Admin Portal

Manage referring organizations

select an organization to view/edit ▼

Add new organization

Lawyer
NETTC
Tarrant County College
TCCSR
VNTX

volunteers

total group hours

month ▼

day ▼

year ▼

Record hours

Reports

View reports of time worked by volunteers

View details of recent time clock activity

Manage information for an individual volunteer

select a volunteer to view/edit ▼

Manage employee access

select an employee to view/edit ▼

Add new employee



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Admin Portal

Create New Referring Organization

TJS

The Joseph Storehouse


Referring Organization

organization name

notes

Save

[Close this tab without saving](#)


http://donttrythisathome.com

Admin Portal

VNTX Info

TJS

The Joseph Storehouse

Referring Organization

[Close this tab without saving](#)[Delete this organization](#)



http://donttrythisathome.com



Admin Portal

VNTX Info


TJS

The Joseph Storehouse

Referring Organization

Success! VNTX was deleted.

[Undo](#)


http://donttrythisathome.com

Admin Portal

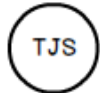
Create New Employee User Account

TJS

The Joseph Storehouse

Employee Info

☐ Allow this person to create and edit users[Close this tab without saving](#)



The Joseph Storehouse



Admin Portal

Manage referring organizations

Enter bulk volunteer hours

Reports

Manage information for an individual volunteer

Manage employee access

Kassidy Gerstenkorn
Tom Westberry

<http://donttrythisathome.com>

Admin Portal Tom Westberry Info

TJS

The Joseph Storehouse

Employee Info

twestberry

Tom

Westberry

email

☐ Allow this person to create and edit users

Save

Need to figure out
how employees set a
password

[Close this tab without saving](#)[Delete this Employee's account](#)



http://donttrythisathome.com



Admin Portal Tom Westberry Info

TJS

The Joseph Storehouse

Employee Info

Success! twestberry's account was deleted.

[Undo](#)