



## Website Admin Manual

### Volunteer Capabilities

#### *First-time Volunteer sign-up*

Click on "Want to Volunteer?" in the footer (this takes the user to **/htcs/volunteers/new**)  
When the user fills in the information, they are shown a thank-you. Internally they get a volunteer account created with a random password.

#### *Logging Hours*

Click on the "Volunteers" link in the upper-right-hand side of the website (this takes the user to **/volunteers/sign\_in**) and login with your volunteer credentials, you are automatically brought to the "Current Work Hours" screen, which shows you your hours for the past 15 days:

You are now signed in!

#### **CURRENT WORK HOURS FOR BOB**

Category	Date	Hours	Miles	Delete
Needlework	2013-03-20	6.0	16.0	<a href="#">Delete</a>

**+ ADD ANOTHER**

**🔑 SIGN OUT**

**🔒 EDIT PASSWORD**

Use the "**Add Another**" button to add more hours to the volunteer system:

## LOG VOLUNTEER HOURS

\* Volunteer category

Pet Therapy

\* Activity Date

2013

April

2

\* Hours

5

Miles

13

**SAVE**

Use the "**Sign Out**" button to logout of the volunteer system. The "**Edit Password**" button takes you to a screen where you can edit your password (must be currently logged-in as a volunteer to edit your password).

## Admin Capabilities

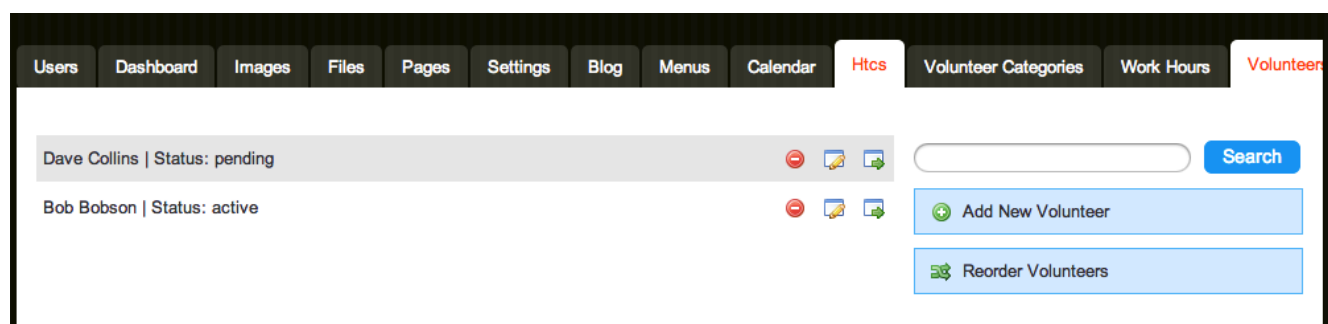
All of these admin capabilities are accessed *after* logging into the refinery admin page (just add **/refinery** to your url) unless otherwise noted

### Managing Volunteers

#### Viewing the list of pending volunteers

ou can simply login (**/refinery**) and then click the **Volunteers** page tab. Alternatively, you can go to **/refinery/htcs/volunteers**.

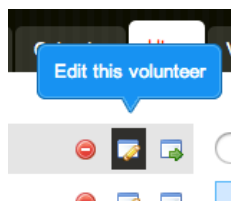
You will see a list of volunteers and their status:



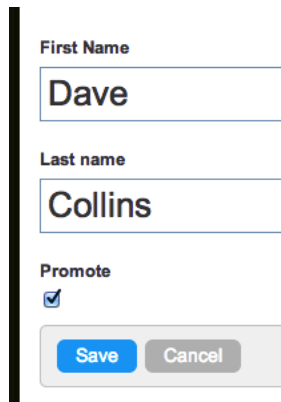
Volunteer status will be "pending" if they have signed up but not been approved by an admin. Their status will be "active" after you "promote" them to an active volunteer.

#### Approving a pending volunteer

To promote a volunteer to active status:  
Click the "Edit" button



Then check the "promote" checkbox



A screenshot of a web form for editing a volunteer's profile. The form is titled "First Name" and "Last name". The "First Name" field contains the text "Dave". The "Last name" field contains the text "Collins". Below these fields is a "Promote" checkbox, which is checked. At the bottom of the form are two buttons: "Save" (in blue) and "Cancel" (in grey).

... and click Save to save them.

Once promoted to active status, volunteers password is reset to "changeme" and they are expected to login and change their password. As an alternate activation plan, you might login as them and change their password for them.

There is another way to list all of your volunteers, and that is with the **/volunteers** URL. This gives just a simple list of all active volunteers:

## VOLUNTEERS

- [Bob](#)
- [Dave](#)

Each name is a hyperlink to a bit more information about the volunteer. Also, from this screen you can easily access the creatively-named "Work Report" outlined in the next section.

## Volunteer Reporting

### Running the Work Report

From /volunteers click on the "Work Report" button or, simply go to **/workreport**. (**Note:** If you are not logged in, you will be redirected to the Refinery Login Prompt, then placed at main menu.)

You will see a screen where you can enter your work report selection criteria:

**WORK HOUR REPORT**  
**SELECTION CRITERIA**  
Start date  
  
End date

Adjust the dates as you see fit, and click "Run Report" to view the glorious Work Report:

<b>WORK HOUR REPORT</b>				
<b>ALL WORK HOURS BETWEEN 01/01/2013 AND 12/31/2013</b>				
Volunteer	Category	Date	Hours	Miles
Dave Collins			16.0	20.0
Dave Collins	Pet Therapy	2013-02-15	7.0	8.0
Dave Collins	Bereavement	2013-03-07	3.0	4.0
Dave Collins	Pet Therapy	2013-03-20	6.0	8.0
Bob Bobson			14.0	104.0
Bob Bobson	Pet Therapy	2013-03-17	8.0	88.0
Bob Bobson	Needlework	2013-03-20	6.0	16.0
Totals			30.0	124.0

Hours and Miles are totaled for each volunteer as well as for the entire date range.