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My notes about screens/text are *[italicized in square brackets]*.

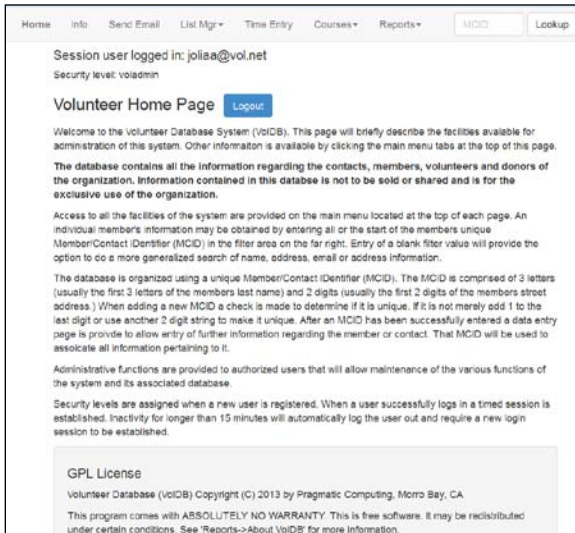
Changes to text are **highlighted**.

Comments were added to explain some of the changes or to question wording/function.

Each menu item, in **bold** and **numbered**, precedes its related screen prints and text, and is separated from the previous menu item by a dotted horizontal line.

A menu item has “**changes**” attached to it if changes have been made. A (?) indicates that the changes are questionable.

## 1. Home—**changes**



*[Text below was copied from above screen. Suggested changes and spelling corrections are **highlighted**.]*

**Session user logged in: joliaa@vol.net**

**Security level: voladmin**

### **Volunteer Home Page**

Welcome to the Volunteer Database System (VoIDB). This page will briefly describe the facilities **available** for administration of this system. Other **information** is available by clicking the main menu tabs at the top of this page.

**The database contains all the information regarding the contacts, members, volunteers and donors of the organization: collectively referred to as supporters.** Information contained in this **database** is not to be sold or shared and is for the exclusive use of the organization.

Access to all the facilities of the system are provided on the main menu located at the top of each page. An individual **supporter's** information may be obtained by entering all or the start of the **supporter's** unique Member/Contact Identifier (MCID) in the **Lookup** box on the far right. **Leave the Lookup box empty** to perform a more generalized search of name, address, city, and email information.

The database is organized using a unique Member/Contact Identifier (MCID). **This** MCID will be used to **access** all information pertaining to an individual. The MCID is comprised of 3 letters (usually the first 3 letters of the **supporter's** last name) and 2 digits (usually the first 2 digits of the **supporter's** street address or the last 2 digits of the phone number). When adding a new MCID a check is made to determine if it is unique. If it is not merely add 1 to the last digit or use another 2 digit string to make it unique. After an MCID has been successfully entered a data entry page is **provided** to allow entry of further information regarding the **supporter**.

**Administrative functions, that allow maintenance of the various functions of the system and its associated database, are provided to authorized users.**

Security levels are assigned when a new user is registered. **A timed session is established when a user successfully logs in.** Inactivity for longer than **15** minutes will automatically log the user out and require a new login session to be established.

## GPL License

Volunteer Database (VoIDB) Copyright (C) 2013 by Pragmatic Computing, Morro Bay, CA

This program comes with ABSOLUTELY NO WARRANTY. This is free software. It may be redistributed under certain conditions. See 'Reports->About VoIDB' for more information.

## 2. Info—changes

[Entered **MCID** into lookup box then clicked on **Lookup** button.]

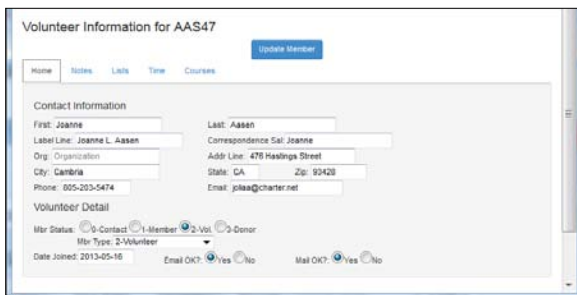


[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

### Volunteer/Contact Information

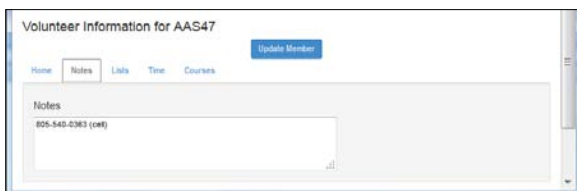
This page will display all volunteer information for a selected MCID. Use the 'Lookup' function to select a MCID. The volunteer MCID will remain 'active' until another one is selected either by returning to the Home page or by using the 'Lookup' function to select a new one.

[Home tab is displayed first.]



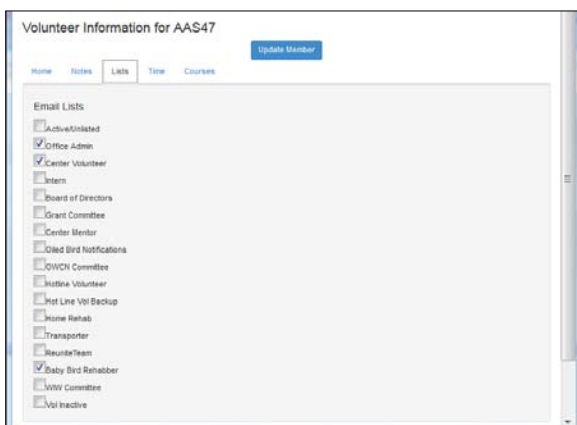
[Clicked on **Notes** tab.]

[It would be nice if the **Notes** tab was put on the **Home** page as it is in the MbrDB system.]



[Clicked on **Lists** tab.]

[QUESTION: Do the **Active/Unlisted** and **Vol Inactive** lists only show up on the list below because I'm an Admin user?]



[Clicked on **Time tab.**]

Volunteer Information for AAS47

Home Notes Lists **Time** Courses Update Member

Volunteer Time Served  
Period Entry Count: 100  
Total Miles Driven: 0, Total Volunteer Hours: 410  
Total Hours by Category:  
OfficeAdmin: 252.5  
BBRoom: 133.5  
CnVol: 17.5  
Education: 2.5  
Event: 4

Detail Records

Date	Vol Time	Mileage	Category	Notes
2015-05-13	4.50		OfficeAdmin	
2015-05-13	3.50		BBRoom	
2015-05-06	4.50		BBRoom	
2015-05-06	4.50		OfficeAdmin	updated 6/13, JLA
2015-05-30	4.00		BBRoom	
2015-05-30	4.00		OfficeAdmin	
2015-05-16	4.00		OfficeAdmin	
2015-05-16	4.50		BBRoom	

[Clicked on **Courses tab.**]

Volunteer Information for AAS47

Home Notes Lists Time **Courses** Update Member

Courses Attended  
Entry Count: 2  
Total Educ. Hours: 2.5

Detail Records

Agency	CourseId	CourseDate	Dur.	Notes
PWIC	Baby Bird Class	2015-03-31	1.00	
PWIC	Baby Bird Room	2014-05-03	1.50	

\*\*\*\* END OF REPORT \*\*\*\*

### 3. Send Email—changes

[The 1. Review Address(s), 2. Compose Msg, and 3. SEND IT menu items do not display when first entering the **Send Email** function.]

[**QUESTION:** Should there be a button for **Active/Unlisted**? And, who is on this list?]

[Clicked on **Send to Inactives** button.]

Available Mailing Lists

Submit List Name Send to Inactives

- ☐ Check/Uncheck All
- ☒ Office Admin (Adm)
- ☐ Center Volunteer (Cn)
- ☐ Intern (Intern)
- ☐ Board of Directors (BOD)
- ☐ Grant Committee (Grant)
- ☐ Center Mentor (Mnt)
- ☐ Oiled Bird Notifications (Obl)
- ☐ OWCN Committee (OWCN)
- ☐ Hotline Volunteer (PV)
- ☐ Hot Line Vol Backup (PVbu)
- ☐ Home Rehab (Sat)
- ☐ Transporter (Trn)
- ☐ ReuniteTeam (Nesters)
- ☐ Baby Bird Rehabber (BBR)
- ☐ WIW Committee (WIW)

[If no volunteers are on the **Vol Inactive** list then this screen displays.]

[Not sure about the text in this screen. It seems “odd.” See **List Mgr→View Specific List** for alternate wording.]

There are no volunteers email addresses in any of the lists.

*[If volunteers are on the **Vol Inactive** list this screen displays.]*

1. Review Address(s) 2. Compose Msg 3. SEND IT

Select the Email Addresses to send to:

volunteers Selected: 1

Email Address	Check/Uncheck All
Cambria Bird <polaa@charter.net>	<input checked="" type="checkbox"/>

volunteers included: 1

*[Checked **Office Admin (Adm)** list and then clicked on **Submit** button.]*

Available Mailing Lists

List Name	Send to Inactives
Check/Uncheck All	<input type="checkbox"/>
Office Admin (Adm)	<input checked="" type="checkbox"/>
Center Volunteer (Ctr)	<input type="checkbox"/>
Intern (Intern)	<input type="checkbox"/>
Board of Directors (BOD)	<input type="checkbox"/>

Submit

*[Below is the first screen in the **Send Email** process that has the **1. 2. 3.** menu items at the top.]*

*[Clicked on **Check/Uncheck All**, checked **Joanne Aasen (me)**, then clicked on the **2. Compose Msg** menu item.]*

1. Review Address(s) 2. Compose Msg 3. SEND IT

Select the Email Addresses to send to:

volunteers Selected: 13

Email Address	Check/Uncheck All
Joanne Aasen <polaa@charter.net>	<input checked="" type="checkbox"/>
Samantha Bock <slbock@calpoly.edu>	<input type="checkbox"/>
Dorothy Cornea <aviv481ag@gmail.com>	<input type="checkbox"/>
Carla Flanders <carlane@mail@yahoo.com>	<input type="checkbox"/>
Nicole Graham <zinzolini@yahoo.com>	<input type="checkbox"/>
Owen Kellas <gkellas@verizon.net>	<input type="checkbox"/>
Dave Klinzman <dave.klinzman@yahoo.com>	<input type="checkbox"/>
Shelly Larsen <bmoo4ever@aol.com>	<input type="checkbox"/>
Pati A. Scott <artandpati@att.net>	<input type="checkbox"/>
Carol Singleton <quetzaik@charter.net>	<input type="checkbox"/>
Jeanette Stone <jstone_tiemey@charter.net>	<input type="checkbox"/>
Gayle George <gg@mcn.org>	<input type="checkbox"/>
Kaley Kozlowski <kaleykozowski@gmail.com>	<input type="checkbox"/>

volunteers included: 13

*[Filled in subject and message boxes then clicked on **3. SEND IT** menu item.]*

1. Review Address(s) 2. Compose Msg 3. SEND IT

Compose a message:

test message

Font Size: Font Format: [Rich Text Editor Icons]

This is a test message being sent to test the Send Email feature of the Volunteer Database System.

