**VITA Volunteer Management**

**Log-in & out**

Volunteers need to be able to check in with their ID and password. The system will automatically print the system time as the log in time. When log-out, the system will use the system time to calculate the shift time in minutes.

**Certification Level**

Each volunteer can be certified in the Basic, Intermediate and Advanced level. The certificate is generated by IRS and is uploaded by each volunteer. The system need to be able to generate a summary logged in Volunteer at each shift of their information and certification level.

**Taxpayer prepared**

Each volunteer can record information about the tax payer they finish during the shift and mark the current status of the return.

**Update volunteer information**

The system need to be able keep the volunteer information updated. Any students that are no longer affiliated with the BAP or the University can be deleted.

**Volunteer Agreement**

Before each volunteer can start a return each tax year, the volunteer need to print a volunteer agreement and signed the agreement and give to the site coordinator.

**Main Page**

The main page appears after the user log in should contain sections such as news, useful links, FAQ, etc.