

Welcome to our Screen Shot Slide Show presentation of VIMS



**Left Click Your Mouse to Advance Slides, Right click
to back up one or press ESC to exit presentation.**

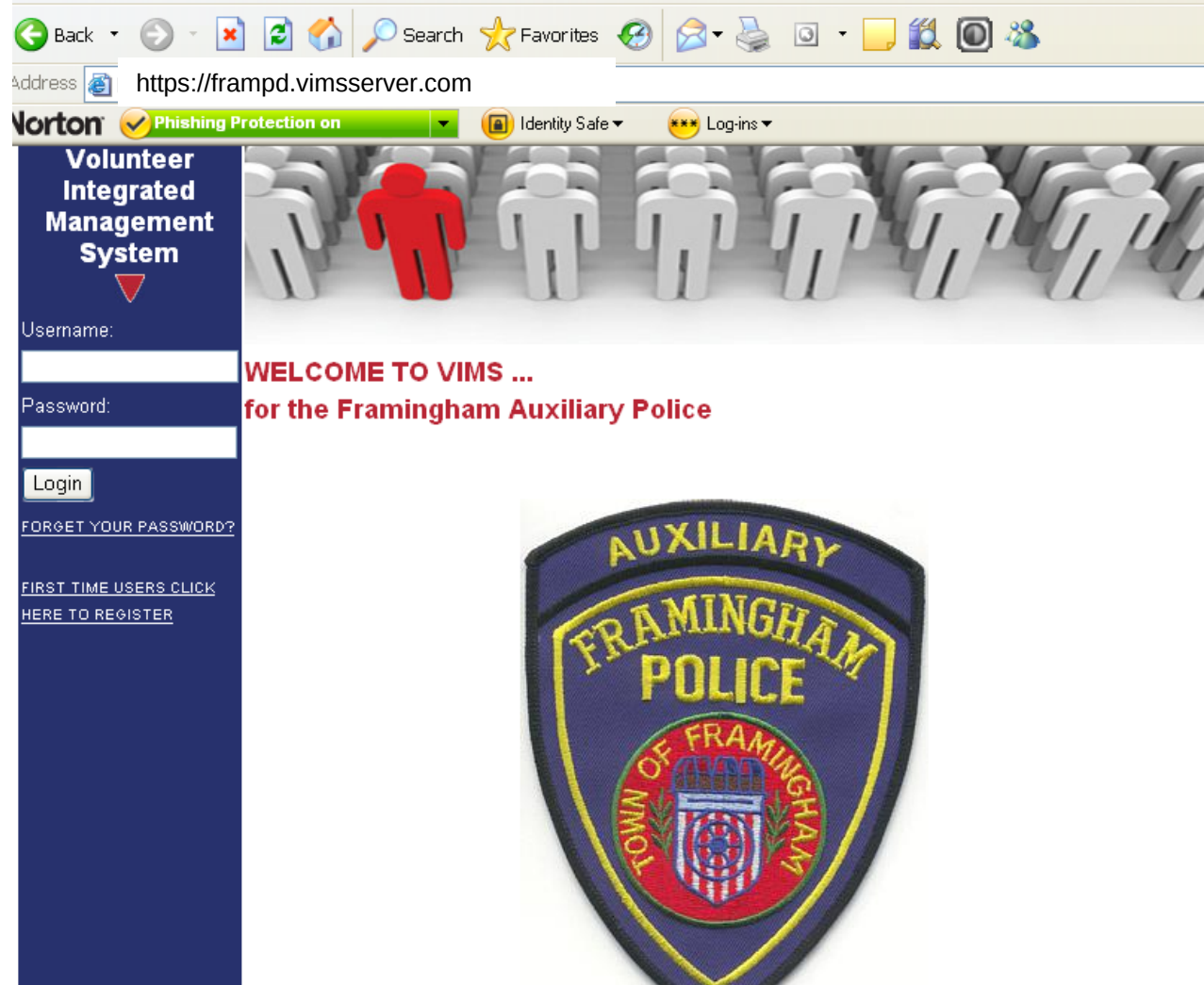
Updated 2/27/2011

The Smart, Secure, Simple and Affordable Management Solution.

**The following slides provide
an overview of how individual
Users Register on their
Organizations VIMS site, Log
Hours and Training,
Schedule Shifts, Respond to
Event Request and More!**

The Volunteer Integrated Management System, myvims.com

Each VIMS client agency has their own unique URL, sub-domain login page and dedicated MySQL database to provide a level of security beyond that provided by online banking systems as no client agency data is ever mixed with others.



The screenshot shows a web browser window with the address bar displaying <https://framprd.vimsserver.com>. The browser's address bar also shows Norton Phishing Protection on, Identity Safe, and Log-ins. The page title is "Volunteer Integrated Management System". The login form includes fields for "Username:" and "Password:", a "Login" button, and links for "FORGET YOUR PASSWORD?" and "FIRST TIME USERS CLICK HERE TO REGISTER". The background features a row of white 3D human figures, with one figure in the center highlighted in red. Below the figures, the text "WELCOME TO VIMS ..." is displayed in red, followed by "for the Framingham Auxiliary Police" in black. In the bottom right corner, there is a blue and yellow police patch for the "AUXILIARY FRAMINGHAM POLICE" with the "TOWN OF FRAMINGHAM" seal.

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The Volunteer Integrated Management System, myvims.com

Each member of your agency using VIMS is prompted during the registration process to enter a standard list of information that most agencies would want ready access to. Administrator accounts are set up by VIMS.

New User Registration Page Welcome to VIMS, the Volunteer Integrated Management System!