That's all.

Send Message

*[Clicked the **Add to Repository** button.]*

1. Review Address(s) 2. Compose Msg 3. SEND IT

Send the message

Have a picture or document you want to send a link for? If so click the button to open a new window with the repository listing, upload the picture or document, copy the link using the instructions provided and paste that link into your message

Add to repository

Click the following button to send the message.

Send Message

The message subject and text will be sent to all of the checked email recipients. A confirmation page will be produced which will provide a list of any email addresses which were unable to be sent to. A log record is produced and may be reviewed by looking at 'Reports->Review Mail Log' after the mail send processing has been completed.

[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

## Send the message

Have a picture or document you want to send a link for? If so click the **Add to repository** button to open a new window with the repository listing, upload the picture or document, copy the link using the instructions provided and paste that link into your message.

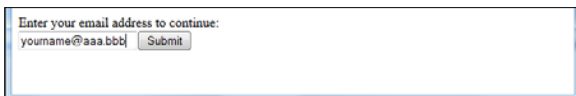
## Add to repository

Click the following button to send the message.

## Send Message

The message subject and text will be sent to all of the checked email recipients. A confirmation page will be produced which will provide a list of any email addresses that could not be sent. A log record is produced and may be reviewed by looking at 'Reports->Review Mail Log' after the mail send processing is completed.

[Enter your login email for the VoIDB system.]



Enter your email address to continue:  
youname@aaa.bbb

[Clicked the Browse button.]



Repository Contents (CLOSE)

Filename to upload:  No file selected.

To copy a link, right button click the name and select 'Copy Link Location'. Paste the link in the message or document being created.

[REFRESH LIST](#)

	File Name :	Size(bytes):	Date Uploaded:
<a href="#">Delete</a>	<a href="#">Critter Corner May 2015.pdf</a>	7,737,526	05/07/15 at 11:44:27
<a href="#">Delete</a>	<a href="#">CC-04-2015.pdf</a>	7,135,301	04/02/15 at 20:39:05
<a href="#">Delete</a>	<a href="#">image.jpg</a>	62,666	03/12/15 at 22:47:18
<a href="#">Delete</a>	<a href="#">securedownload.jpg</a>	31,669	02/13/15 at 19:34:27
			02/12/15 at

[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

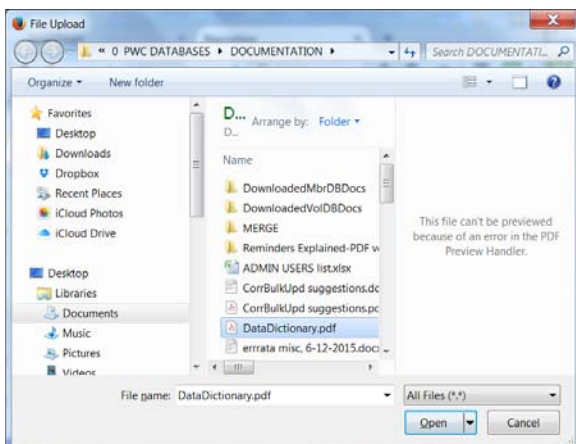
## Repository Contents

Filename to upload:  No file selected.

To copy a link, right button click your file name and select 'Copy Link Location' from the drop-down list. Paste the link into the message being sent.

[Browsed my computer to find the file, DataDictionary.pdf, and single-clicked on it.]

[Clicked the Open button.]



[Clicked the **Upload** button.]

Repository Contents (CLOSE)

Filename to upload:  DataDictionary.pdf

To copy a link, right button click the name and select 'Copy Link Location'. Paste the link in the message or document being created.

[REFRESH LIST](#)

	File Name :	Size(bytes):	Date Uploaded:
<a href="#">Delete</a>	<a href="#">Crittter Corner May 2015.pdf</a>	7,737,526	05/07/15 at 11:44:27
<a href="#">Delete</a>	<a href="#">CC-04-2015.pdf</a>	7,135,301	04/02/15 at 20:39:05
<a href="#">Delete</a>	<a href="#">image.jpg</a>	62,666	03/12/15 at 22:47:18

[My file was now in the repository list.]

[**QUESTION:** how can I get to the repository without going through the **Send Email** function?]

[Right-clicked the **DataDictionary.pdf** link and selected "Copy Link Location" from the drop-down list.]

[Clicked the **Close** button.]

Repository Contents (CLOSE)

Filename to upload:  No file selected.

To copy a link, right button click the name and select 'Copy Link Location'. Paste the link in the message or document being created.

[REFRESH LIST](#)

	File Name :	Size(bytes):	Date Uploaded:
<a href="#">Delete</a>	<a href="#">DataDictionary.pdf</a>	123,250	06/16/15 at 15:59:53
<a href="#">Delete</a>	<a href="#">Crittter Corner May 2015.pdf</a>	7,737,526	05/07/15 at 11:44:27
<a href="#">Delete</a>	<a href="#">CC-04-2015.pdf</a>	7,135,301	04/02/15 at 20:39:05

[Now you have to go **BACK** to the **2. Compose msg** page.]

[**QUESTION:** Would it be possible to move the **Add to repository** function into the **Compose a message** page?]

[Clicked the **2. Compose Msg** menu item.]

1. Review Address(s) 2. **Compose Msg** 3. SEND IT

Send the message

Have a picture or document you want to send a link for? If so click the button to open a new window with the repository listing, upload the picture or document, copy the link using the instructions provided and paste that link into your message

Click the following button to send the message.

The message subject and text will be sent to all of the checked email recipients. A confirmation page will be produced which will provide a list of any email addresses which were unable to be sent to. A log record is produced and may be reviewed by looking at 'Reports->Review Mail Log' after the mail send processing has been completed.

[Right-clicked in the message box and pasted the repository file link.]

[Clicked the **SEND IT** menu item.]

1. Review Address(s) 2. **Compose Msg** 3. SEND IT

Compose a message:

test message

Font Size... Font Format...

This is just a test. And I want to include a link to a document using the repository feature in the SEND IT page.

<http://www.pacificwildlifecare.org/repository/DataDictionary.pdf>

[Clicked the **Send Message** button.]

[Clicked the **OK** button.]

[“Thermometer” shows progress of the messages being sent.]

[Waited for send to finish and then confirmation screen was automatically displayed.]

[Clicked the **(RETURN)** button and was taken back to the **Home** screen.]

#### 4. List Mgr→Display Lists Info—changes

[Change **Achronym** to **Acronym**.]

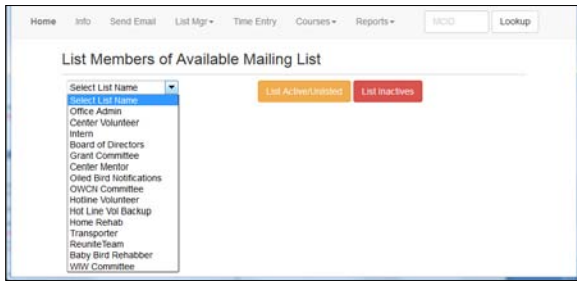
[QUESTION: Wouldn't **Active/Unlisted** and **Vol Inactive** lists be good to show here?]

[QUESTION: Could the two lists be in the same order?]



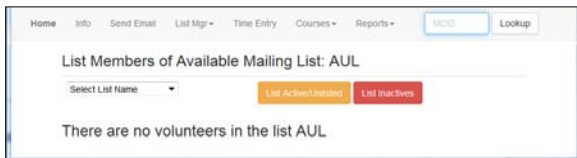
## 5. List Mgr→View Specific List—

[Clicked the arrow to right of **Select list name** button to show the drop-down list.]



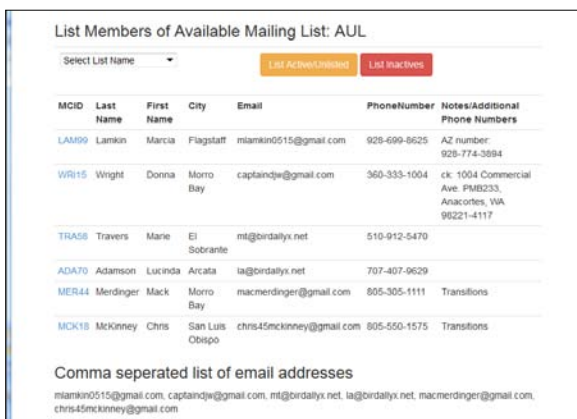
[Clicked the **List Active/Unlisted** button.]

[If no volunteers are on the **Active/Unlisted** list this screen displays.]



[Clicked the **List Active/Unlisted** button.]

[If volunteers are on the **Active/Unlisted** list this screen displays.]

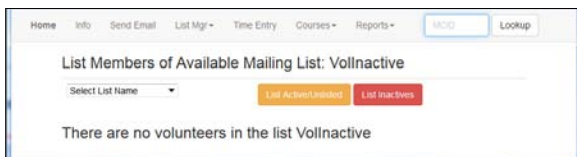


MCID	Last Name	First Name	City	Email	PhoneNumber	Notes/Additional Phone Numbers
LAM09	Lamkin	Marcia	Flagstaff	miamkin0515@gmail.com	928-699-8625	AZ number: 928-774-3894
WR115	Wright	Donna	Morro Bay	captainjw@gmail.com	360-333-1004	ck: 1004 Commercial Ave. PMB233, Anacortes, WA 98221-4117
TRA58	Travers	Marie	El Sobrante	mt@birdalix.net	510-912-5470	
ADA70	Adamson	Lucinda	Arcata	la@birdalix.net	707-407-9629	
MER44	Merdinger	Mack	Morro Bay	macmerdinger@gmail.com	805-305-1111	Transitions
MCK18	McKinney	Chris	San Luis Obispo	chris45mckinney@gmail.com	805-550-1575	Transitions

Comma separated list of email addresses  
miamkin0515@gmail.com, captainjw@gmail.com, mt@birdalix.net, la@birdalix.net, macmerdinger@gmail.com, chris45mckinney@gmail.com

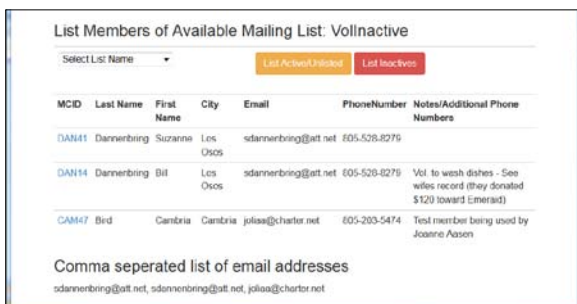
[Clicked the **List Inactives** button.]

