VIMS Individual Users Guide

www.myvims.com

How to access your VIMS site, login and use all the features!

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

Updated 11/27/2011

VIMS Individual Users Guide Table of Contents:

VIMS Access Examples

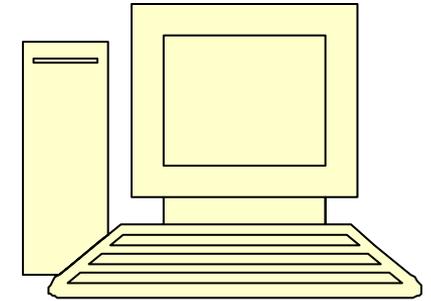**Secure SSL Encrypted Connection**

WEB

Home

Work

SmartPhones iPhones, etc.

VIMS Servers are housed in a secure facility that can be accessed from any computer, smartphone, etc. with a full screen browser via a secure web connection, 24/7.
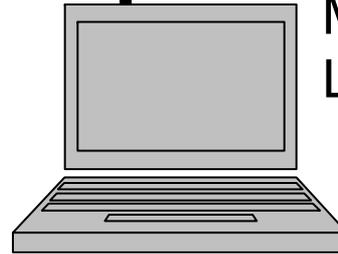
Vehicle Mobile Data Computers

Mobile Laptops

Limited access on some handheld devices with limited .mobi only browsers such as some Blackberry's.

VIMS operates in a "Cloud Computing" and SaaS, "Software as a Service", solution meaning your organization only pays a small monthly fee to use VIMS thus saving thousands of dollars a year not having to purchase dedicated computers, software, support, etc.

Secure Encrypted

"https" Connection

WEB

Your Unit Coordinator

VIMS Server

Individual VIMS users

How VIMS Works for You!

Secure Encrypted

"https" Connection

WEB

VIMS Server

Your VIMS Administrator can view your hours logged, shift schedules, personal data, training, announce event request, post forms and more!

Individual VIMS Users, such as You, can only see your own data and the schedule of others in your group(s), on your individual VIMS account.

Pictured above, Common VIMS Configuration with one person as unit coordinator managing multiple people viewing the data they enter while individuals can only view their own data and their groups calendar.

VIMS Servers are housed in Secure, Redundant Data Centers staffed 24 hours a day, 7 days a week, with highly skilled network technicians in Los Angeles and Virginia connected with high speed fiber connections that provide automated daily back up's to protect and secure your data.

Pictured Above: West Coast data center where VIMS Servers are housed with triple redundant electrical and fire suppression systems to protect your data!

The following slides provide in detail how to use VIMS, Log Hours and Training, Schedule Shifts, Respond to Event Requests and More.

Each VIMS client agency has their own unique URL, aka, web address to access its main login page. The URL will look like this example: **https://name.myvims3.com** To access your individual VIMS account, enter the web address into the address bar on your computer's browser. Entering the letter "s" after "http" will encrypt your data. Now enter the user name and password you selected or were given to access your account. Do Not use the login data given to access the registration page here.

HELPFUL TIP: Keep up to date on VIMS by following us on Facebook and Twitter!

Now that you've registered, you have your own VIMS account. You'll know this is your account because your name will appear at the top along with your total hours logged in VIMS year to date and month to date after you login with your own unique username and password.

Now lets explore VIMS and see what you can do with your account.

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Click here for Help

Welcome Chuck Roast

Your total hours year-to-date are: 148.00, month-to-date are: 27.00 . Thank You!

Internal Messaging System

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

Calendar Color Legend

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

DELETE	DATE	SENDER	MESSAGE SUBJECT
☐	8/10/11	Coordinator	NEW EVENT: Park Dedication on Aug 10, 2011
☐	8/03/11	Coordinator	NEW EVENT: CERT exercise on Aug 26, 2011
☐	7/19/11	Coordinator	NEW EVENT: test event on Jul 29, 2011
☐	7/11/11	Roast	Adam Smith volunteered for PNP Patrol on Jul 11, 2011
☐	6/02/11	Roast	Adam Smith removed themselves from COP Patrol on Jun 20, 2011
☐	6/02/11	Roast	Adam Smith volunteered for COP Patrol on Jun 20, 2011
☐	6/01/11	Roast	Adam Smith volunteered for COP Patrol on Jun 13, 2011

<< August 2011 >>

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			

Delete	View Sent Msgs	Send a Msg

Schedule Your Shift   Print Text Version

To the left of your calendar you'll see the box labeled "Internal Messaging System", aka, IMS.

