Sign In Page:

* First page
* This would be where users would sign in
* When box is ticked, it takes you to page where password is entered
* 3 ‘sets’ of passwords:

Set 1: Administration

* + - Debbie Buchynski Fund Development Director
    - Amy Timleck Administrative Coordinator

Set 2: Volunteer Administrator

* Tracy Connor Volunteer Coordinator
* VHQ Team Leader Volunteer Team Leader

Set 3: Volunteer Check In

* VHQ Volunteer Volunteer

(FTA logo)

**Shift Management System**

Sign in:

🗆 Administration

🗆Volunteer Administrator

🗆Volunteer Check In

**Permissions:**

* Permissions restricted with each set
* Set 1 Full Access to all Menu bars
* Set 2 Partial Access to Volunteer Menu Only (full – search, create, update)
* Set 3 Restricted access to partial Volunteer Menu Only (search)

This is so that we don’t have front line volunteers messing around with the data and functions etc. as we have dozens of volunteer users signing volunteers in on shifts. If they need to change something, the Volunteer Administrator on shift would sign in and do this.

Once password is entered on Program Sign in page, the user is taken to the appropriate screen showing only the menu options they have access to

**Search Capabilities:**

I said last night Volunteer Search capabilities should be just first name/last name. It actually should also include ability to search by ID number. When volunteer signs in first shift, they will be given this number. On subsequent shifts they may use number or name.

**Time Calculations:**

When the system is calculating and totalling shift times, we need the ability to recognize and mark 20 hours worked. When a volunteer hits this plateau, a pop up needs to jump out saying:

Thank You for your Exceptional Service! You have worked 20 hours at this year’s Festival! Get your Limited Edition Shift Pin as our Thank You to you!

Only happens once for each volunteer. If they continue to work it just continues to count.

**Time Clock:**

I can’t remember from the brief look at the system last night if the shift system was automatic and set with time on the computer or if the volunteer manually had to pick time? Automatic would be awesome. If time has to be picked can it display/record it on the 12 hour clock instead of the 24 hour? This is easier for all volunteers to understand.