[If no volunteers are on the **Vol Inactive** list this screen displays.]



[Clicked the **List Inactives** button.]

[If volunteers are on the **Vol Inactive** list this screen displays.]



MCID	Last Name	First Name	City	Email	PhoneNumber	Notes/Additional Phone Numbers
DAN41	Dannenberg	Suzanne	Los Osos	sdannenberg@att.net	605-528-8275	
DAN14	Dannenberg	Bill	Los Osos	sdannenberg@att.net	605-528-8275	Vol. to wash dishes - See wives record (they donated \$120 toward Emerald)
CAM47	Bird	Cambria	Cambria	juliasa@charter.net	605-203-5474	Test member being used by Joanne Asson

Comma separated list of email addresses  
sdannenberg@att.net, sdannenberg@att.net, juliasa@charter.net

[Selected Office Admin list.]

Home Info Send Email List Mgr Time Entry Courses Reports MCID Lookup

List Members of Available Mailing List: Adm

Select List Name [ ] List Active/Inactive List Inactives

MCID	Last Name	First Name	City	Email	PhoneNumber	Notes/Additional Phone Numbers
AAS47	Aasen	Joanne	Cambria	jolaa@charter.net	805-293-5474	805-540-0363 (cell)
BOC18	Bock	Samantha	Eugene	sibock@calpoly.edu	541-285-6350	Note: Romauldo 606, Cal Poly, 10 Grand Ave., Build. 170, San Luis Obispo, CA 93410
COR77	Correa	Dorothy	Arroyo Grande	ave481ag@gmail.com	805-458-3585	

## 6. List Mgr→List/Edit Time Record—

[This menu item first displays with records for ALL lists shown.]

[Clicked the arrow to right of **VolCategory**: to display the drop-down list.]

Edit Time Record

Specify the date range and volunteer category for the time records to list. Select a specific record to edit by clicking its corresponding record number.

Start: 2015-05-17 End: 2015-06-17 VolCategory: [ ] Submit

Records found in date range: 540

RecNbr	MCID	ServiceDate	VolTime	Mileage	Category
9013	ALV34	2015-06-16	10.00		Re: Active/Unlisted
9029	BAK56	2015-06-16	6.00		Center Volunteer
9014	ALV34	2015-06-16	1.00		Intern
9015	DUN13	2015-06-16	5.00		CR: Baby Bird Room
9016	DUN13	2015-06-16	3.00		Rescue/Transport
9017	SH60	2015-06-16	4.00		CR: Nesters
9018	HUD47	2015-06-16	4.00		Board of Directors
9019	COO32	2015-06-16	0.50		Office Administration
9020	KOC11	2015-06-16	5.00		Hotline Volunteer
9021	ELI16	2015-06-16	8.00		Grant Committee
9022	CH28A	2015-06-16	4.50		CR: Event
9027	CH28	2015-06-16	4.50		Committee
9026	BIS47	2015-06-16	4.50		BE: Other (please note)
9025	BRO75	2015-06-16	4.00		Education

[Selected Office Admin from the drop-down list and clicked the **Submit** button.]

Edit Time Record

Specify the date range and volunteer category for the time records to list. Select a specific record to edit by clicking its corresponding record number.

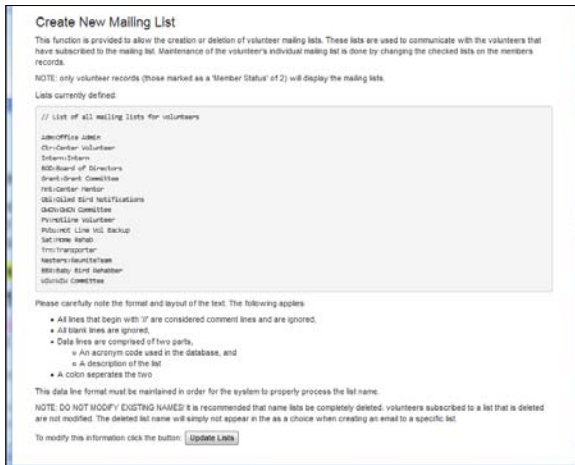
Start: 2015-05-13 End: 2015-06-13 VolCategory: [ ] Submit

Records found in date range: 33

RecNbr	MCID	ServiceDate	VolTime	Mileage	Category	Notes
8864	SH60	2015-06-09	4.00		OfficeAdmin	
8837	COR77	2015-06-08	7.00		OfficeAdmin	
8784	AAS47	2015-06-06	4.50		OfficeAdmin	updated 6/13, JLA
8783	KOZ17	2015-06-06	4.00		OfficeAdmin	
8768	GRA10	2015-06-05	4.00		OfficeAdmin	
8748	COR77	2015-06-04	7.00		OfficeAdmin	
8730	COR77	2015-06-03	7.00		OfficeAdmin	
8712	SH60	2015-06-02	4.00		OfficeAdmin	
8693	COR77	2015-06-01	9.00		OfficeAdmin	
8670	BOC18	2015-05-31	4.50		OfficeAdmin	
8657	AAS47	2015-05-30	4.00		OfficeAdmin	

## 7. List Mgr→Create/Update Mail Lists—*changes*

[Clicked the **Update Lists** button.]



[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

[The list AUL:ActiveUnlisted has been removed and there is no Vol Inactive list.]

### Create New Mailing List

This function is provided to allow the creation or deletion of volunteer mailing lists. These lists are used to communicate with the volunteers that have subscribed to the mailing list. Maintenance of the volunteer's individual mailing list is done by changing the checked lists on the volunteer's record.

**NOTE:** only volunteer records (those marked as a 'Member Status' of 2) will display the mailing lists.

Lists currently defined:

```
// List of all distribution mailing lists for volunteers  
  
Adm:Office Admin  
Ctr:Center Volunteer  
Intern:Intern  
BOD:Board of Directors  
Grant:Grant Committee  
Mnt:Center Mentor  
Obl:Oiled Bird Notifications  
OWCN:OWCN Committee  
PV:Hotline Volunteer  
PVbu:Hot Line Vol Backup  
Sat:Home Rehab  
Trn:Transporter  
Nesters:ReuniteTeam  
BBR:Baby Bird Rehabber  
WIW:WIW Committee
```

Please carefully note the format and layout of the text. The following applies:

- All lines that begin with '/' are considered comment lines and are ignored,
- All blank lines are ignored,
- **Data** lines are comprised of three parts--
  - An acronym code used in the database
  - A colon (:)
  - A description of the list.

This data line format must be maintained in order for the system to properly process the list names.

**NOTE: DO NOT MODIFY EXISTING NAMES!** It is recommended that individual mailing lists be completely deleted. Volunteers subscribed to a list that is deleted are not modified. The deleted list name will simply not appear in the as a choice when selecting a mailing list for sending an email to volunteers. to a specific list.

To modify this information click the button: **Update Lists**

[Current Mail lists can be updated here according to the instructions on the previous page.]

Current list definitions  
Modify the current list to add or delete items.

// List of all mailing lists for volunteers

- Admin:Office Admin
- Car:Center Volunteer
- Intern:Intern
- BOD:Board of Directors
- Grant:Grant Committee
- Int:Center Mentor
- Old:Old Bird Notifications
- OWCN:OWCN Committee
- PV:Hotline Volunteer
- Pubu:Hot Line Vol Backup
- Sat:Home Rehab
- Trn:Transporter
- Nesters:ReuniteTeam
- BBR:Baby Bird Rehabber
- WWV:WWV Committee

Apply Update(s)

## 8. List Mgr→Create/Update Vol Time Categories—changes

[Clicked the Update Lists button.]

Home Info Send Email List Mgr Time Entry Courses Reports MOD Lookup

### Maintain Volunteer Categories

This function is provided to allow the creation or deletion of volunteer categories used in the volunteer management system. These categories are used to designate areas of volunteer support during the volunteer time entry process as well as for the volunteer self time entry program. Maintenance of the volunteer's categories is done by selection from drop down menu selection during data entry.

NOTE: these selections are merely displayed as choices during the volunteer time data entry process. Changing or adding to this list does not effect records previously entered.

Volunteer categories currently defined:

```
// volunteer categories
AUL:ActiveUnlisted
RehabTech:Technician
CtrVol:Center Volunteer
Intern:Intern
BBRRoom:Baby Bird Room
Transporter:Rescue/Transport
ReuniteTeam:Nesters
BOD:Board of Directors
OfficeAdmin:Office Administration
PhoneVol:Hotline Volunteer
Grant:Grant Committee
Event:Event
Committee:Committee
Other:Other (please note)
```

Please carefully note the format and layout of the text. The following applies:

- All lines that begin with "//" are considered comment lines and are ignored.
- All blank lines are ignored.
- Data lines are comprised of two parts.
  - An acronym code used in the database, and
  - A description of the list
- A colon separates the two

This data line format must be maintained in order for the system to properly process the list name.

NOTE: DO NOT MODIFY EXISTING NAMES! It is recommended that name lists be completely deleted. Volunteers subscribed to a list that is deleted are not modified. The deleted list name will simply not appear in the as a choice when creating an email to a specific list

To modify this information click the button: Update Lists

[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

### Maintain Volunteer Time Categories

This function is provided to allow the creation or deletion of volunteer time categories used in the Volunteer Database System. These categories are used to designate areas of volunteer support during the volunteer time entry process as well as for the volunteer self time entry program. Maintenance of the volunteer categories is done by selection using a drop-down menu selection during data entry.

NOTE: these selections are merely displayed as choices during the volunteer time data-entry process. Changing or adding to this list does not affect records previously entered.

Volunteer time categories currently defined:

```
// volunteer time categories
```

```
AUL:ActiveUnlisted
RehabTech:Technician
CtrVol:Center Volunteer
Intern:Intern
BBRRoom:Baby Bird Room
Transporter:Rescue/Transport
ReuniteTeam:Nesters
BOD:Board of Directors
OfficeAdmin:Office Administration
PhoneVol:Hotline Volunteer
Grant:Grant Committee
Event:Event
```

Committee:Committee  
Other:Other (please note)

Please carefully note the format and layout of the text. The following applies:

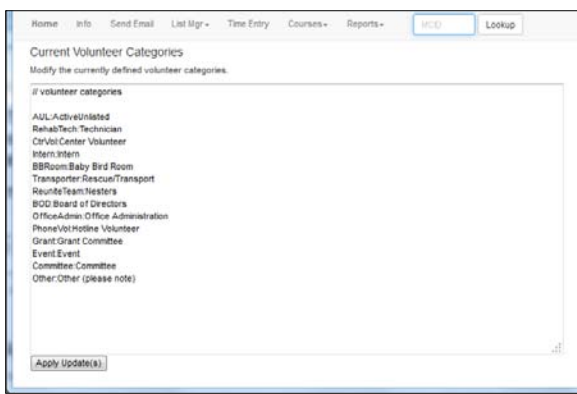
- All lines that begin with '/' are considered comment lines and are ignored,
- All blank lines are ignored,
- Data lines are comprised of three parts--
  - An acronym code used in the database
  - A colon (:)
  - A description of the list

This data line format must be maintained in order for the system to properly process the list name.

