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 (VolDB). 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.

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.]*
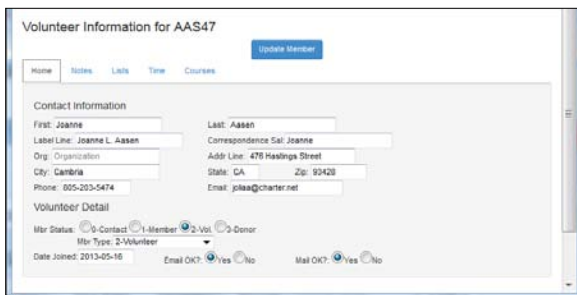
*[Clicked on **Notes** tab.]*

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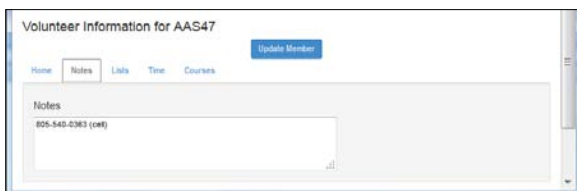
*[Clicked on **Lists** tab.]*

*[**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

Update Member

Home   Notes   Lists   Time   Courses

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
  CtrVol: 17.5
  Education: 2.5
  Event: 4
Detail Records
Date   Vol Time Mileage Category   Notes
2015-06-13 4.50   OfficeAdmin
2015-06-13 3.50   BBRoom
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

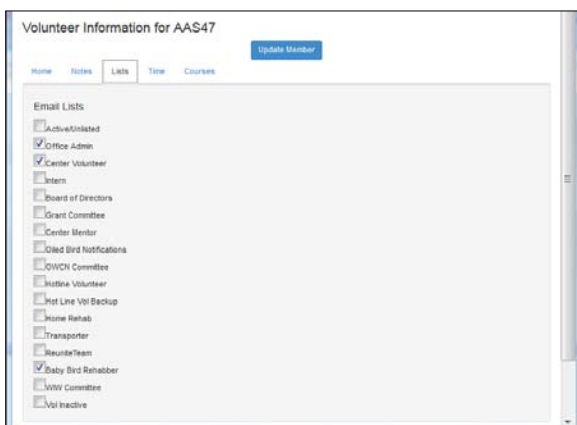*[Clicked on **Courses** tab.]*

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 ****

---

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 (Ctr)

☐ 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 <joliaa@charter.net>

volunteers included: 1

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

Available Mailing Lists

| Submit | **List Name** | Send to Inactives |

☐   **Check/Uncheck All**

☑   Office Admin (Adm)

☐   Center Volunteer (Ctr)

☐   Intern (Intern)

☐   Board of Directors (BOD)

*[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 <joliaa@charter.net>

☐   Samantha Book <slbock@calpoly.edu>

☐   Dorothy Correa <avw481ag@gmail.com>

☐   Carla Flanders <carlanewmail@yahoo.com>

☐   Nicole Graham <zinzollini@yahoo.com>

☐   Gwen Kellas <gkellas@verizon.net>

☐   Dave Klinzman <dave.klinzman@yahoo.com>

☐   Shelly Larsen <brnco4ever@aol.com>

☐   Pati A. Scott <artandpati@att.net>

☐   Carol Singleton <quetzal4@charter.net>

☐   Jeanette Stone <jstone_tierney@charter.net>

☐   Gayle George <gg@mcn.org>

☐   Kaley Kozlowski <kaleykozlowski@gmail.com>

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

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

That's all.

*[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.

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<mark>.</mark>
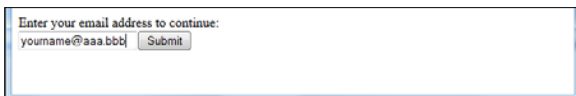
Add to repository

Click the following button to send the message.

Send Message

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

*[Enter your login email for the **VolDB** system.]*

Enter your email address to continue:
yourname@aaa.bbb   Submit

*[Clicked the **Browse** button.]*

Repository Contents (CLOSE)

Filename to upload: Browse... No file selected.   Upload

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:
Delete	Critter Corner May 2015.pdf	7,737,526	05/07/15 at 11:44:27
Delete	CC-04-2015.pdf	7,135,301	04/02/15 at 20:39:05
Delete	image.jpg	62,666	03/12/15 at 22:47:18
Delete	securedownload.jpg	31,669	02/13/15 at 19:34:27
			02/12/15 at