Enter your Name and Address Information

* First Name:

Middle Name:

* Last Name:

Maiden Name or Former Name (if applicable):

Nickname (Optional):

* Address:

* City:

* State:

* Zip:

Enter your Mailing Address Information – If different from above

Mailing Address (if different from above):

City:

State:

Zip:

Enter your Email Address Information

Email Address 1

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A unique feature to VIMS is our **“Intelligent Registration”** system which allows each organization to select what non-standard data they wish to collect such as ethnicity, etc., and hide others which may not apply to them. All user data can be searched on by unit coordinators with proper access.

Enter your Personal Information

To deselect a selection in any of the dropdown menus, hold down the control key and click.

* Birthdate: Month: Day: Year:

Gender: ☐ Male ☐ Female

Ethnicity:

Languages (other than English) Spoken:

Prior Occupation or Job Skill: (ex: Plumber, electrician, doctor, office assistant, etc.)

If you are currently on active duty with the US Military, which branch are you with:

If you are not on active duty but have prior US Military service, which branch were you with:

Do you have any Special Needs?: ☐ Yes ☒ No

If so, please identify them by selecting from the list any that are applicable. To select more than one, hold down the CONTROL key:

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Other features of the **“Intelligent Registration”** system include the ability to customize each drop down menu to your needs with the names and titles you want.

Another key VIMS feature is **“Smart Groups”** which allows multiple units to operate under one VIMS system as their own unique unit without seeing other units data.

Enter Information Related to this Volunteer Program

* Hire Date: Month: January Day: 1 Year: 2009

* Group (to select more than one, hold down the CONTROL key): Citizens on Patrol Reserve Officers Search And Rescue

Select your current Rank in your Volunteer Group: Captain Lt. Officer

If you are in the Reserves volunteer group, what is your current Level: Level One Level Three Level Two

Badge or ID Number (if applicable):

Employee Number (if applicable):

Are you in the RSVP Program?: Yes No

Do you have a current concealed weapons permit?: Yes No

Enter your Emergency Contact Information

* Emergency Contact: Name:

* Emergency Contact Address:

* Emergency Contact City:

* Emergency Contact State:

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A unique and special feature of the “Intelligent Registration” system is the ability to develop your own “**Self Defined**” questions for personnel registering to respond to. This feature will allow you to collect and search on virtually any data you feel is important or beneficial to your agency. Examples may include asking if they have any medical training, heavy equipment drivers license, ability to house animals during disasters, etc.

Other

Select the SAR Certifications You Have.:

SARTECH I
SARTECH II
SARTECH III
SAR Incident Commander
Canine SARTECH

Select your current CERT certification level:

CERT Level 1
CERT Level 2
CERT Instructor

Select the level of Medical Training you have, if any?:

Basic First Aid/CPR
EMT
Paramedic
Registered Nurse
Licensed Doctor

Do you have your own SAR Certified Search Dog?: ☐ Yes ☐ No

Can you work for extended SAR call outs of 72 hours?: ☐ Yes ☐ No

Do you own a horse or livestock transportation trailer?: ☐ Yes ☐ No

Do you have a facility to keep large livestock temporary for evacuations?: ☐ Yes ☐ No

Do you have a Heavy Equipment Drivers License?: ☐ Yes ☐ No

To submit this information, click on the "Register" button below

Register

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Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Help / FAQs

Welcome Adam Smith, your total hours year-to-date are: 316.00 Thank You!

Once registered and having selected their own user name and password, each VIMS user is greeted with their own unique home page welcoming them by name and displaying their total hours year to date in real time.

Internal Messaging System

For use in sending and receiving Messages by users of this system.
Please note: this is not an external email system.

	DATE	SENDER	MESSAGE SUBJECT
Delete	9/16/09	Cord	NEW EVENT: test on Sep 29, 2009
Delete	9/12/09	Cord	NEW EVENT: Test of External Messaging System on Sep 24, 2009
Delete	9/12/09	Cord	NEW EVENT: Testing TTs ATT Text Account on Sep 20, 2009
Delete	9/09/09	Cord	NEW EVENT: TESTING Multiple e mails on Oct 10, 2009
Delete	9/09/09	Cord	NEW EVENT: TESTING Multiple e mails on Oct 10, 2009

Calendar Color Legend		
You are Scheduled	Scheduled & Pers. Needed	National
Personnel Needed	Event or Shift Filled	Holiday

September 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

[View Your Sent Messages](#)

[Send a Message](#)

[Schedule Your Shift](#)

[Print Text Version](#)

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• Home • Enter Hours • View Your Hours • Training • Reserved • Forms
• Update Your Record • Weblinks • Logout • Your Schedule • Resources • Help / FAQs

VIMS users can enter their hours and activities performed which are added and totaled in real time mode and appear in their coordinators screen as they are entered. For personnel who may not have access to computers, Admin's may also log their hours.

Enter your hours

Date Volunteered: Month Day Year

Number of Hours:

Service Type:

Admin
Front Desk
Patrol
Records Bureau
Special Event

Enter

ACTIVITIES

If you would like to enter activities performed during these hours, please complete the information below.

Hours Activity:

Traffic Control
Vacation Check

Number of Times:

Enter

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Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Help / FAQs

VIMS users may also log training classes completed. Course data is set up in the system by the VIMS administrator. Once logged, VIMS begins tracking when the class is next due.

VIMS Admins may also log users training classes completed.

Fill out the form to record training received:

Training Title:

Ethics
EVOC Drivers Course
First Aid and CPR

Training Received Date:

Month November Day 10 Year 2009

Submit

To View Your Current Training Records, click on one of the links below

[View Current Training Records](#)

[View Training Due](#)

Help, email
info@myvims.com

To Send Suggestions, email
info@myvims.com

For Product Information, go to
www.myvims.com

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The Volunteer Integrated Management System, myvims.com

A very powerful feature of VIMS is the integrated calendar and scheduling system. In addition to displaying upcoming events, color codes alert users to when they are scheduled to work, when personnel are needed, when shift partners are needed. Our exclusive **“One Button Buddy”** feature makes finding a shift partner easy. Simply schedule your desired shift date and time, submit your request and automatically send it to all users in your group. One click by a another user partners them with you turning your calendar day green.