NOTE: DO NOT MODIFY EXISTING NAMES! It is recommended that name lists be completely deleted. Volunteers subscribed to a list that is deleted are not modified. The deleted list name will simply not appear in the as a choice when adding time to a volunteer's record. ~~creating an email to a specific list.~~

To modify this information click the button: [Update Lists](#)

*[Current Time lists can be updated here according to the instructions on the previous page.]*



## 9. List Mgr→Add New Volunteer—changes



*[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]*

### Adding A New Volunteer

This function is to add a new volunteer record to the Volunteer Database System.

This requires that a unique 5 character Member/Contact Identifier (MCID) be proposed to be used to identify that volunteer.

The MCID is comprised of 3 alphabetic letters (usually the first three letters of the name of the volunteer or organizational name or any organizational acronym) plus 2 numeric digits (usually the first 2 digits of the volunteer's street address or the last 2 digits of the phone number.) This combination provides a predictable method that facilitates easy lookup for future reference.

Entry of the proposed MCID requires that the format of 3 letters and 2 digits is enforced. Occasionally this will result in duplication of an existing MCID. A list of alternative MCIDs are provided in the event that the one proposed is already in use. Merely pick one from the list provided and enter it to complete the process.

Once you have successfully added a new **volunteer** record with a unique MCID ~~for the volunteer~~ you will be presented with a blank input page where the remaining information about the volunteer is entered.

**Provide the EXACT MCID proposed for the new volunteer record to be added:**

MCID:

## 10. List Mgr→Add New User—*changes*

**Add New Administrative User**

Adds new admin user to the registration database. User id is the email address of the user. The role that is to be assigned is in the dropdown. Both of these fields are required. The default password provided is "raptor" but any may be specified. The password can be updated to a personal password by the user when they log in.

Please note that a new userid is needed for each role.

New User ID:  Email Address:  Password:  Role:

Notes:

**Delete Existing**

Delete	User ID	Password	Role	Notes
<input checked="" type="checkbox"/>	dave.klinzman@yahoo.com	*****	admin	default admin user
<input checked="" type="checkbox"/>	dave.klinzman@gmail.com	*****	voladmin	vol admin user
<input checked="" type="checkbox"/>	kperez@capoly.edu	*****	user	Kim Perez
<input checked="" type="checkbox"/>	websteink@gmail.com	*****	admin	Meg Crockett
<input checked="" type="checkbox"/>	ave481ag@gmail.com	*****	voladmin	Dorothy Correa
<input checked="" type="checkbox"/>	marcelle@bags4you.com	*****	admin	Marcelle Bakula
<input checked="" type="checkbox"/>	haroldtm@charter.net	*****	admin	Dorothy Correa - membership admin
<input checked="" type="checkbox"/>	artandpat@att.net	*****	user	Pat Scott

[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

### Add New Administrative User

Adds new admin user to the **Volunteer Database System**.

User **ID** is the email address of the user. **Role** is **selected from a drop-down** list. Both of these fields are required. The default password provided is 'raptor' but any may be specified. **Later the** password can be updated to a personal password by the user when they log in.

Please note that a **unique User ID** is needed for each **Role**.

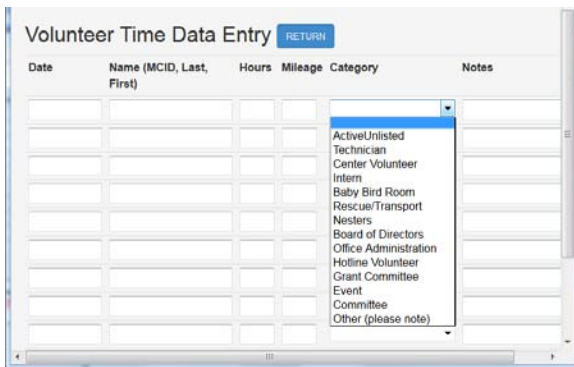
New User ID:  Password:  Role:

Notes:

### Delete Existing

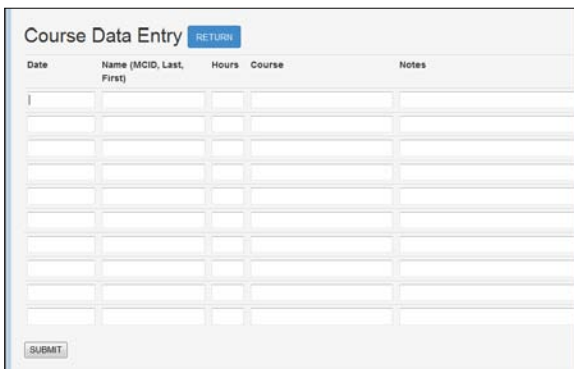
Delete	User ID	Password	Role	Notes
<input checked="" type="checkbox"/>	dave.klinzman@yahoo.com	*****	admin	default admin user

## 11. Time Entry—



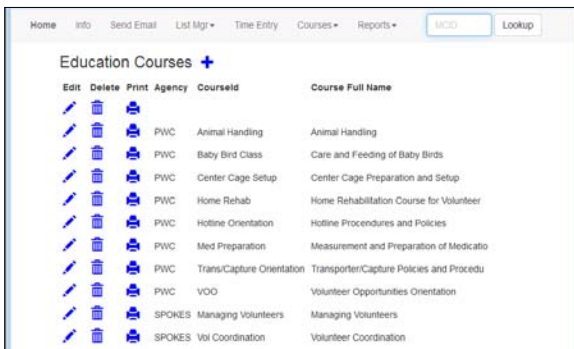
Date	Name (MCID, Last, First)	Hours	Mileage	Category	Notes
				Active/Unlisted	
				Technician	
				Center Volunteer	
				Intern	
				Baby Bird Room	
				Rescue/Transport	
				Nesters	
				Board of Directors	
				Office Administration	
				Hotline Volunteer	
				Grant Committee	
				Event Committee	
				Other (please note)	

## 12. Courses→Enter Course Data—



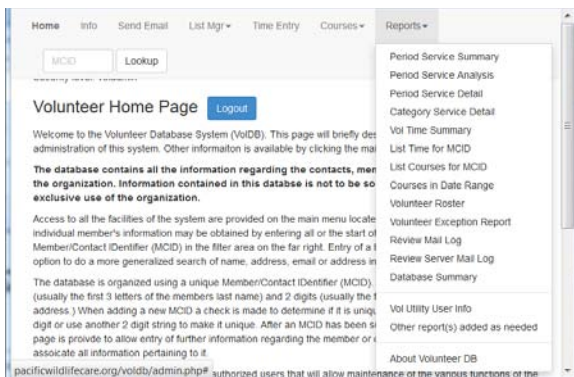
Date	Name (MCID, Last, First)	Hours	Course	Notes

## 13. Courses→List/Add/Update/Display Course Info—



Edit	Delete	Print	Agency	Courseid	Course Full Name
			PWC	Animal Handling	Animal Handling
			PWC	Baby Bird Class	Care and Feeding of Baby Birds
			PWC	Center Cage Setup	Center Cage Preparation and Setup
			PWC	Home Rehab	Home Rehabilitation Course for Volunteer
			PWC	Hotline Orientation	Hotline Procedures and Policies
			PWC	Med Preparation	Measurement and Preparation of Medication
			PWC	Trans/Capture Orientation	Transporter/Capture Policies and Procedures
			PWC	VOO	Volunteer Opportunities Orientation
			SPOKES	Managing Volunteers	Managing Volunteers
			SPOKES	Vol Coordination	Volunteer Coordination

## 14. Reports—



Home Info Send Email List Mgr Time Entry Courses Reports

MCID Lookup

### Volunteer Home Page

Welcome to the Volunteer Database System (VolDB). This page will briefly describe the administration of this system. Other information is available by clicking the menu items.

The database contains all the information regarding the contacts, members, and the organization. Information contained in this database is not to be so exclusive use of the organization.

Access to all the facilities of the system are provided on the main menu located on the left. Individual member's information may be obtained by entering all or the start of Member/Contact Identifier (MCID) in the filter area on the far right. Entry of a Member/Contact Identifier (MCID) in the filter area on the far right. Entry of a Member/Contact Identifier (MCID) in the filter area on the far right. Entry of a Member/Contact Identifier (MCID) in the filter area on the far right.

The database is organized using a unique Member/Contact Identifier (MCID). (usually the first 3 letters of the members last name) and 2 digits (usually the first 2 digits of the members address.) When adding a new MCID a check is made to determine if it is unique. If it is not unique, a message will be displayed. After an MCID has been assigned, this page is provided to allow entry of further information regarding the member or organization. Associate all information pertaining to it.

Authorized users that will allow maintenance of the various functions of the system.

Period Service Summary  
Period Service Analysis  
Period Service Detail  
Category Service Detail  
Vol Time Summary  
List Time for MCID  
List Courses for MCID  
Courses in Date Range  
Volunteer Roster  
Volunteer Exception Report  
Review Mail Log  
Review Server Mail Log  
Database Summary  
Vol Utility User Info  
Other report(s) added as needed  
About Volunteer DB



## 15. Reports→Period Service Summary—changes

[Clicked the **Submit** button.]

[The TITLE of the page below should be changed to **Volunteer Service Summary** to match report name in drop-down menu.]

[The description is identical to that for the **Volunteer Service Analysis** report (next) and may need to be rewritten.]

Volunteer Service Analysis [CLOSE]

Specify Date Period Required

This analysis reports the number of volunteers that served as well as the total number of hours for each.  
Time period is greater than or equal to start date but less than end date.

Start: 2015-05-01 End: 2015-06-13 [Submit]

[Sample report]

[The TITLE of the page below should be changed to **Volunteer Service Summary** to match report name in drop-down menu.]

Volunteer Service Analysis [CLOSE]

Period from 2015-05-01 to 2015-06-17

Volunteers Served: 132  
Total Volunteer Hours: 3598.85  
Total Miles Driven: 3796  
Total Hours by Category:

Category	Hours
BBRoom	605.25
BOD	76.5
Committee	43.5
CtrVol	1368
Education	20
Event	191.5
Grant	32.5
Intern	163
OfficeAdmin	226.75
Other	49
PhoneVol	342
RehabTech	684.5
ReuniteTeam	40.5
Transporter	55.85

## 16. Reports→Period Service Analysis—changes(?)

[Clicked the **Submit** button.]