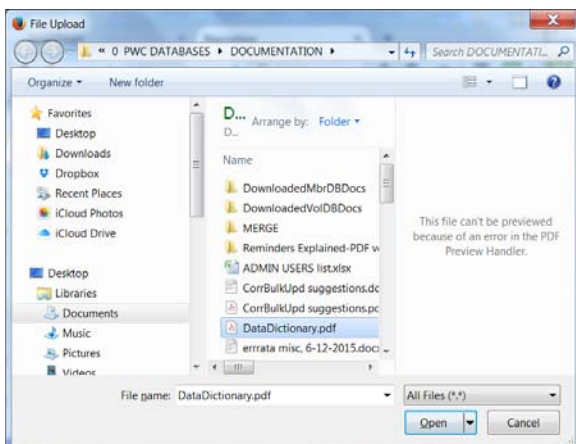**<mark>Repository</mark> Contents**

Filename to upload: Browse   No file selected.   Upload

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

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

*[Clicked the **Open** button.]*

*[Clicked the **Upload** button.]*

[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.]*

*[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.]*

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

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

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

*[Clicked the **OK** button.]*

There are 1 names selected which will take approximately 0.25 seconds to send.

["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.]*

Bulk Mail Confirmation (RETURN)

Bulk Email Processing Complete

Please refer to the mail log entry to review the results

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

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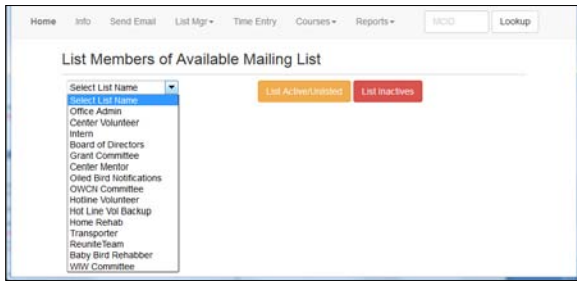
*[QUESTION: Wouldn't **Active/Unlisted** and **Vol Inactive** lists be good to show here?]*

[QUESTION: Could the two lists be in the same order?]
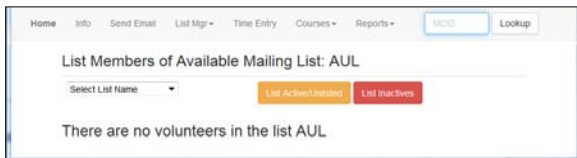
5. List Mgr→View Specific List—

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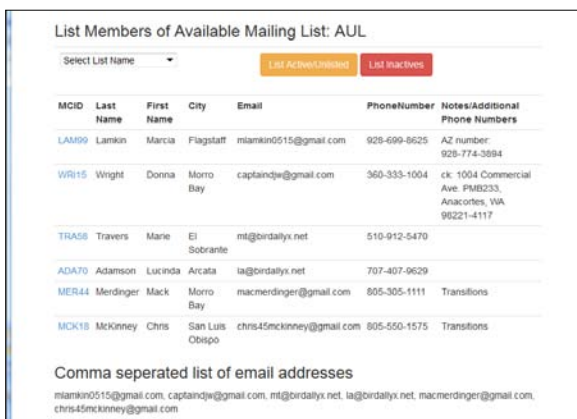
*[Clicked the **List Active/Unlisted** button.]*

*[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.]*

*[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.]*

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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.]*

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

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

// List of all mailing lists for volunteers

Adm:Office Admin
Ctr:Center Volunteer
Intern:Intern
BOD:Board of Directors
Grant:Grant Committee
Mnt:Center Mentor
Oil: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
WW:WW Committee

[ Apply Update(s) ]
```

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

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

[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
BBRoom:Baby Bird Room
Transporter:Rescue/Transport
ReuniteTeam:Nesters
BOD:Board of Directors
OfficeAdmin:Office Administration
PhoneVol:Hotline Volunteer
Grant:Grant Committee
Event:Event
```