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Our calendar “Print Text Version” feature allows you to display and/or print a view of upcoming and scheduled events for the month or any date range you select along with personnel assigned to the event.

From:  To: 

Scheduled Events and Shifts

START	END	EVENT	CREATOR	PERSONNEL SCHEDULED
09/07/2009 11:30 AM	09/07/2009 6:30 PM	<i>Labor Day Picnic</i>	Officer Cord	Adam Smith
09/12/2009 9:00 AM	09/12/2009 11:00 AM	<i>New Park Dedication</i>	Officer Cord	Adam Smith
09/16/2009 11:30 AM	09/16/2009 6:30 PM	<i>partol</i>	Chuck Roast	Chuck Roast, Adam Smith
09/18/2009 6:00 PM	09/18/2009 10:00 PM	<i>COP Patrol</i> <i>(Partners needed:</i> <i>1)</i>	Chuck Roast	Chuck Roast

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VIMS users can schedule their shifts and/or request a shift partner in as little as four simple steps. Users also have the ability to send their request to other users in their group via e-mail for instant notification and response. Users can also reserve a “resource” such as vehicles which are entered into the system by admins.

Shift Title: Enter a name for your shift such as: Bob and Mary on Patrol

Use this function to select the Start and End date and time for your shift as well as the date you would like a reminder sent.

Start: November 28, 2009 10:15 PM

End: November 28, 2009 10:15 PM

Send Reminder: November 28, 2009 10:15 PM

Disable Reminder: ☐ Check this box if you do not want to receive a reminder email.

Group: Citizens on Patrol

Use the function on the left to select the name of the group or unit you are a member of.

Partner(s): Block, Cindy NONE
Franken, Art D
Letterman, James David
Roast, Chuck M
Wiltshire, Harold James

Optional: Use the function on the left to select and schedule one other person for your shift that will appear on their calendar in green.

Partners Needed: ☐ Yes ☒ No

Number of Partners:

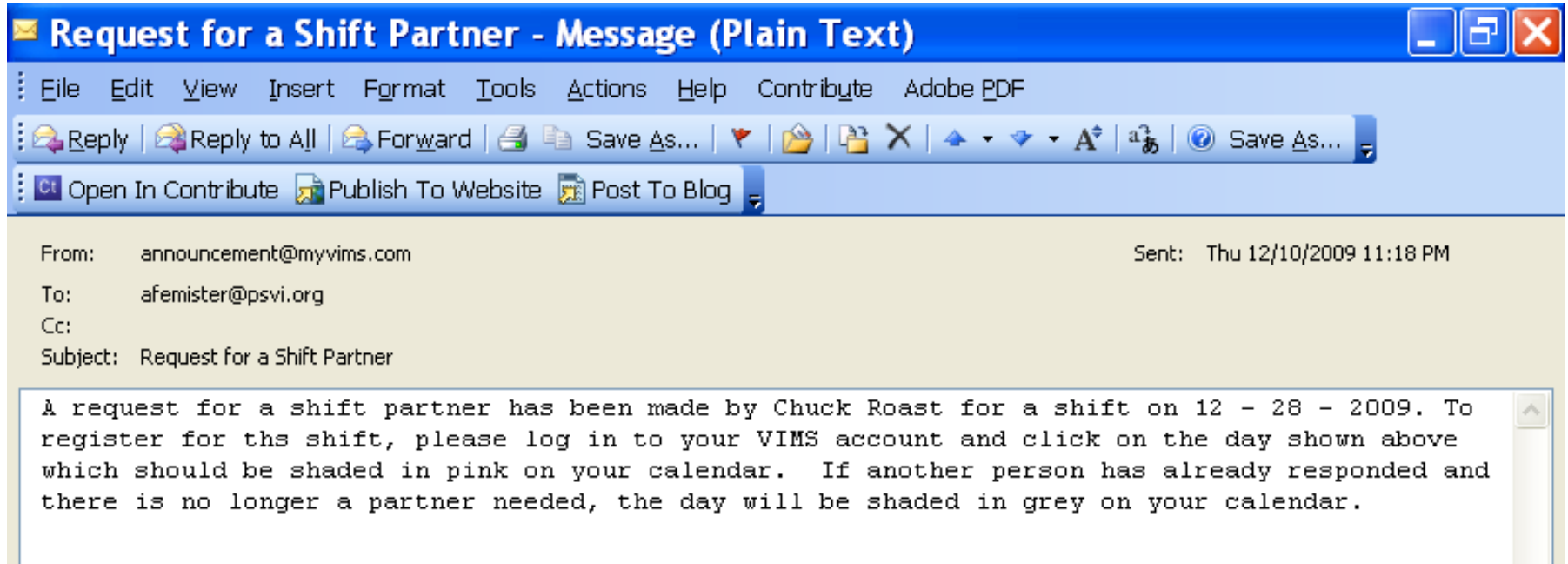
Do you need a partner for this shift? If so, click "Yes" next to "Partners Needed" and enter the number of partners needed. Your request for a partner will appear on that calendar date in the color pink for your group. If you check the box at the bottom of this page marked "Check this box to send a message to your group announcing this event:", an external e-mail will be sent to the members of your group.

Check this box to send a message to your group announcing this event: ☐

To Submit your shift, click the button to the right.

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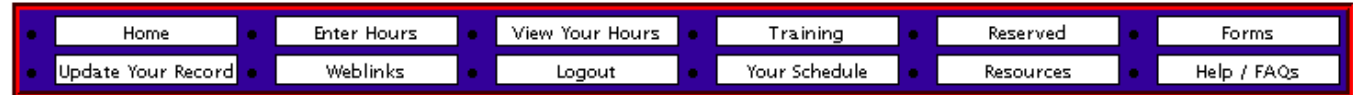
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Pictured above is an actual e-mail sent by our VIMS server demo account to a user stating user Chuck Roast has requested a partner for his shift on 12-28-09. To send an e-mail to others in your group, users simply check the option box "Send announcement to others in your group" and our VIMS server will automatically send a copy of the e-mail within 1 minute to up to 3 e-mail accounts per user including text message accounts.