[The description is identical to that for the **Volunteer Service Summary** report (above) and may need to be rewritten.]

Volunteer Service Analysis [CLOSE]

Start: 2015-05-01 End: 2015-06-13 [Submit]

Specify Date Period Required

This analysis reports the number of volunteers that served as well as the total number of hours for each.  
Specify the time period for which the analysis is to be done.

[Sample report]

Volunteer Service Analysis [CLOSE]

Start: 2015-05-01 End: 2015-06-13 [Submit]

Volunteers Served: 126, Total Volunteer Hours: 3,188, Total Miles Driven: 3,576  
Total Hours by Category:

BBRoom: 540	BOD: 67	Committee: 38	CtrVol: 1,169	Education: 6	Event: 104
Grant: 3	Intern: 49	OfficeAdmin: 194	Other: 1	PhoneVol: 342	RehabTech: 590
ReuniteTeam: 38	Transporter: 51				

MCID	Vol Name	Serv.Cnt	Time	Mileage
AAS47	Joanne Aasen	9	38.5	0
ALV34	Melinda Alvarado	57	284.25	0
ALV34A	Ivy Alvarado	8	32.75	0
ALV41	Frank Alvarado	1	4	0
BAC68A	Richard Baccigalupi	2	4.75	127
BAH7	Julie Bailey	3	8	0
BAK56	Marcelle Bakula	10	87	70

## 17. Reports→Period Service Detail—changes

[Clicked the **Submit** button.]

[The TITLE of the page below should be changed to **Period Service Detail** to match report name in drop-down menu.]



Volunteer Service Detail CLOSE

Specify Date Period Required

This report produces all the detail entries for volunteer time reported in the date range specified.  
This information is best suited for downloading into a spreadsheet for summarization and charting.

Start: 2015-05-01
End: 2015-06-13
Submit

[Sample report]

[The TITLE of the page below should be changed to **Period Service Detail** to match report name in drop-down menu.]

Volunteer Service Detail CLOSE

Period from 2015-05-01 to 2015-06-13

Rows extracted: 727

[DOWNLOAD CSV FILE](#)

MCID	Date	Time	Mileage	Category	Notes
CAM53	2015-05-01	10:00		RehabTech	
CAM53	2015-05-01	3:50		CtrVol	
ALV34	2015-05-01	5:00		RehabTech	
ALV34	2015-05-01	3:00		CtrVol	
GRA10	2015-05-01	4:00		OfficeAdmin	
MCO21	2015-05-01	5:50		BBRoom	
LAR33	2015-05-01	4:00		BBRoom	
THA06	2015-05-01	4:00		BBRoom	
GID12	2015-05-01	4:00		CtrVol	
SME34	2015-05-01	3:00		CtrVol	Transitions

-----

18. Reports→Category Service Detail—

[Checked **Center Volunteer** then clicked the **Submit** button.]

Category Service Detail CLOSE

This report produces all the detail entries for one or more categories selected from the following list within the date range specified.

Unless details are requested, the report summarizes all volunteer time reported within the date range entered. If requested, details are listed and are also provided to be downloaded as a CSV spreadsheet file.

Specify Date Period:

Start: 2015-05-01
End: 2015-06-13

Categories:

☐ Check All/None  
☐ Active/Unlisted  
☐ Baby Bird Room  
☐ Board of Directors  
☒ Center Volunteer  
☐ Committee  
☐ Event  
☐ Grant Committee  
☐ Hotline Volunteer  
☐ Intern  
☐ Nesters  
☐ Office Administration  
☐ Other (please note)  
☐ Rescue/Transport  
☐ Technician

☐ Show details  
Submit

[Sample report]

Category Service Detail CLOSE

Period from 2015-05-01 to 2015-06-13

Rows extracted: 305, Categories reported: 1

Unique Vol IDs reporting: 61, Total Hrs: 1168.75

Category	SvcCount	TotHrs
CtrVol	305	1168.75

[DOWNLOAD CSV FILE](#)

MCID	Date	Time	Mileage	Category	Notes
CAM53	2015-05-01	3:50		CtrVol	
ALV34	2015-05-01	3:00		CtrVol	
GID12	2015-05-01	4:00		CtrVol	
SME34	2015-05-01	3:00		CtrVol	Transitions
COP21	2015-05-01	5:00		CtrVol	
JOH16	2015-05-01	5:00		CtrVol	
CAM53	2015-05-02	4:00		CtrVol	
DUR13	2015-05-02	2:00		CtrVol	
PLE17	2015-05-02	5:50		CtrVol	
MCA10	2015-05-02	4:00		CtrVol	

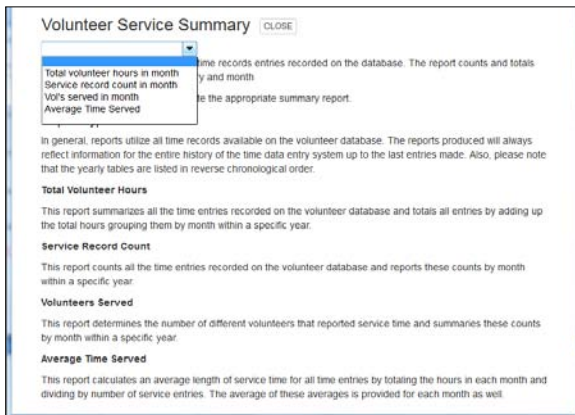
## 19. Reports→Vol Time Summary—changes

[Selected a report from the drop-down list and the report automatically appeared.]

[The TITLE of the page below should be changed to **Volunteer Time Summary** to match report name in drop-down menu.]

[The titles of the reports below could be changed to match the actual selection from the drop-down list. Right now the title for all four reports is **Volunteer Service Summary**.]

[Vol's should be Vols.]



[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

### Volunteer Service Summary

This report **aggregates** all volunteer time **record** entries recorded on the database. The report counts and totals, grouping by year, volunteer category and month.

Select from the **above** list to create the appropriate summary report.

#### Report Types

In general, **the** reports utilize all time records available **in the Volunteer Database System**. The reports produced will always reflect information for the entire history of the time **data-entry** system up to the last entries made. Also, please note that the yearly tables are listed in reverse chronological order.

#### Total Volunteer Hours **in Month**

This report summarizes all the time entries recorded on the volunteer database and totals all entries by adding up the total hours **and** grouping them by month within a specific year.

#### Service Record Count **in Month**

This report counts all the time entries recorded on the volunteer database and reports these counts by month within a specific year.

#### **Vols Served in Month**

This report determines the number of different volunteers that reported service time and **summarizes** these counts by month within a specific year.

#### Average Time Served

This report calculates an average length of service time for all time entries by totaling the hours in each month and dividing **that** by number of service entries. The average of these averages is provided for each month as well.

[Sample report]

## Total volunteer hours in month

Volunteer Service Summary <span>CLOSE</span>												
Volunteer Hours Served												
YEAR: 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	0	0	0	0	0	0	0	0	0	0	0	0
BBRoom	16	13	111	244	405	135	0	0	0	0	0	0
BOD	135	194	39	60	33	34	0	0	0	0	0	0
Committee	11	19	17	32	29	9	0	0	0	0	0	0
CtrVol	1,053	1,134	962	856	914	255	0	0	0	0	0	0
Education	18	39	156	29	6	0	0	0	0	0	0	0
Event	0	0	0	0	104	0	0	0	0	0	0	0
Grant	0	0	21	2	3	0	0	0	0	0	0	0
Intern	0	0	0	0	0	49	0	0	0	0	0	0
OfficeAdmin	138	142	143	136	143	51	0	0	0	0	0	0
Other	23	35	4	17	1	0	0	0	0	0	0	0
PhoneVol	295	8	327	12	318	24	0	0	0	0	0	0
RehabTech	320	273	393	417	440	150	0	0	0	0	0	0
ReuniteTeam	0	0	0	0	33	5	0	0	0	0	0	0
Transporter	200	270	340	32	45	6	0	0	0	0	0	0
Mo Total:	2,207	2,125	2,512	1,836	2,472	717						
YEAR: 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	0	0	0	0	0	0	0	0	0	0	0	0
BBRoom	0	0	0	20	331	505	449	244	0	0	0	3

[Sample report]

## Service record count in month

Volunteer Service Summary <span>CLOSE</span>												
Volunteer Entries												
YEAR: 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	0	0	0	0	0	0	0	0	0	0	0	0
BBRoom	6	6	29	66	113	36	0	0	0	0	0	0
BOD	37	47	10	16	11	12	0	0	0	0	0	0
Committee	5	7	6	10	7	7	0	0	0	0	0	0
CtrVol	274	273	253	231	238	67	0	0	0	0	0	0
Education	9	22	105	12	3	0	0	0	0	0	0	0
Event	0	0	0	0	21	0	0	0	0	0	0	0
Grant	0	0	2	1	1	0	0	0	0	0	0	0
Intern	0	0	0	0	6	0	0	0	0	0	0	0
OfficeAdmin	36	38	36	34	36	9	0	0	0	0	0	0
Other	6	6	1	5	1	0	0	0	0	0	0	0
PhoneVol	27	2	28	3	33	3	0	0	0	0	0	0
RehabTech	32	28	48	54	57	20	0	0	0	0	0	0
ReuniteTeam	0	0	0	0	12	2	0	0	0	0	0	0
Transporter	39	43	56	17	28	4	0	0	0	0	0	0
Mo Total:	471	472	574	449	561	166						
YEAR: 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	0	0	0	0	0	0	0	0	0	0	0	0
BBRoom	0	0	0	6	81	118	112	56	0	0	0	1

[Sample report]

## Vols served in month [ ' should be removed from Volunteer's]

Volunteer Service Summary <span>CLOSE</span>												
Different Volunteer's That Have Served: 311												
YEAR: 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	0	0	0	0	0	0	0	0	0	0	0	0
BBRoom	2	2	12	21	34	20	0	0	0	0	0	0
BOD	9	10	6	2	6	7	0	0	0	0	0	0
Committee	5	5	6	6	1	6	0	0	0	0	0	0
CtrVol	59	62	62	57	54	39	0	0	0	0	0	0
Education	9	20	62	9	3	0	0	0	0	0	0	0
Event	0	0	0	0	19	0	0	0	0	0	0	0
Grant	0	0	1	1	1	0	0	0	0	0	0	0
Intern	0	0	0	0	0	2	0	0	0	0	0	0
OfficeAdmin	12	9	10	8	8	5	0	0	0	0	0	0
Other	1	4	1	1	1	0	0	0	0	0	0	0
PhoneVol	24	1	24	1	27	2	0	0	0	0	0	0
RehabTech	3	3	4	3	4	4	0	0	0	0	0	0
ReuniteTeam	0	0	0	0	1	1	0	0	0	0	0	0
Transporter	28	27	31	8	18	4	0	0	0	0	0	0
Mo Total:	152	143	219	117	177	90						
YEAR: 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	0	0	0	0	0	0	0	0	0	0	0	0
BBRoom	0	0	0	6	21	30	25	18	0	0	0	1
BOD	0	0	0	0	0	0	9	9	7	10	6	7