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```
Committee:Committee
Other:Other (please note)
```

Please carefully note the format and layout of the text. The following applies:
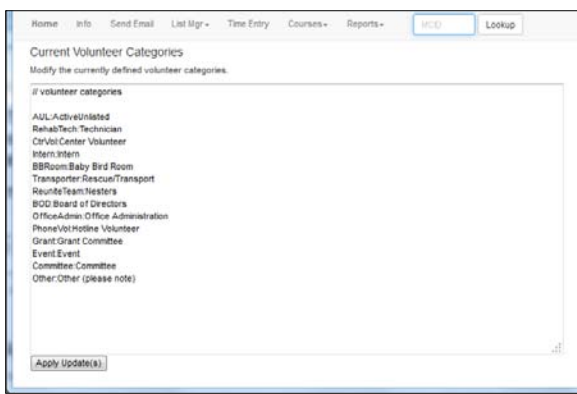
- All lines that begin with '//' are considered comment lines and are ignored,
- All blank lines are ignored,
- Data lines are comprised of three parts--
  - An acronym code used in the database
  - A colon (:)
  - A description of the list.

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 ~~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: [   ] Add MCID

CANCEL ADDITION

- -

10. List Mgr→Add New User—*changes*

[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: [raptor] Role: [Select a role for the user]

Notes:
[   ]

Add New

Delete Existing
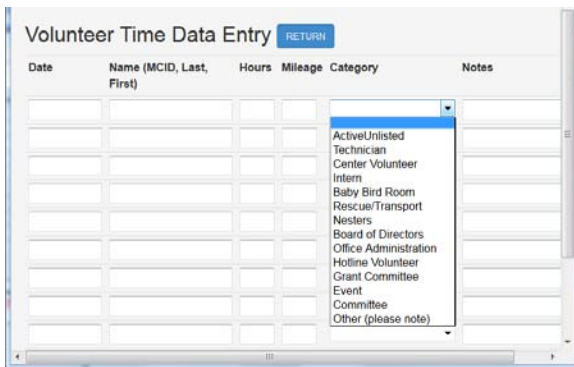
Delete	User ID	Password	Role	Notes
✗	dave.klinzman@yahoo.com	***********	admin	default admin user

11. Time Entry—

12. Courses→Enter Course Data—
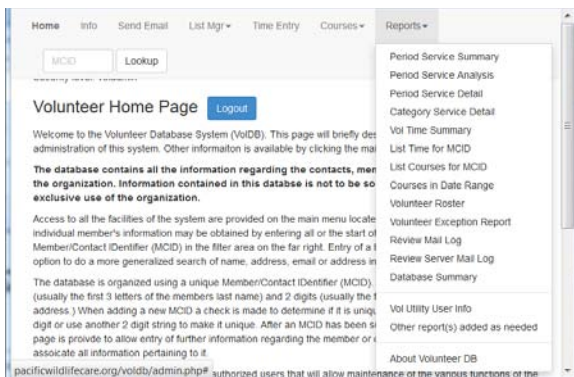
13. Courses→List/Add/Update/Display Course Info—

14. Reports—

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: 3898.85
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
BAC69A	Richard Baccigaluppi	2	4.75	127
BAI17	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.]*

[Sample report]

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

─ ─

18. Reports→Category Service Detail—

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

[Sample report]

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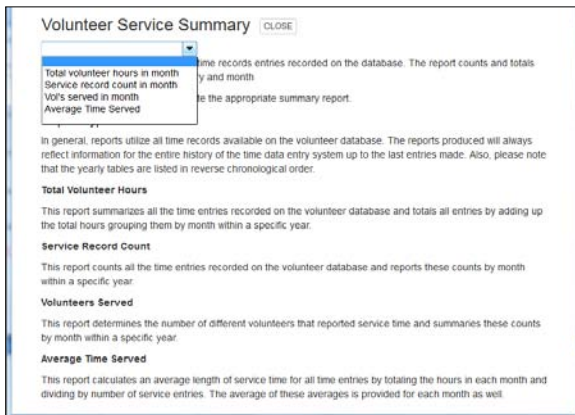
[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted*.]*

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.

Total volunteer hours in month

Volunteer Service Summary CLOSE

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

Service record count in month

Volunteer Service Summary CLOSE

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	0	6	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

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

Volunteer Service Summary CLOSE

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

Average time served

Volunteer Service Summary CLOSE

Average Time Served

YEAR: 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AUL	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
CtrVol	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
AUL	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—

Volunteer Time Report for CLOSE

No Active MCID Selected

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

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 assoicated with the MCID currently 'active' for the date period specified.