The Internal Messaging System is Not e-mail and should not take the place of e-mail unless you were told other wise. Messages sent via the IMS stay within the VIMS system and can only be viewed by others in the group(s) that you are assigned to. Messages sent and received in the IMS can only be viewed by logging into your VIMS account.

Some automated messages are sent by the VIMS server that may appear in your IMS inbox notifying you of various events, shifts, etc. You should read any messages in your inbox. To send a message, click the "Send a Msg" button.

Internal Messaging System

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

DELETE	DATE	SENDER	MESSAGE SUBJECT
☐	11/13/11	Coordinator	Volunteer Coordinator signed you up for Advanced First Aid on Nov 19, 2011
☐	11/08/11	Coordinator	NEW EVENT: Ohio state fair on Nov 22, 2011
☐	10/28/11	Coordinator	NEW EVENT: somerville street nights on Oct 30, 2011
☐	10/28/11	Smith	Chuck Roast volunteered for patrol shift on Oct 31, 2011
☐	10/21/11	Coordinator	Volunteer Coordinator signed you up for Belmont city fair on Oct 24, 2011
☐	10/21/11	Coordinator	NEW EVENT: Belmont city fair on Oct 24, 2011
☐	9/26/11	Smith	Chuck Roast volunteered for mark on patrol on Sep 30, 2011

Delete | View Sent Msgs | Send a Msg

Fill out the form to create a message:

Select the Group(s) or the Individual(s) to whom this message is to be sent. (Hold down the Ctrl key to select more than one group or more than one individual.)

1

Group:
Citizens Patrol

Individuals:
Admin, Test
Block, Cindy
Canine, Lassie
Coordinator, Volunteer
Franken, Art

2

Message Subject: Test Message

3

Message Text:
This is a test message to show how the Internal Messaging system works.

4 → Submit

After clicking the "Send a Msg" button this page will appear. Select the group or groups and/or individuals you want the message to go to, enter a title into the "Message Subject" box, then type your message and to send it, click the "Submit" button.

HELPFUL TIP: Please remember you will only see the names of the group or groups you are part of in the top boxes. If you are not part of a group, you cannot send a message to that group or persons in it.

Below is the "Tab" or "Button" bar you'll use to access many of the features included in your VIMS account. To open any page labeled on the bar, simply move your cursor over the name on the white tab and click it. Go ahead, give it a try, you can't break anything and to return to your home page where the calendar is shown, simply click the "Home" tab as shown by the red arrow below.

Now lets learn more about VIMS in detail, please move to the next page.

| Home | Enter Hours | View Your Hours | Training | Reserved | Forms |
| Update Your Record | Weblinks | Logout | Your Schedule | Resources | Click here for Help |

Welcome Chuck Roast

Your total hours year-to-date are: 152.00, month-to-date are: 31.00 . Thank You!

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Click here for Help

Edit Your Information

If you need to update any of the information you entered during the registration process or was entered for you, click the "Update Your Record" button and all the information you entered will be shown.

You can update, edit and/or change any of this information as needed.

Name and Address Information

First Name: Chuck

Middle Name: M

Last Name: Roast

Maiden Name or Former Name (if applicable): NONE

Nickname (optional): NONE

Address: 25 Grill Road

City: Barbeque

State/Province: CA

Zip/Postal Code: 98765

Mailing Address Information – If different from above

Mailing Address: 25 Grill Road

City: Barbeque

State/Province: CA

Zip/Postal: 98765

Email Address Information

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Click here for Help

Enter your hours

This is where you'll enter your hours performed which are added and totaled in real time mode and appear on you and your coordinator's VIMS sites as they are entered. If you do not have access to a computer, your agency VIMS administrator can log and/or edit, delete your hours as needed.

To Enter Your Hours as Fixed Number, Use This Section

Date Served: November 11 2011,

Number of Hours:

To Allow the System to Calculate Your Hours, Use This Section

Start: November 11 2011 10 : 30 PM

End: November 11 2011 10 : 30 PM

Select the Service Type to which these Hours are to be Allocated

Service Type:
- Admin
- City Park Patrol
- Front Desk
- Kennel Duty
- Patrol

OPTIONAL: If you would like to add notes about this shift, please enter them below.