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VIMS administrators may add any forms to the forms page they wish to make available to their personnel including unit rosters, etc.

Scheduled for early 2010 is the ability to fill in forms online and submit via e-mail within your agency.

Forms

Select the Form to View:

[Unit Area Map](#)

[Request for Live Scan Service](#)

[Leave of Absence](#)

Graffiti Report

Vehicle Maintenance

For Help, email
help@myvims.com

To Send Suggestions, email
info@myvims.com

For Product Information, go to
www.myvims.com

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• Home	• Enter Hours	• View Your Hours	• Training	• Reserved	• Forms
• Update Your Record	• Weblinks	• Logout	• Your Schedule	• Resources	• Help / FAQs

VIMS administrators may add any website links they wish to for easy access by their personnel while logged into their individual VIMS accounts.

Informative Links on the Web

[Your Agency's Policy and Procedure Manual](#)

[America's Most Wanted](#)

[Nationwide Daily Police News and Articles](#)

[Los Angeles Police Department](#)

[Public Safety Volunteer Institute](#)

[VIMS Product Information Page](#)

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The Following Screen Shots Highlight the Main Features of the VIMS Administrator's Modules

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Each VIMS administrator within your agency has their own individual home page providing a variety of helpful modules, data and views. Upon logging in, your admin site will provide you with a quick update of total hours MTD, YTD and user totals for VIMS.

Welcome Volunteer Coordinator



Internal Messaging System

For use in sending and receiving Messages by users of this system.
Please note: this is not an external email system.

DATE	SENDER	MESSAGE SUBJECT
Delete 9/08/09	Cord	The Falls
Delete 9/01/09	Cord	Officer Cord removed you from testing recurring event for patrol shift on Oct 1, 2009
Delete 9/01/09	Cord	Officer Cord signed you up for testing recurring event for patrol shift on Oct 1, 2009
Delete 8/18/09	Roast	fill the tank
Delete 5/19/09	Smith	watch out for kids at 7th and smith street
Delete 5/06/09	Smith	test message to Officer Cord

[View Your Sent Messages](#)

[Send a Message](#)

Calendar Color Legend		
You are Scheduled	Scheduled & Pers. Needed	National
Personnel Needed	Event or Shift Filled	Holiday

October 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Add Event](#)

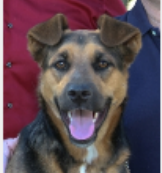
[View/Print Text Version](#)

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List of Volunteers

[Print all Personnel Images](#)[Print Roster](#)

Edit (View)	Delete	Last Name	First Name	Address	City	Zip Code	Date Hired	Personnel Actions	Status	Group	Image
Edit	Delete	Block	Cindy	234 Brick Lane	Stone	93438	06-07-2006	Click to View	Suspended	Citizens on Patrol	
Edit	Delete	Canine	Lassie	162 Bark Lane	Barksville	67890	03-01-2008	Click to View	Good Standing	Search And Rescue	
Edit	Delete	Charles	Ray	134 Idol Street	Idolville	98765	05-01-2004	Click to View	Good Standing	Search And Rescue	
Edit	Delete	Columbus	Chris	85 Discover Avenue	Discoverville	67890	06-01-2007	Click to View	Leave of Absence	Cert Team	

Unit coordinators with VIMS admin access have a view of all their personnel and their pertinent information. Clicking on the “edit” link will open another window with the person’s data entered during the registration process.

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One of VIMS most powerful features is the administrators Event Scheduling and Sign Up module. No more having to deal with multiple methods of announcing your events. With a few clicks you can set up unit events and send the announcement to all your unit members by e-mail. Members can then log into VIMS and sign up with one click building a list on your page of everyone signed up and creating an automated waiting list for others. See our product data sheet for more calendar features.

Fill out the form to create an event:

Event Title:

Start:

End:

Send Reminder:

Disable Reminder: ☐

Repeat Event: ☐ *you can set the event repeat properties only after you submit the original event*

Volunteers Needed: ☐ **assign needs** *you can assign needs only after you submit the original event*

Group*:

Individuals*:

Read-Only Individuals*:

Event Text:

Add Resource: ☐ *you can assign resources only after you submit the original event*

Check this box if you are signing yourself up to fill a position for this event: ☐

Check this box to send a message to your group announcing this event: ☐

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Additional key features of the Event Scheduling and sign up module include the ability to limit the number of days prior to an event that personnel can remove themselves; number of days in advance that personnel can schedule their shifts; scheduling reoccurring events such as monthly meetings or shifts; adding “personnel needs” for events by number needed and/or by rank, title, qualifications; excluding or adding personnel to an event; create automated wait list when events are full and more!

Fill out the form to create an event:

Event Title:

Start:

End:

Send Reminder:

Disable Reminder: ☐

Repeat Event: ☐ *you can set the event repeat properties only after you submit the original event*

Volunteers Needed: ☐ **assign needs** *you can assign needs only after you submit the original event*

Group*:

Individuals*:

Read-Only Individuals*:

Event Text:

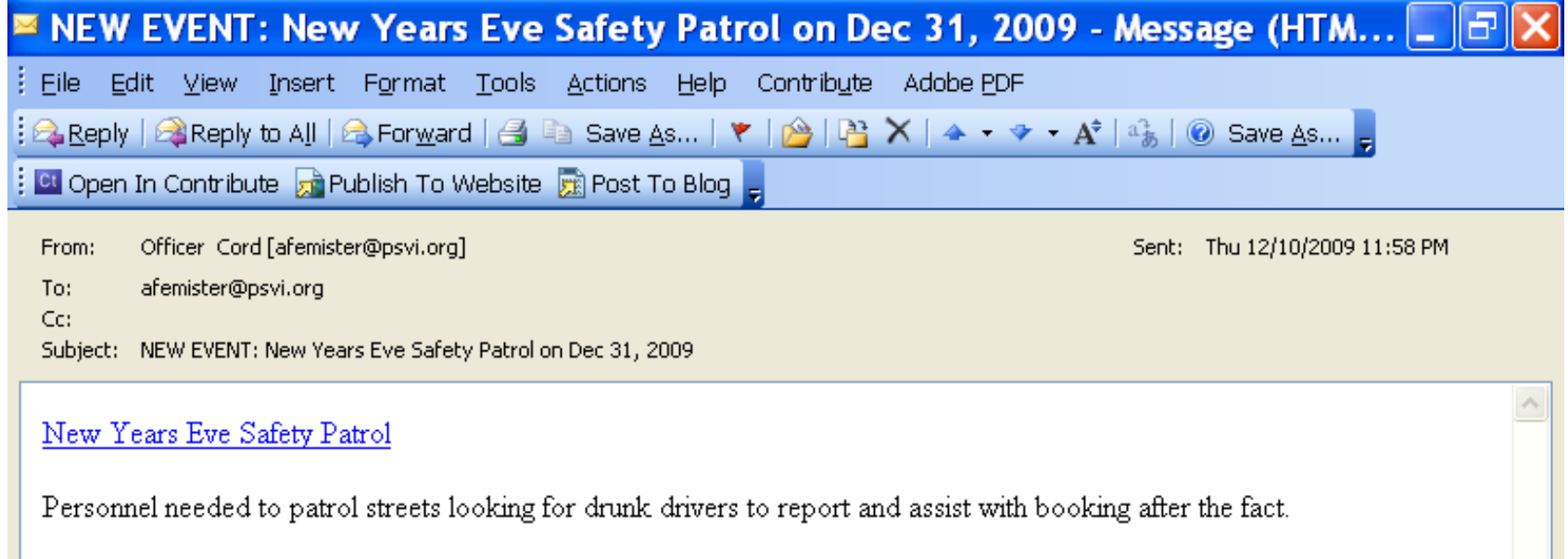
Add Resource: ☐ *you can assign resources only after you submit the original event*

Check this box if you are signing yourself up to fill a position for this event: ☐

Check this box to send a message to your group announcing this event: ☐

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Pictured above is an actual e-mail sent by our VIMS server demo account to a all users announcing an event has been posted from the unit coordinator. To send an e-mail to all users, administrators simply check the option box "Announce event to all users in selected groups" and our VIMS server will automatically send a copy of the e-mail within 1 minute to up to 3 e-mail accounts per user including text message accounts. From this e-mail, users can click on the link that will take them directly to their VIMS home page to login and sign up for the event or wait list if full.

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Unit coordinators have the ability to maintain a quick view list of actions related to their personnel with dates. This module can be used for tracking major actions for follow up.

Personnel Actions for Chuck Roast

Edit	Delete	Personnel Action Date	Action Description	Category
Edit	Delete	01-01-2009	park employee said thanks for finding missing kid	Positive Actions
Edit	Delete	01-01-2009	not maintaing hours	Negative Actions
Edit	Delete	03-01-2009	Chuck found a sinking boat, citizens called to congrats him, good job.	Positive Actions
Edit	Delete	08-01-2009	citizen called to thank Chuck for helping to find his missing wallet on the beach	Positive Actions

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VIMS compiles all hours entered by individuals in real time and presents them to VIMS administrators in a number of different ways such as “Hours Performed Year to Date”, seen to the right.

Data can very easily be cut and pasted into Word or other documents for report generation.

Hours Volunteered YTD

<u>Edit</u> (View)	<u>Delete</u>	<u>Last</u> <u>Name</u>	<u>First</u> <u>Name</u>	<u>Date</u> <u>Volunteered</u>	<u>Total</u> <u>Hours</u>	<u>Service</u> <u>Type</u>	<u>Group</u>
Edit	Delete	Smith	Adam	11- 10- 2009	6.00	Patrol	Citizens on Patrol
Edit	Delete	Smith	Adam	11- 01- 2009	6.00	Patrol	Citizens on Patrol
Edit	Delete	Smith	Adam	10- 28- 2009	6.00	Patrol	Citizens on Patrol
Edit	Delete	Smith	Adam	10- 10- 2009	6.00	Patrol	Citizens on Patrol
Edit	Delete	Letterman	James	10- 07- 2009	8.00	Patrol	Citizens on Patrol
Edit	Delete	Smith	Adam	10- 03- 2009	4.00	Patrol	Citizens on Patrol
Edit	Delete	Block	Cindy	10- 03- 2009	8.00	Special Event	Citizens on Patrol
Edit	Delete	Franken	Art	10- 03- 2009	6.00	Patrol	Citizens on Patrol
Edit	Delete	Smith	Adam	10- 01- 2009	6.00	Patrol	Citizens on Patrol
Edit	Delete	Custo	Jack	10- 01- 2009	6.00	Special Event	Search And Rescue
Edit	Delete	Roast	Chuck	09- 22- 2009	6.00	Patrol	Citizens on Patrol

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Similar to hourly reports, VIMS compiles all activities entered by individuals in real time and presents them to VIMS administrators in a number of different ways such as “Activities Performed Year to Date”, seen to the right.

Data can very easily be cut and pasted into Word or other documents for report generation.