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
 CtrVol: 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	

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: 96
Total Miles Driven: 0, Total Volunteer Hours: 402
Total Hours by Category:
 BBRoom: 130
 OfficeAdmin: 248
 CtrVol: 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		CtrVol	

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

- -

23. Reports→Volunteer Roster—

- -

24. Reports→Volunteer Exception Report—*changes*

*[Clicked the **CONTINUE** button.]*

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.

1. **<mark>Volunteer</mark> 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 '<mark>VolInactive</mark>' to the <mark>mailing lists</mark> 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.

2. **<mark>Non-volunteer</mark> 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   CLOSE

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

MCID	LastSvcDate	FName	Lname	MemStatus	Lists
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.]*
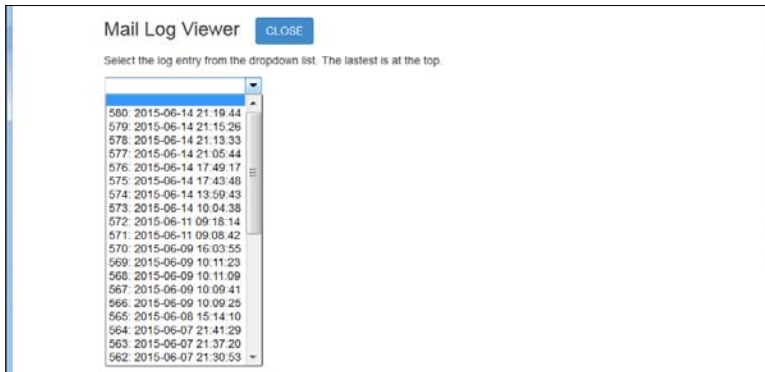
*[Sample beginning of report showing beginning of **To:** list.]*
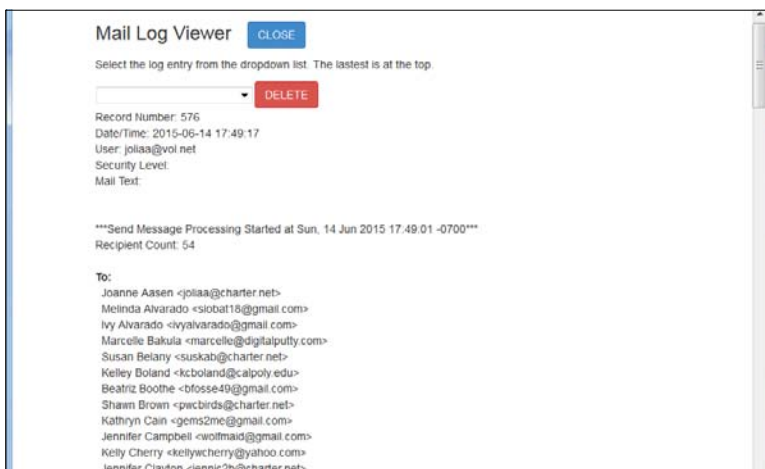
[Sample middle of report showing email's header and a portion of the message.]
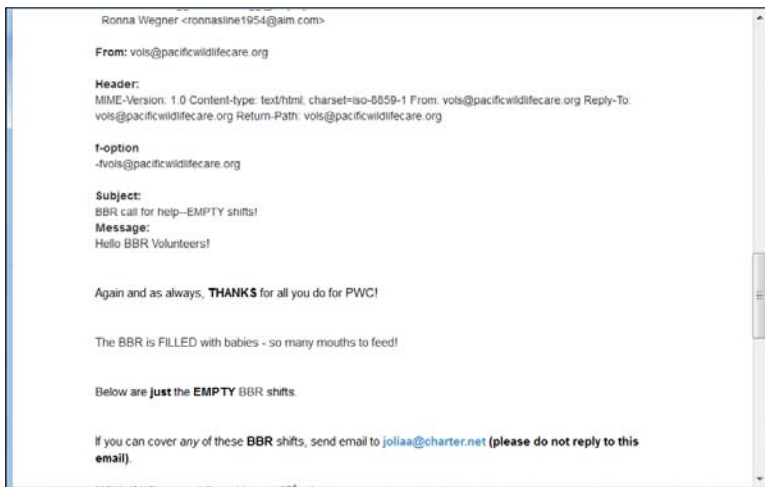
26. Reports→Review Server Mail Log—

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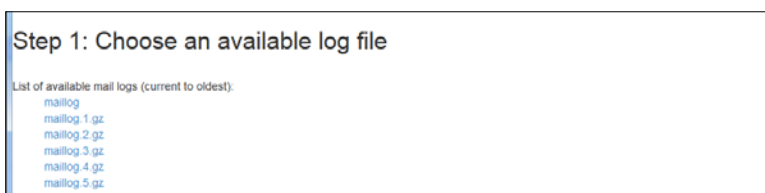
[Sample report]

Step 2: Enter a date/time range.

Jun 15 00:07:44 | Jun 15 12:00:28 | Submit | DONE

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 entries on or after: Jun 15 00:07:44

Jun 15 00:11:57	websiteink@gmail.com	stat=Sent (OK 1434348717 ot7si16294012pac.203 - gsmtp)
Jun 15 00:14:15	pacificwildlifecare@gmail.com	stat=Sent (OK 1434348855 rf8si16322089pdb.180 - gsmtp)
Jun 15 05:15:27	websiteink@gmail.com	stat=Sent (OK 1434366927 gl1si9349974pbd.192 - gsmtp)
Jun 15 05:25:12	pacificwildlifecare@gmail.com	stat=Sent (OK 1434367512 j16si16881885pbq.159 - gsmtp)
Jun 15 07:20:33	websiteink@gmail.com	stat=Sent (OK 1434374433 gd3si11918975pbd.179 - gsmtp)
Jun 15 08:38:16	websiteink@gmail.com	stat=Sent (OK 1434379096 le1si8710261pab.92 - gsmtp)
Jun 15 09:55:23	pacificwildlifecare@gmail.com	stat=Sent (OK 1434383723 o3si7696446pap.10 - gsmtp)
Jun 15 10:38:26	websiteink@gmail.com	stat=Sent (OK 1434386306 hb1si14535276pbd.184 - gsmtp)
Jun 15 10:43:01	pacificwildlifecare@gmail.com	stat=Sent (OK 1434386581 o1si18672178pdm.106 - gsmtp)
Jun 15 10:55:21	pacificwildlifecare@gmail.com	stat=Sent (OK 1434387321 fs3si18639917pbd.147 - gsmtp)
Jun 15 10:59:59	pacificwildlifecare@gmail.com	stat=Sent (OK 1434387599 db1si18745506pdb.30 - gsmtp)