[Sample report]

## Average time served

Volunteer Service Summary <span>CLOSE</span>												
Average Time Served												
YEAR: 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AJL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BBRoom	2.58	2.08	3.83	3.69	3.58	3.75	0.00	0.00	0.00	0.00	0.00	0.00
BOD	3.65	4.13	3.88	3.75	2.95	2.83	0.00	0.00	0.00	0.00	0.00	0.00
Committee	2.20	2.71	2.83	3.15	4.14	1.21	0.00	0.00	0.00	0.00	0.00	0.00
CrVol	3.84	4.15	3.80	3.71	3.84	3.81	0.00	0.00	0.00	0.00	0.00	0.00
Education	2.00	1.77	1.48	2.42	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Event	0.00	0.00	0.00	0.00	4.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grant	0.00	0.00	10.50	2.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Intern	0.00	0.00	0.00	0.00	0.00	8.17	0.00	0.00	0.00	0.00	0.00	0.00
OfficeAdmin	3.82	3.74	3.97	3.99	3.98	5.61	0.00	0.00	0.00	0.00	0.00	0.00
Other	3.75	5.83	4.00	3.40	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PhoneVol	10.93	4.00	11.68	4.00	9.64	8.00	0.00	0.00	0.00	0.00	0.00	0.00
RehabTech	10.00	9.73	8.19	7.72	7.71	7.50	0.00	0.00	0.00	0.00	0.00	0.00
ReuniteTeam	0.00	0.00	0.00	0.00	2.75	2.50	0.00	0.00	0.00	0.00	0.00	0.00
Transporter	5.12	6.27	6.07	1.91	1.62	1.38	0.00	0.00	0.00	0.00	0.00	0.00
Mo Total	4.69	4.50	4.38	4.09	4.41	4.32						
YEAR: 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AJL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BBRoom	0.00	0.00	0.00	3.33	4.09	4.28	4.01	4.35	0.00	0.00	0.00	2.50
BOD	0.00	0.00	0.00	0.00	0.00	0.00	5.00	3.39	3.67	3.37	3.47	3.97

## 20. Reports→List Time for MCID—

[An MCID needs to be active before selecting this report.]

Volunteer Time Report for CLOSE

No Active MCID Selected

Use the LOOKUP function to select an MCID to use to generate this report.

[Selected a MCID using lookup function on Home page and then returned to this report and clicked the Submit button.]

Volunteer Time Report for AAS47 CLOSE

Start: 2015-01-01 End: 2015-06-13 Submit

This report will list all reported volunteer time for the specific volunteer associated with the MCID currently 'active' for the date period specified.

[Sample report]

Volunteer Time Report for AAS47 CLOSE

Start: 2015-01-01 End: 2015-06-13 Submit

Period Entry Count: 40  
Total Miles Driven: 0, Total Volunteer Hours: 153.5  
Total Hours by Category:  
OfficeAdmin: 82.5  
BBRoom: 63  
CrVol: 7  
Education: 1  
Detail Records

Date	Vol Time	Mileage	Category	Notes
2015-01-03	4.00		OfficeAdmin	
2015-01-03	2.00		BBRoom	
2015-01-10	4.00		OfficeAdmin	
2015-01-10	2.00		BBRoom	
2015-01-24	4.00		OfficeAdmin	
2015-01-31	4.00		OfficeAdmin	

[Same information is shown in the MCID's Time tab.]

Home Info Send Email List Mgr Time Entry Courses Reports MCID Lookup

Volunteer Information for AAS47 Update Member

Home Notes Lists Time Courses

Volunteer Time Served

Period Entry Count: 98  
Total Miles Driven: 0, Total Volunteer Hours: 402  
Total Hours by Category:  
BBRoom: 130  
OfficeAdmin: 248  
CrVol: 17.5  
Education: 2.5  
Event: 4  
Detail Records

Date	Vol Time	Mileage	Category	Notes
2015-06-06	4.50		BBRoom	
2015-06-06	4.50		OfficeAdmin	updated 6/13, JLA
2015-05-30	4.00		BBRoom	
2015-05-30	4.00		OfficeAdmin	
2015-05-16	4.00		OfficeAdmin	
2015-05-16	4.50		BBRoom	
2015-05-10	5.00		CrVol	

## 21. Reports→List Courses for MCID—

[Selected a **MCID** using **lookup** function on **Home** page then returned to this report and clicked the **Submit** button.]

Volunteer Education Report for AAS47 [CLOSE](#)

Start: 2015-01-01 End: 2015-06-13 [Submit](#)

This report will list all courses reported for the volunteer for the date range specified.

[Sample report]

Volunteer Education Report for AAS47 [CLOSE](#)

Start: 2015-01-01 End: 2015-06-13 [Submit](#)

Period Entry Count: 1  
Total Educ. Hours: 0

**Detail Records**

Agency	CourseId	CourseDate	Dur.	Notes
PWC	Baby Bird Class	2015-03-31	1.00	

==== END OF REPORT ====

[Same information is shown in the MCID's **Courses** tab.]

Home Info Send Email List Mgr Time Entry Courses Reports MCID Lookup

Volunteer Information for AAS47 [Update Member](#)

Home Notes Lists Time **Courses**

**Courses Attended**  
Entry Count: 2  
Total Educ. Hours: 2.5

**Detail Records**

Agency	CourseId	CourseDate	Dur.	Notes
PWC	Baby Bird Class	2015-03-31	1.00	
PWC	Baby Bird Room	2014-05-03	1.50	

==== END OF REPORT ====

## 22. Reports→Courses in Date Range—

[Clicked the **Submit** button.]

Courses Conducted In Date Range [CLOSE](#)

Courses conducted by all agencies within the date range specified

Start: 2015-01-01 End: 2015-06-30 [Submit](#)

[Sample report]

Courses in Date Range [CLOSE](#)

Start Date: 2015-01-01, End Date: 2015-06-30  
Agency: SPOKES

Course ID: [Managing Volunteers](#), Date: 2015-02-24, Attendees: 5, Ed Hours: 7  
Course ID: [Vol Coordination](#), Date: 2015-03-03, Attendees: 7, Ed Hours: 7

Agency: PWC

Course ID: [Trans](#), Date: 2015-02-22, Attendees: 2, Ed Hours: 5  
Course ID: [Trans](#), Date: 2015-01-31, Attendees: 9, Ed Hours: 18  
Course ID: [Trans](#), Date: 2015-03-07, Attendees: 9, Ed Hours: 18  
Course ID: [Trans](#), Date: 2015-03-28, Attendees: 5, Ed Hours: 10  
Course ID: [Trans](#), Date: 2015-04-25, Attendees: 2, Ed Hours: 4  
Course ID: [Trans](#), Date: 2015-05-23, Attendees: 5, Ed Hours: 10  
Course ID: [VOO](#), Date: 2015-02-22, Attendees: 3, Ed Hours: 3  
Course ID: [VOO](#), Date: 2015-04-18, Attendees: 1, Ed Hours: 2  
Course ID: [VOO](#), Date: 2015-03-29, Attendees: 1, Ed Hours: 3  
Course ID: [Animal Handling](#), Date: 2015-02-22, Attendees: 12, Ed Hours: 24  
Course ID: [Center Cage Setup](#), Date: 2015-03-07, Attendees: 18, Ed Hours: 27  
Course ID: [Baby Bird Class](#), Date: 2015-03-14, Attendees: 22, Ed Hours: 33  
Course ID: [Baby Bird Class](#), Date: 2015-03-31, Attendees: 16, Ed Hours: 17.5  
Course ID: [Home Rehab](#), Date: 2015-03-22, Attendees: 14, Ed Hours: 14  
Course ID: [Med Preparation](#), Date: 2015-03-28, Attendees: 13, Ed Hours: 26  
Course ID: [Hotline Orientation](#), Date: 2015-04-03, Attendees: 4, Ed Hours: 8  
Course ID: [Hotline Orientation](#), Date: 2015-04-06, Attendees: 5, Ed Hours: 15  
Course ID: [Hotline Orientation](#), Date: 2015-05-11, Attendees: 3, Ed Hours: 6  
Course ID: [Hotline Orientation](#), Date: 2015-05-23, Attendees: 2, Ed Hours: 4

NOTE: click course id to get attendee list

[Clicked the 2015-01-31 Course ID link.]

Attendee List CLOSE

Agency: PWC  
Course: Trans  
Date: 2015-01-31

GAR11 - Susan Garman  
GAR11A - Mark Garman  
WAL36 - John Walker  
PET36 - Jenny Peters  
JAN20 - Bea Jansen  
MCK12 - Brandy McKay  
ERK00 - Pam Erickson  
KIZ21 - Michael Kizer  
MIG70 - Emily Higgins

===== END OF LIST =====

## 23. Reports→Volunteer Roster—

Volunteer Roster CLOSE

Total Volunteer Count: 229

MCID	Name	MemsStat	MemType	Phone	Email	City	Lists
AA547	Jessica Ascan	2	2-Volunteer	855-253-8474	jessica@maternal.net	Camden	Adm, Cr, BBR
ADA70	Lynnda Adams	2	2-Volunteer	707-457-9029	lg@brillies.net	Antelope	AGL
AHE22	Ellen Anderson	2	2-Volunteer	855-775-8922	andersonell@earthlink.net	Plano Beach	Trn
AEB3	Eric Asch	2	2-Volunteer	855-591-8558	eric@ericasch.com	San Luis Obispo	Cr, CH, CHN
ALP08	Eve Asquith	2	2-Volunteer	855-714-6765	evea@theaspire.com	Stone Bay	Cr
ALV04	Rebecca Alvord	2	2-Volunteer	855-475-5547	rebecca15@gmail.com	Antelope Grange	Cr, CH, CHN, Cr, Trn, Needles, BBR
ALV04A	Ivy Alvord	2	2-Volunteer	323-219-8393	ivy.alvord@gmail.com	Antelope Grange	Needles, BBR
ALV41	Frank Alvarado	2	2-Volunteer	855-475-5547		Antelope Grange	Cr
BAZ04	Robert Baragonja	2	2-Volunteer	855-551-1073	robbaron@gmail.com	Plano Beach	Trn
BAT17	Julie Baley	2	2-Volunteer	855-229-8522	gabriel@me.com	Los Osos	CH, CHN, Cr, BBR
BAC05	Harold Belsky	2	2-Volunteer	855-677-1077	hbel@earthlink.net	Camden	Cr, BBR, Cr, CH, Cr, Cr, Trn, BBR, BBR
BAL19	Deanna Belsky	2	2-Volunteer	855-754-3220	debbelsky@gmail.com	San Luis Obispo	Cr, Trn
BSL05	Susan Belsky	2	2-Volunteer	855-527-1855	susanb@charter.net	Camden	Trn, BBR
BSK47	Barbara Bishop	2	2-Volunteer	313-425-5853	barbbsk@comcast.net	Stone Bay	Cr, Cr, BBR
BSF16	Lincoln Bittner	2	2-Volunteer	855-455-8523	lincoln.bittner@gmail.com	San Luis Obispo	Trn

## 24. Reports→Volunteer Exception Report—changes

[Clicked the CONTINUE button.]