Hours Activities Performed YTD

1 2 [Next](#)

Edit (View)	Delete	Last Name	First Name	Date Volunteered	Hours Activity Name	Number of Times
Edit	Delete	Smith	Adam	11- 10- 2009	Vacation Check	3
Edit	Delete	Smith	Adam	11- 01- 2009	RU OK Check	2
Edit	Delete	Smith	Adam	10- 28- 2009	RU OK Check	2
Edit	Delete	Smith	Adam	10- 28- 2009	Vacation Check	2
Edit	Delete	Smith	Adam	10- 10- 2009	RU OK Check	2
Edit	Delete	Smith	Adam	10- 10- 2009	Assist Officer	1
Edit	Delete	Letterman	James	10- 07- 2009	Assist Officer	2
Edit	Delete	Block	Cindy	09- 07- 2009	RU OK Check	2
Edit	Delete	Smith	Adam	09- 01- 2009	Vacation Check	2
Edit	Delete	Smith	Adam	08- 15- 2009	RU OK Check	2
Edit	Delete	Smith	Adam	08- 09- 2009	Vacation Check	4
Edit	Delete	Smith	Adam	08- 09- 2009	Traffic Control	2
Edit	Delete	Smith	Adam	08- 08- 2009	Vacation Check	4
Edit	Delete	Smith	Adam	08- 08- 2009	Assist Officer	1
Edit	Delete	Smith	Adam	08- 08- 2009	RU OK Check	2
Edit	Delete	Roast	Chuck	07- 14- 2009	RU OK Check	1

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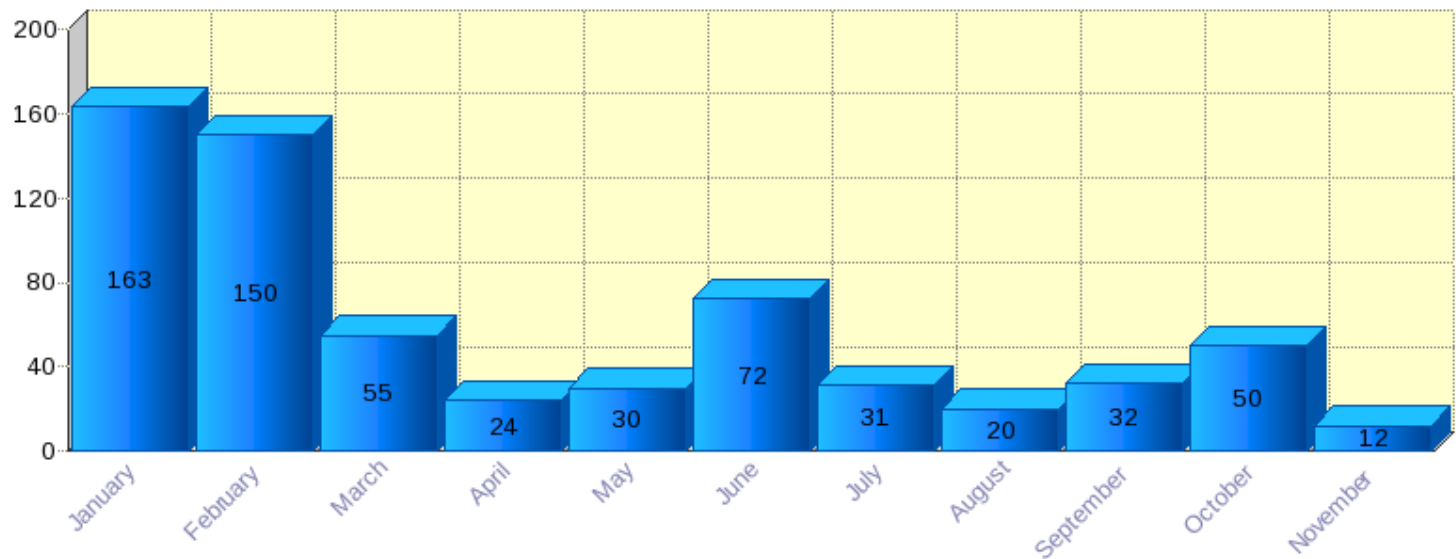
The Volunteer Integrated Management System, myvims.com

Numeric data can also be viewed in colorful graphs such as “Total Hours Served Year to Date by Month”, seen to the right.

Graphs can very easily be cut and pasted into Word or other documents for report generation.