Jun 15 11:05:36	pacificwildlifecare@gmail.com	stat=Sent (OK 1434387936 bi6si18738714pdb.129 - gsmtp)

---

27. Reports→Database Summary—

Database Summary* (CLOSE)

Connection info: Localhost via UNIX socket, Client info: 5.0.51, Server info: 5.1.65
Database in use:
Member Summary:
Total number of member records: 2835
New Members

Active (Status=1) Members: 922 | New Members (YTD): 122 | New Members (This Month): 10
Member missing Date Joined: 3

Member Status

Member Status: | 0=1222 | 1=922 | 2=232 | 3=459

Members Inactive:

Inactive False(all records): 2697 | Inactive True (all records): 138
Inactive True missing date: 0 | Expired Inactive (Inactive > 90 days): 49

Members Addresses:

Missing Address Line: 43 | Missing City: 35
Missing State: 28 | Missing Zip: 39
Missing All Address Info: 26

Member phone numbers and email addresses:

With Email Address: 1459 | With Phone Number: 2055
With Neither: 576
Email OK: 1415 | Email Not OK: 1428 | 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 PWC'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 these 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	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
WTW Committee	8	Marcelle Bakula
Hotline Back-up List	9	Susan Garman

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 those 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 vols@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 vols@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.westhost.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 - vols@pacificwildlifecare.org, password: volspwc~~
- ~~Responses to emails sent to 'Sat' list only (Home Rehab List) - pwcdispec@pacificwildlifecare.org, password: homerh~~
- ~~Responses to email sent from the MbrDB Reminders system - reminders@pacificwildlifecare.org, password: remind~~
- ~~Responses to email sent from the BMU system - pwcnews@pacificwildlifecare.org, password: pwcnews2~~

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 VolDB, 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.~~

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

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

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30. Reports→About Volunteer DB—*changes*
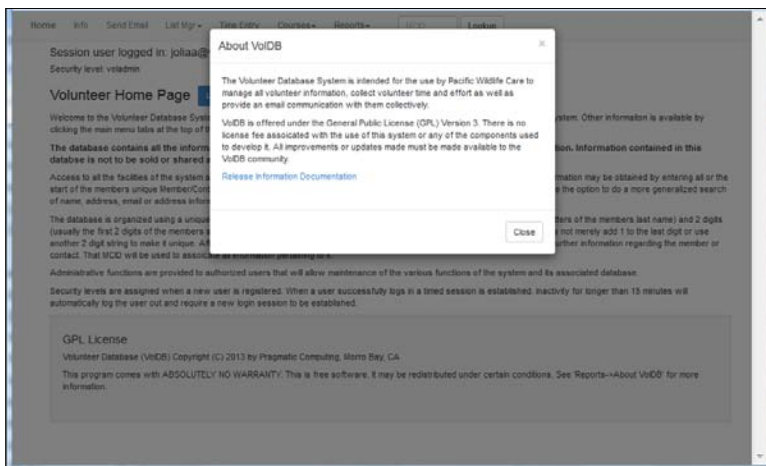
[Text below was copied from above screen. Suggested changes and spelling corrections are highlighted.]

About VolDB

The Volunteer Database System (VolDB) 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.

VolDB 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 VolDB community.

Release Information Documentation

[Clicked on **Release Information Documentation** *link.]*

[No **RETURN** *or* **Close** *button available.]*