Notes:

Enter

To enter your hours performed per shift; select the date you performed them, the number of hours you performed **OR** the start and end date and time of your shift and VIMS will calculate the hours for you. Check with your VIMS admin to see which method they want you to use. If you do not have access to a computer, your agency VIMS administrator can log your hours if need be.

Next, if you belong to more than one group within VIMS, select which group you're entering them for, then select the title of the hourly service type you performed. VIMS also allows you to enter Notes regarding your shift if you wish to enter any which can be viewed by your supervisor. Finally, click "Enter" and you're hours will be immediately entered.

Enter your hours

To Enter Your Hours as Fixed Number, Use This Section

Date Served: September ▼ 4 ▼ , 2011 ▼

Number of Hours: 6

To Allow the System to Calculate Your Hours, Use This Section

Start: September ▼ 4 ▼ 2011 ▼ 1 ▼ : 00 ▼ PM ▼

End: September ▼ 4 ▼ 2011 ▼ 5 ▼ : 00 ▼ PM ▼

Select the Group to which these Hours are to be Allocated

Group Name:
Admin
Citizens Patrol

Select the Service Type to which these Hours are to be Allocated

Service Type:
Admin
Front Desk
Kennel Duty
Patrol
Records Bureau

OPTIONAL: If you would like to add notes about this shift, please enter them below.

Notes:

Enter

| Home | Enter Hours | View Your Hours | Training | Reserved | Forms |
| Update Your Record | Weblinks | Logout | Your Schedule | Resources | Click here for Help |

After you click "Enter" on your "Enter Your Hours" page, you'll see this page next confirming the hours you entered. Please check them now to make sure they are correct along with the date. If you made a mistake, we'll show you on the next slide how to correct them.

Your hours have been entered as shown below.

Date: August 27, 2011

Hours Served: 4.00

Service Type: Patrol

ACTIVITIES

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

PLEASE NOTE: If more than one person performed the activity, only one of the individuals should log the activity to avoid duplicate entries.

If your agency tracks the activities you did during your shift, this is where you'll enter them. If none are tracked, then no Activities will be shown. To enter the number of times you performed an activity, simply enter the number in the box next to the title then click "Enter". Your agency may also use this section to track miles and items other than activities.

Hours Activity:
- 1 Assist Officer
- [ ] Citizen Flag Down
- 25 Personal Mileage
- 2 RU OK Check
- [ ] Traffic Control
- 3 Vacation Check

Enter

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Click here for Help

Hours Volunteered

If you'd like to view, confirm, edit or delete your hours and/or activities, click this button. The first page will show your hours entered. Using the "Edit" link will allow you to 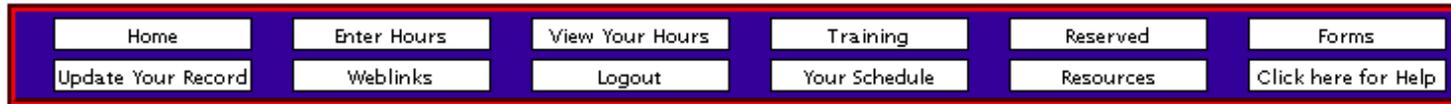edit the hours on that line. If you need to delete your hours for a specific date you can do that also by clicking the "Delete" link to the far left of the page.

To view your activities entered, click the link marked "Click here to view your hours activities".

Click here to view your hours activities

Edit	Delete	**Date Volunteered**	**Total Hours**	**Service Type**	**Group**
Edit	Delete	08 – 27 – 2011	4.00	Patrol	Citizens Patrol
Edit	Delete	08 – 01 – 2011	6.00	Patrol	Citizens Patrol
Edit	Delete	08 – 01 – 2011	21.00	Admin	Admin
Edit	Delete	07 – 04 – 2011	6.00	Patrol	Admin
Edit	Delete	06 – 26 – 2011	4.00	Patrol	Citizens Patrol
Edit	Delete	06 – 04 – 2011	3.00	Patrol	Citizens Patrol
Edit	Delete	06 – 02 – 2011	1.00	Patrol	Citizens Patrol
Edit	Delete	06 – 02 – 2011	4.00	Patrol	Citizens Patrol
Edit	Delete	06 – 01 – 2011	4.00	Front Desk	Admin
Edit	Delete	06 – 01 – 2011	3.00	Admin	Admin
Edit	Delete	06 – 01 – 2011	4.00	Patrol	Citizens Patrol
Edit	Delete	05 – 31 – 2011	4.00	Front Desk	Admin

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Click here for Help

Activities Performed while Volunteering

If you'd like to view, confirm, edit or delete your activities, this is the page to do so.
Using the "Edit" link will allow you to edit the activities on that line.
If you need to delete a specific activity for a specific date, you can do that also by clicking the "Delete" link to the far left of the page.