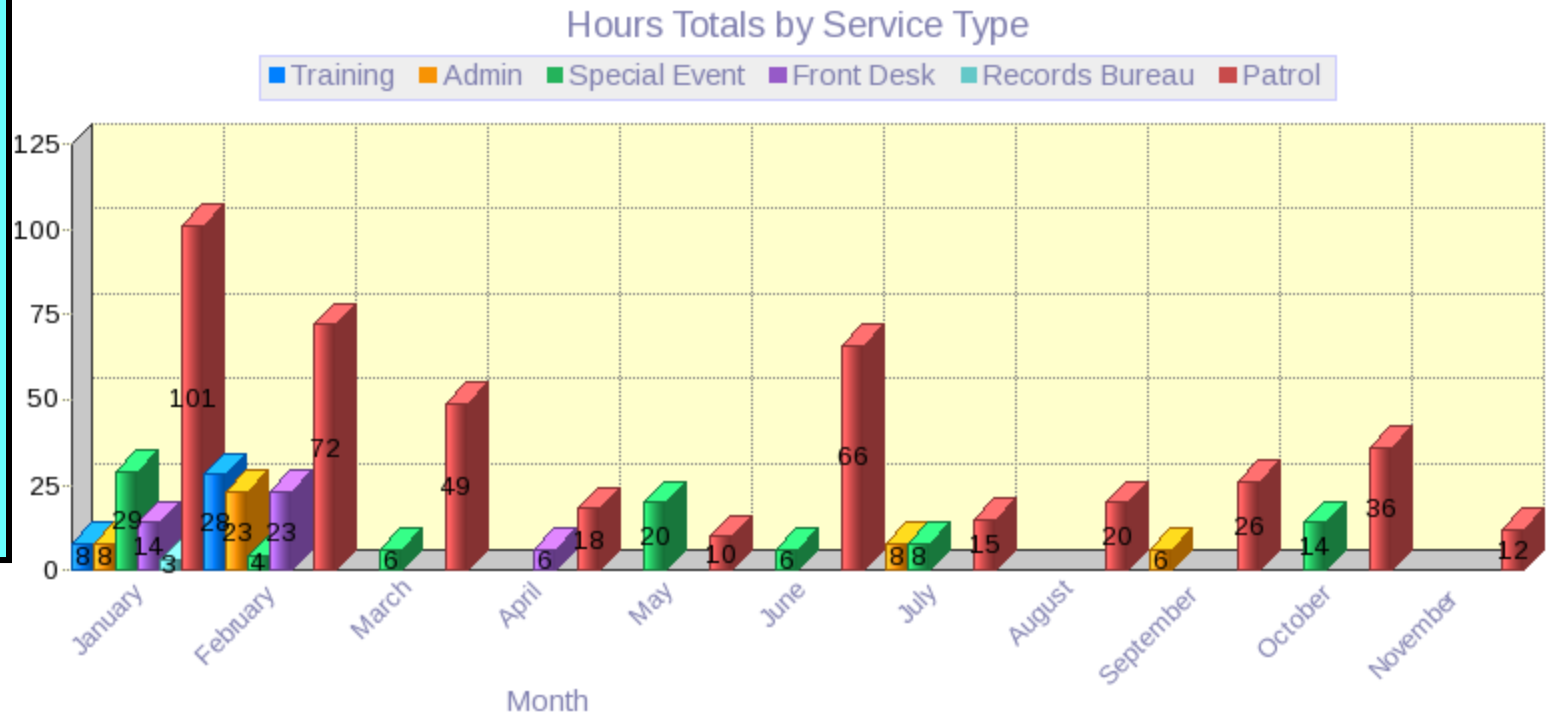
Total Hours Served Year To Date for Smithtown by Month



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Another example of VIMS graphs is seen to the right displaying "Hours Served by Service Type, Year to Date by Month".



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List of Current Training Records

<u>Last Name</u>	<u>First Name</u>	<u>Training</u>	<u>Last Received</u>	<u>Date Due</u>	<u>Days Past Due</u>
Block	Cindy	EVOC Drivers Course		08-08-2009	-110
Block	Cindy	Ethics	02-01-2009	-----	Current
Block	Cindy	First Aid and CPR	01-01-2009	01-01-2011	Current
Franken	Art	First Aid and CPR		09-12-2009	-75
Franken	Art	EVOC Drivers Course		08-08-2009	-110
Franken	Art	Ethics	02-01-2009	-----	Current
Letterman	James	EVOC Drivers Course		08-08-2009	-110
Letterman	James	First Aid and CPR		09-12-2009	-75
Letterman	James	Ethics	02-01-2009	-----	Current
Roast	Chuck	First Aid and CPR		09-12-2009	-75
Roast	Chuck	EVOC Drivers Course	07-01-2009	07-01-2010	Current
Roast	Chuck	Ethics	02-01-2009	-----	Current
Smith	Adam	First Aid and CPR	02-15-2009	02-15-2011	Current

For agencies and organizations whose personnel are required to maintain certain levels of training, VIMS includes a comprehensive Training module to track all your personnel's courses and due dates to insure compliance and reduce liability.

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For agencies and organizations who offer years and/or hours of service awards to their personnel, VIMS provides a key module to help track that data.

With a few simple key strokes, VIMS admins can set up various tracking queries for quick display when needed to insure recognition is timely.