Volunteer Exception Report CLOSE

Expiration period: 60 days

This report has the following sections which will only appear in the report if there are any MCIDs that qualify.

- MCIDs with NO reported volunteer time in the expiration period.**  
This section of the report should be printed out and provided to the Center Operations Committee (COPS) to review and approve reclassification of any/all of MCIDs listed to a non-volunteer status. Reclassification steps must be performed by an administrative user and consists of adding 'inactive' to the mailing lists of the MCID record then changing the Member Status and Member Type fields of the supporter record to a member or donor designation. Other mailing lists selected should be left for future reference.
- MCIDs that HAVE reported volunteer time during the expiration period.**  
All MCIDs listed in this section of the report should be reclassified as a volunteer by changing the Member Status and Member Type fields of the supporter record to a volunteer designation.
- MCIDs that are marked as 'inactive'.**  
The MCIDs listed need to be reviewed and an administrative user must either remove the 'inactive' flag from the Lists of the volunteer OR change the Member Status and Member Type fields of the supporter record to a member or donor designation.
- MCIDs that are not on ANY email list.**  
Any MCID listed in this section should be assumed to have withdrawn from being a volunteer. These MCIDs should be reclassified by changing the Member Status and Member Type fields of the supporter record to a member or donor designation.

CONTINUE

[More information about inactive volunteers is available.](#)

[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

## Volunteer Exception Report

### Expiration period: 60 days

This report has the following sections which will only appear in the report if there are any MCIDs that qualify.

- Volunteer MCIDs with NO reported volunteer time in the expiration period.**  
This section of the report should be printed out and provided to the Center Operations Committee (COPS) to review and approve reclassification of any/all of MCIDs listed to a non-volunteer status. Reclassification steps must be performed by an administrative user and consists of adding 'Vollinactive' to the mailing lists of the MCID record then changing the Member Status and Member Type fields of the supporter record to a member or donor designation. Other mailing lists selected should be left for future reference.
- Non-volunteer MCIDs that HAVE reported volunteer time during the expiration period.**  
All MCIDs listed in this section of the report should be reclassified as a volunteer by changing the Member Status and Member Type fields of the supporter record to a volunteer designation.

3. **Volunteer MCIDs that are marked as 'VollInactive'.**

The MCIDs listed need to be reviewed and an administrative user must either remove the 'VollInactive' flag from the mailing lists of the volunteer OR change the Member Status and Member Type fields of the supporter record to a member or donor designation.

4. **Volunteer MCIDs that are not on ANY mailing list.**

Any MCID listed in this section should be assumed to have withdrawn from being a volunteer. These MCIDs should be reclassified by changing the Member Status and Member Type fields of the supporter record to a member or donor designation.

**CONTINUE**

[More information about inactive volunteers is available.](#)

*[Sample report]*

Volunteer Exception Report					
Expiration period: 60 days					
There are 90 volunteer MCIDs with NO reported volunteer time in the expiration period.					
MCID	LastSvcDate	FName	LName	MemStatus	Lists
ADA70	2015-01-09	Lucinda	Adamson	2	AUL
AHE22	2015-02-14	Alan	Aherne	2	Trn
AIE30	2015-04-02	Erin	Aiello	2	Ctr,Obl,OWCN
ALP35	2015-02-14	Eva	Alpaugh	2	Ctr
-----					
WRI77	2014-12-09	Kim	Wright	2	Ctr
WYA82	2015-02-22	Gary	Wyatt	2	Ctr
----- END OF LIST -----					
There are 18 volunteer MCIDs that are not on ANY email list.					
MCID	FName	LName	MemStatus	Lists	
COO32	Kelsey	Cook	2		
FIE25	Debbie	Fields	2		
FIT56	John	FitzRandolph	2		
JOH57	Desiree	Johnson	2		
MAR92	Nancy	Marsh	2		

*[Clicked the **More information about inactive volunteers is available.** link.]*

*[This document needs some additional edits; e.g., removing highlighting throughout.]*

## Inactive Volunteers Facility

### Background

Volunteers are the backbone of the work force. A huge amount of time and effort is put into recruitment, training and mentoring those who donate their time to the organization.

As part of the administrative process, each volunteer is asked to report the amount of time they contribute. This allows tracking and reporting of the work effort required to operate the facility.

Data entry of the time served for each volunteer is entered into the membership database. The entry of individual time records includes the volunteer who served, the date, category and length of service provided, as well as any mileage incurred. Various informative reports are available to provide operational insight into the amount and types of volunteer support provided.

Currently all volunteers are required to be members and, as such, are entered into the membership database. When appropriate training has been undertaken the supporter will begin to serve in a volunteer capacity and report their service time for entry into the volunteer database. A member is re-classified as a 'volunteer' when service time starts to be logged. At that time, the volunteer is also registered on one or more email lists.

Information is made available to volunteers via email. Notices are sent to the various email lists depending on need. In addition, a distribution of the volunteer newsletter is made to all volunteers, usually on a monthly basis.

When a supporter no longer wants to contribute volunteer service time, their membership record should be appropriately updated to remove them from volunteer status.

### Implementation

The ability to remove a volunteer from the roster is implemented by:

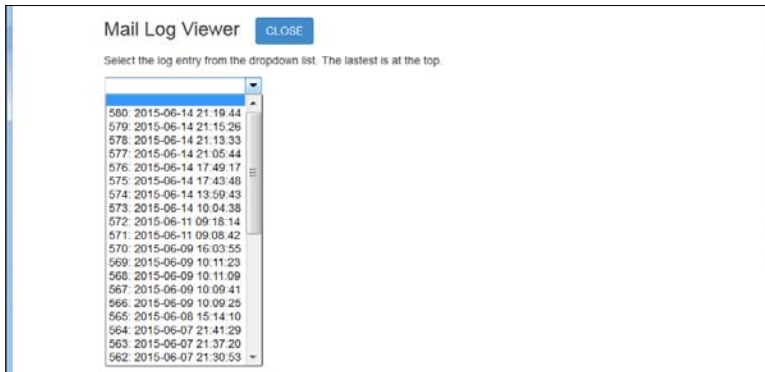
1. providing a system defined 'special' mailing list named 'Inactive' that is visible only to administrative users of the membership system volunteer interface.
2. update the supporter's email lists to add the mailing list 'Inactive' (thus identifying the supporter as a prior volunteer),
3. reclassify the supporter as a 'non-volunteer' – i.e., as a member or donor.

Doing these steps will: 1. remove inactive supporters from the volunteer roster (they will no longer receive

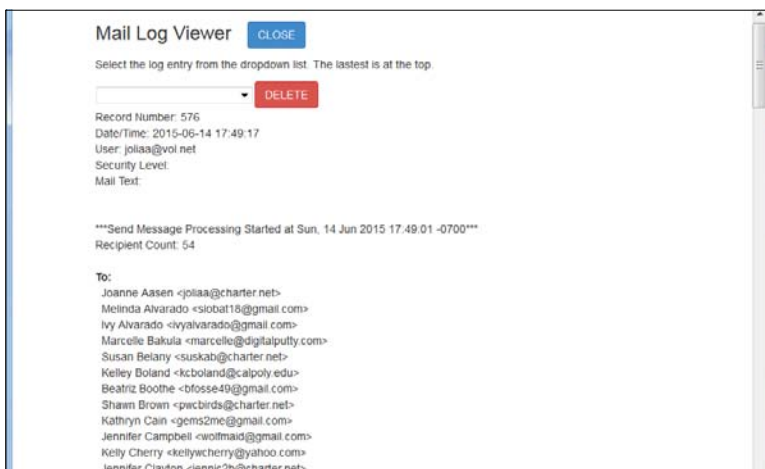


## 25. Reports→Review Mail Log—

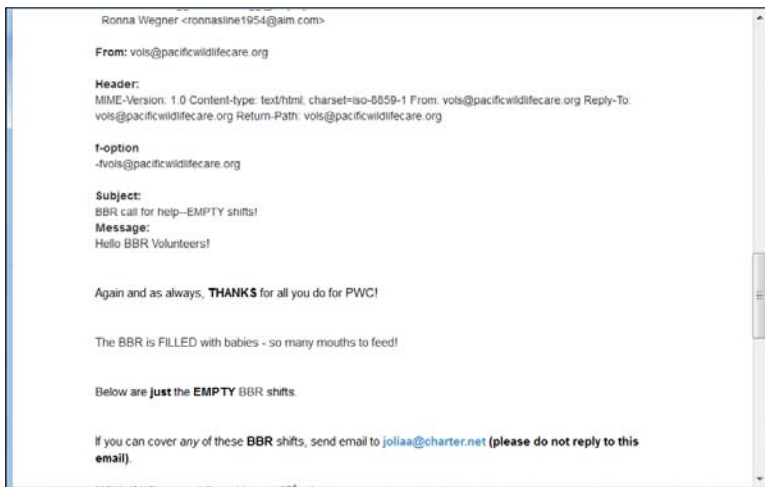
[Selected desired **report entry** using the drop-down list and report is automatically.]



[Sample beginning of report showing beginning of **To:** list.]

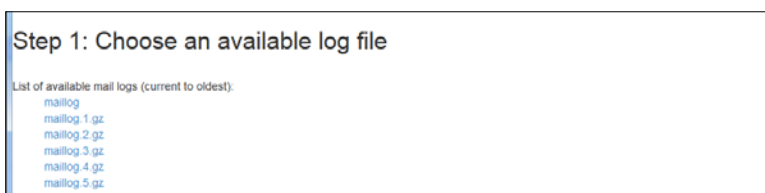


[Sample middle of report showing email's header and a portion of the message.]



## 26. Reports→Review Server Mail Log—

[Selected desired **Log file** from list and report is automatically.]





[Sample report]

Step 2: Enter a date/time range.