To exit this page, click the "Home" button to return to your home VIMS account page.

Edit	Delete	**Date Volunteered**	**Activity**	**Number**
Edit	Delete	08 – 01 – 2011	Vacation Check	3
Edit	Delete	08 – 01 – 2011	RU OK Check	2
Edit	Delete	07 – 04 – 2011	RU OK Check	4
Edit	Delete	06 – 26 – 2011	RU OK Check	3
Edit	Delete	06 – 26 – 2011	Vacation Check	2
Edit	Delete	06 – 26 – 2011	Assist Officer	1
Edit	Delete	06 – 02 – 2011	Vacation Check	2
Edit	Delete	06 – 02 – 2011	Assist Officer	1
Edit	Delete	06 – 02 – 2011	RU OK Check	3
Edit	Delete	05 – 07 – 2011	RU OK Check	4
Edit	Delete	05 – 07 – 2011	Vacation Check	3
Edit	Delete	05 – 07 – 2011	Assist Officer	1
Edit	Delete	04 – 20 – 2011	RU OK Check	3
Edit	Delete	04 – 20 – 2011	Vacation Check	2

VIMS users may also log training classes completed IF they were set up by your VIMS admin in the VIMS training module. If no classes were set up, then nothing will appear on this page. Only your VIMS admin can set up training classes to be logged and tracked.

Once logged, VIMS begins tracking when the class is next due.

VIMS Admins may also log users training classes if need be. Please note some classes may only be logged by your admin as seen in the example to the right marked "Admin Log Only".

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
Update Your Record	Weblinks	Logout	Your Schedule	Resources	Click here for Help

Fill out the form to record training received:

Training Course Title:
Ethics –Admin log only
EVOC Drivers Course
First Aid and CPR

Training Received Date: Month January Day 1 Year 2011

Submit

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

View Current Training Records

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

View Current Training Records

View Training Due

Clicking the "View Current Training Records" link will display any classes you've logged as taken or were logged for you by your VIMS Admin, supervisor, coordinator, etc.

If you accidentally logged a class as taken and need to delete the record, you can do that on this page also.

View Your Training Records

Edit	Delete	Training	Date Received	Number of Hours
Edit	Delete	Ethics	01-28-2010	4.00
Edit	Delete	EVOC Drivers Course	01-01-2011	8.00
Edit	Delete	First Aid and CPR	02-15-2009	8.00

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

View Current Training Records

View Training Due

Clicking the "View Training Due" link will display any classes you're due to take, the last time you took the class (if applicable), and if past due, how many days.

This page only displays information and nothing can be changed on it.

If you disagree with any of the information displayed regarding your training, contact your supervisor as VIMS only displays what it's programmed to, it does not set your schedule.

Training Due

Training	Last Received	Date Due	Days Past Due
Ethics	01-28-2010	-----	Current
First Aid and CPR	02-15-2009	02-15-2011	-202
EVOC Drivers Course	01-01-2011	01-01-2012	Current

Each VIMS user account includes an integrated calendar and scheduling system. Color codes alert users to when they are scheduled to work, when personnel are needed, when shift partners are needed and more.

The color Red indicates a supervisor or coordinator of your group(s) is inviting people to sign up for an event that day. Green indicates you are signed up to work a shift or event on that day. Pink indicates another person in your group is requesting a shift partner. Yellow is a combination of Red and Green and indicates you are scheduled for something that day And there is an event requiring people that day. Grey indicates an event or shift is scheduled that day but you can wait list yourself if you'd like in case someone else cancels themselves.

To sign up or get more details about any event, click on the calendar day and then click on the name of the event shown in a blue link that will appear next in a separate page.

Calendar Color Legend

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

August 2011

<< / >>

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			

Schedule Your Shift   Print Text Version

HELPFUL TIP: To view a text version and/or print a copy of the events and/or shifts scheduled on the calendar, click the link at the bottom of the calendar labeled "Print Text Version" for easy viewing.

Calendar Color Legend

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

<< **August 2011** >>

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			

Schedule Your Shift   Print Text Version

Another powerful feature of VIMS in the integrated calendar and scheduling system is our exclusive "One Button Buddy" feature which 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.