View Volunteer's Milestone Achievements

10 Year Service
5 Year Service Award
Presidential Bronze - 2009
Presidential Gold - 2009
Presidential Silver - 2009

Apply Filter

Print View

-- OR --

From: 08/26/2009



To: 11/26/2009



Apply Filter

Print View

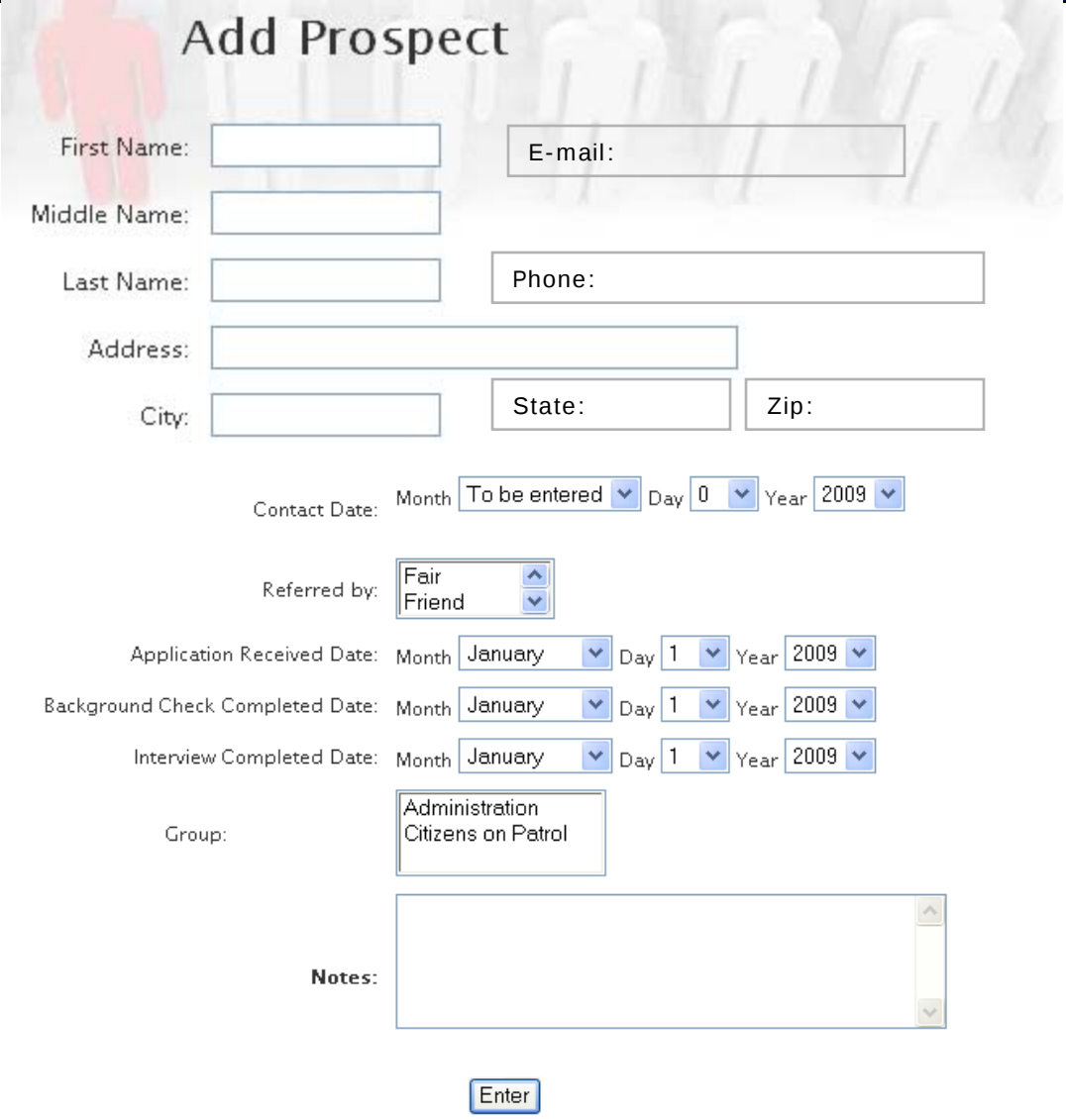
Delete	Name	Recognition Name	Checked Date
Delete	Matthew Askin	Presidential Bronze - 2009 for 100 Hours of Service	November 23, 2009
Delete	Bryant Tarr	Presidential Silver - 2009 for 250 Hours of Service	November 11, 2009
Delete	Joseph O'Malley	Presidential Silver - 2009 for 250 Hours of Service	November 8, 2009
Delete	Steve Reitter	Presidential Bronze - 2009 for 100 Hours of Service	November 2, 2009
Delete	Cliff Moreland	Presidential Bronze - 2009 for 100 Hours of Service	October 25, 2009
Delete	Steve Reitter	5 Year Service Award for 60 Months of Service	October 20, 2009

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Scheduled for release in early 2010 to be added to the standard suite of VIMS features is our “Prospect Tracking” module.

Simple and easy to use, coordinators will be able to track outside individuals who are interested in joining your program while tracking their progress throughout the application process.

The form is titled "Add Prospect" and is set against a background image of a person's hand typing on a computer keyboard. The form contains several input fields and dropdown menus for collecting prospect information. The fields are arranged in a structured layout, with some fields grouped together for related information like contact details and dates. A "Notes" section at the bottom allows for additional comments, and an "Enter" button is provided for submission.

Add Prospect

First Name: E-mail:

Middle Name:

Last Name: Phone:

Address:

City: State: Zip:

Contact Date: Month Day Year

Referred by:

Application Received Date: Month Day Year

Background Check Completed Date: Month Day Year

Interview Completed Date: Month Day Year

Group:

Notes:

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Admin Control Panel

Select Information to Collect

When your members fill out the Registration Page, you can choose to have certain information displayed so you can collect this data for your records. Options include Gender, Military Service (past and present) Languages Spoken to name a few. The link below will forward you to a page where you can select or deselect the information you want on the Registration Page.

- [Select Information to Collect](#)

Add or Edit Groups

To add a Group (such as Search & Rescue, Citizens Patrol, etc.,) click on the link below.

- [Group Names](#)

Add, Edit, or Delete Selections in the Dropdown Boxes

If the information you have chosen to collect on the Registration Page includes a dropdown box, click on the link below to view and then add, edit, or delete the selection options.

- [Ethnicities](#)
- [Special Needs \(selections may include wheelchair, oxygen, hearing impaired, etc\)](#)
- [Languages other than English](#)
- [US Military Service](#)
- [Rank \(selections may include Lt., Sgt., etc.\)](#)
- [Reserve Levels \(for Reserve Groups\)](#)

Add, Edit, or Delete Hours Categories and Activities

When members enter their hours, they can select the type of service these hours should be applied to. Selections may include Patrol, Admin, etc. Click on the link below to enter the selections for the dropdown box.

- [Volunteer Service Types](#)

If you would like to collect data on the activities performed during the hours of service, click on the link below to enter the selections for the dropdown box. Selections may include Vacation Checks, Business Checks, etc.

- [Hours Activities](#)

Add, Edit, or Delete Your Own Categories

If you would like to collect data in addition to the items already specified, click on the link below to specify your own questions. The information can be collected using dropdown boxes, clicking "Yes" or "No", or by entering text.

- [User Defined Questions](#)

Add, Edit Resources

If you would like to add or edit a resource, or create a new resource category, click on the link below.

- [Add and Edit Resources](#)

Update Your Record

If you would like to change your username, email address, group, etc., click on the link below.

- [Update Your Record](#)

Unit Coordinators and Leaders with VIMS Administrator access have the ability to customize most of the features in VIMS from what information to request from your personnel during the VIMS registration process to the names of your groups, hourly service types, hourly activities, resources to reserve, and more. VIMS administrators can also change their profile and login data.

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The End. Thank You.

Are you ready to log into our online full functioning VIMS demonstration site to see it live for yourself?

If so, please send a brief e-mail with your name and agency contact info to demorequest@myvims.com and we'll e-mail you a set of passwords to login for yourself and see if you're ready for a trial!