Jun 15 00:07:44 Jun 15 12:00:28

First log entry: Jun 15 00:07:44 Last log entry: Jun 15 12:00:28

And all or part of an optional email address:

[Choose another mail log](#)

List of mail log entries on or after: Jun 15 00:07:44

Jun 15 00:11:57	websiteink@gmail.com	stat=Sent (OK 1434348717 ot7si16294012pac.203 - gsmlp)
Jun 15 00:14:15	pacificwildlifecare@gmail.com	stat=Sent (OK 1434348855 f8si16322089pbd.180 - gsmlp)
Jun 15 05:15:27	websiteink@gmail.com	stat=Sent (OK 1434366927 gi1si9349974pbd.192 - gsmlp)
Jun 15 05:25:12	pacificwildlifecare@gmail.com	stat=Sent (OK 1434367512 j16si16881885pbq.159 - gsmlp)
Jun 15 07:20:33	websiteink@gmail.com	stat=Sent (OK 1434374433 gd3si11918975pbd.179 - gsmlp)
Jun 15 08:38:16	websiteink@gmail.com	stat=Sent (OK 1434379096 ie1si8710261pat.92 - gsmlp)
Jun 15 09:55:23	pacificwildlifecare@gmail.com	stat=Sent (OK 1434383723 o3si7606446pap.10 - gsmlp)
Jun 15 10:38:26	websiteink@gmail.com	stat=Sent (OK 1434386306 hb1si14535276pbd.184 - gsmlp)
Jun 15 10:43:01	pacificwildlifecare@gmail.com	stat=Sent (OK 1434386581 o1si18672178pdm.106 - gsmlp)
Jun 15 10:55:21	pacificwildlifecare@gmail.com	stat=Sent (OK 1434387321 fs3si18639917pbd.147 - gsmlp)
Jun 15 10:59:59	pacificwildlifecare@gmail.com	stat=Sent (OK 1434387599 db1si18745506pbd.30 - gsmlp)
Jun 15 11:05:36	pacificwildlifecare@gmail.com	stat=Sent (OK 1434387936 bf6si18738714pbd.129 - gsmlp)

## 27. Reports→Database Summary—

Database Summary\*

Connection info: Localhost via UNIX socket, Client info: 5.0.51, Server info: 5.1.85  
Database in use:

Member Summary:

Total number of member records: 2035

New Members

Active (Status=1) Members: 922 Member missing Date joined: 3	New Members (170): 122	New Members (This Month): 15
---	------------------------	------------------------------

Member Status

Member Status:	0=022	1=622	2=232	3=459
----------------	-------	-------	-------	-------

Members inactive:

Inactive Federal records: 2887 Inactive True missing date: 0	Inactive True (ad records): 136 Expired inactive (inactive > 90 days): 49
---	--

Members Address:

Mailing Address Line: 43 Mailing State: 26 Mailing All Address Info: 26	Mailing City: 35 Mailing Zip: 39
---	-------------------------------------

Member phone numbers and email addresses:

With Email Address: 1459 With Number: 076 Email OK: 1415	With Phone Number: 2055 Email Not OK: 1429 Email NULL: 0
--	--

## 28. Reports→Vol Utility User Info—changes

[This entire report should be corrected and condensed to its essentials. Originally this was an email sent out to select volunteers.]

[If it stays, suggest changing Reports→Vol Utility User Info to something else, say →Volunteer E-mail Utility to match the screen below.]

[No RETURN or Close button available.]

Volunteer E-mail Utility

With the introduction of the new volunteer utility a new set of rules of the road needs to be established. This utility centers around the ability to create and manage mailing lists that can be used to communicate with PUC's volunteer corp.

You are getting this email because you are registered as a user OR have been identified as an owner of one or more of these lists. Your ownership merely means that you are being asked to manage those individuals on the list(s) that you are associated with.

List management is done by logging into the utility and accessing various volunteer records using their MCID and updating those records appropriately.

Volunteer's who do not belong to any mailing list should not be left as a Member Status of 2 but re-designated as a member or donor.

Here are the current lists defined and their designated owners:

List Name	Count	List Owner
Office Admin List	15	Dorothy Correa
Baby Bird Rababbers	32	Melinda Alvarado
Center List	120	Kelly Cherry
Rescue Transport List	68	Mark German
Old Bird Notify List	24	Jeanette Stone
OWCN	38	Jeanette Stone
BBB Event Committee	12	Melinda Alvarado
Center Mentor List	4	Jennifer Campbell
Horse Rehab List	29	Dorothy Correa
Hotline List	41	Susan German
WTW Committee	8	Marcelle Balala
Hotline Back up List	9	Susan German



[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

## Volunteer E-mail Utility

With the introduction of the new volunteer utility a new set of 'rules of the road' needs to be established. This utility centers around the ability to create and manage mailing lists that can be used to communicate with PWCs volunteer corp.

You are getting this email because you are registered as a user OR have been identified as an owner of one or more of these lists. Your If you are designated as a 'List Owner' you are being asked to manage those individuals on that specific mailing list. that you are associated with.

Mailing list management is done by logging into the Volunteer Database System and accessing various volunteer records using their MCID and updating these records appropriately.

Volunteers who do not belong to any mailing list should not be left as a Member Status of 2 but re-designated as a member or donor. Refer to Volunteer Exception Report for a list of these volunteers.

Here are the current lists defined and their designated owners:

List Name	Curr Count	List Owner
Office Admin List	15	Dorothy Correa
Baby Bird Rehabbers	32	Melinda Alvarado
Center List	120	Kelly Cherry
Rescue/Transport List	68	Mark Garman
Oiled Bird Notify List	24	Jeanette Stone
OWCN	38	Jeanette Stone
BBB Event Committee	12	Melinda Alvarado
Center Mentor List	4	Jennifer Campbell
Home Rehab List	29	Dorothy Correa
Hotline List	41	Susan Garman
WIW Committee	8	Marcelle Bakula
Hotline Back-up List	9	Susan Garman

If you feel that you do not 'own' a list please let me know along with the name of the person who should be associated with it.

A new list can be defined by notifying either Dorothy Correa or Dave Klinzman.

Log into the volunteer utility at: www.pacificwildlifecare.org/voldb/admin using your email address and password. If you already have logged into the utility you are good to go. If you have not your initial password is 'raptor'. Change it to another if you like.

Your login allows you to update volunteer records (including the mailing lists they are subscribed to) and to send email messages to volunteers on one or more of the defined lists. Other facilities and reports are also available. For example, You also may review email messages, server email logs and other useful reports.

When sending email to one or more lists the email message will be sent from the email address of [vol@pacificwildlifecare.org](mailto:vol@pacificwildlifecare.org). This is done to reduce the likelihood of our message being treated as SPAM in the Internet email world.

However, if someone on your list merely clicks the 'REPLY' button of their email reader the reply will be sent to the in-box at [vol@pacificwildlifecare.org](mailto:vol@pacificwildlifecare.org).

In order to read these reply messages, you have to log into the the mail server at <http://www.pacificwildlifecare.org/webmail/>. This is the URL to do that: <http://webmail.woesthost.com>

There are several in-boxes set up for different message responses. Your login will determine which in-box you will access. Here are the user ids and associated passwords.

- Responses to emails sent to one or more volunteer lists [vol@pacificwildlifecare.org](mailto:vol@pacificwildlifecare.org), password: volspwc
- Responses to emails sent to 'Sat' list only (Homo Rehab List) [pwcdispos@pacificwildlifecare.org](mailto:pwcdispos@pacificwildlifecare.org), password: homerh
- Responses to email sent from the MbrDB Reminders system [reminders@pacificwildlifecare.org](mailto:reminders@pacificwildlifecare.org), password: remind
- Responses to email sent from the BMU system [pwenows@pacificwildlifecare.org](mailto:pwenows@pacificwildlifecare.org), password: pwenows2

It is strongly recommended that if you send emails to volunteers AND you expect responses that you log in to the mail server and check for responses AND DELETE them once you have noted the response.

These changes will, hopefully, allow PWC to continue to use this inexpensive and effective method to communicate with its support community.

Finally, it is incumbent on everyone to monitor the mail server for 'undelivered' messages. These messages are usually the result of an invalid email address. Please, read these messages and correct the problem in the Volunteer Database System. usually a bad email address (which is easily fixed!). Once fixed in VoIDB, delete the error email message along with any others that are not needed. Good housekeeping makes it easier for everyone.

#### PLEASE NOTE

If you choose NOT to use the utility to send your email message to your volunteers you may use your own email facilities. HOWEVER, please maintain the lists on the utility for the benefit of the organization.

If you want to use your own email program use the 'List Mgr → View Specific List' and select the list needed. At the bottom of the listing is a paragraph of all email addresses in the list to facilitate a copy/paste into your email program.

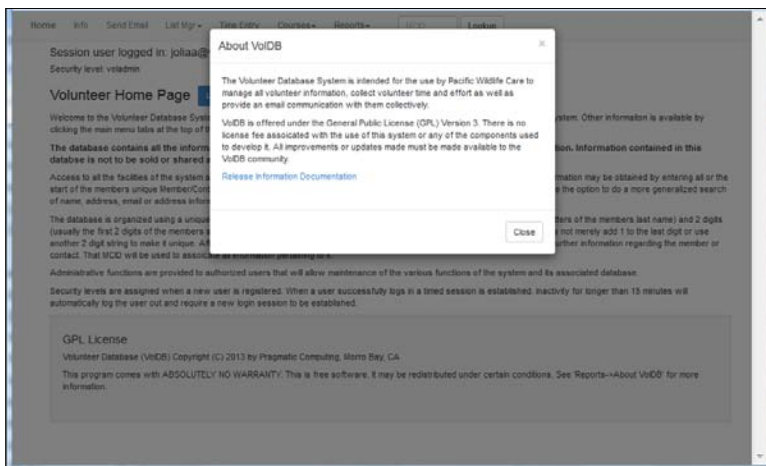
WARNING: use of your own email program may cause your email address to be identified as a SPAM creator and black-listed. This would not be a good thing and is the reason that the volunteer utility is provided for this use.

This document will be available in the 'Reports' menu.

#### 29. Reports→Other report(s) added as needed—changes(?)

[Nothing happens when selected. Is this menu item used/needed?]

#### 30. Reports→About Volunteer DB—changes



[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

## About VoIDB

The Volunteer Database System (VoIDB) is intended for the use by Pacific Wildlife Care to manage all volunteer information, collect volunteer time and effort, and send email communications to select groups of volunteers.

VoIDB is offered under the General Public License (GPL) Version 3. There is no license fee associated with the use of this system or any of the components used to develop it. All improvements or updates made must be made available to the VoIDB community.

### [Release Information Documentation](#)

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