We'll show you how to schedule shifts and respond to event request in a few slides.

HELPFUL TIP: To view a text version and/or print a copy of the events and/or shifts scheduled on the calendar, click the link at the bottom of the calendar labeled "Print Text Version" circled in red above.

HELPFUL TIP: By default, the printed version of your calendar, as seen in the example below, will show the current month. To change the date range, use the calendar tabs to move forward or back in time.

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 any personnel and resources assigned to the event or shift.

– All Groups –

From: 08/01/2011 To: 08/31/2011 Apply Filter

Scheduled Events and Shifts

START	END	EVENT	CREATOR	PERSONNEL SCHEDULED	RESOURCE ASSIGNED
08/03/2011 1:00 PM	08/03/2011 3:00 PM	Testing of Wait List Feature	Volunteer Coordinator	Adam Smith	
08/10/2011 9:15 PM	08/10/2011 11:15 PM	Park Dedication	Volunteer Coordinator	Adam Smith	
08/13/2011 5:30 PM	08/13/2011 9:30 PM	Patrol shift	Adam Smith	Adam Smith, Chuck Roast	Patrol Car 22V3
08/17/2011 12:00 PM	08/17/2011 6:00 PM	Citrus Fair	Volunteer Coordinator	Adam Smith, Chuck Roast	
08/21/2011 7:45 AM	08/21/2011 10:45 AM	COP Patrol	Adam Smith	Adam Smith, Chuck Roast	Patrol Car 22V3
08/22/2011 1:30 PM	08/22/2011 5:30 PM	Patrol Shift	Adam Smith	Adam Smith, Chuck Roast	Patrol Car 22V3

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 if they are entered into the system by your VIMS Admin.

Please only send e-mail notification if others Need to Know you are working or you need a shift partner.

The next few pages will show you how to use the VIMS calendar system.

Please complete the form below to schedule your shift and reserve a resource, if needed

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.

Start: August ▾ 28 ▾ , 2011 ▾ 1 ▾ : 45 ▾ AM ▾
End: August ▾ 28 ▾ , 2011 ▾ 1 ▾ : 45 ▾ AM ▾

Group:
Admin
Citizens 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
Canine, Lassie
Franken, Art D
Letterman, James David
Smith, Adam Robert

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

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.

Number of Partners:

Optional: Use the space below to enter information regarding your shift, if needed.

Add Resource: ☐

Check this box if you need to schedule a resource for your shift. After the "Submit Shift" button is clicked, a new page will open allowing you to select from the available resources."

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

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

[Submit Shift]

To schedule your shift begin by typing in the top box labeled "Shift Title" a title to describe what you're doing such as "Front Desk Duty". Next select the start and end date, usually the same date, of your shift and the start and end time. Next select which group you're performing you shift under. If you need a partner then click the "Yes" button and enter how many which is usually one.

Please complete the form below to schedule your shift and reserve a resource, if needed

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.

Start: August 28, 2011 1 : 45 AM

End: August 28, 2011 1 : 45 AM

Group:
Admin
Citizens 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
Canine, Lassie
Franken, Art D
Letterman, James David
Smith, Adam Robert

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

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.

Number of Partners:

If you need to add a note for others to read when you schedule your shift, enter it in this box but only if you need to. An example maybe, "My regular partner is on vacation, I need someone to work with this shift"

If your VIMS Admin set up resources to reserve for your shift, click the "Add Resource" box and when you're finished and submit your shift, another page will appear to select an available resource. If you want to send an e-mail to everyone in your group announcing your shift, click the last box to do so but Only if they need to know or you're requesting a partner. Finally click "Submit Shift" to finish.

Optional: Use the space below to enter information regarding your shift, if needed.

Add Resource: ☐

Check this box if you need to schedule a resource for your shift. After the "Submit Shift" button is clicked, a new page will open allowing you to select from the available resources."

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

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

Submit Shift

Reserve a Resource for the Event: Patrol Shift

Resources marked with *** are currently reserved for events scheduled for this time period.

2

Patrol Car – COP Unit 5524 | Add Resource

Patrol Car – COP Unit 5524
Patrol Car – Patrol Car 22V3
Radio – Portable Radio 1

1

Resources Currently Reserved for This Event

| TYPE | NAME |

3

Done Adding Resources   Edit Event Resources

Pictured above is what your VIMS page will look like IF your VIMS administrator has set up Resources to be reserved. Resources can be anything from a vehicle, portable two-way radio, flashlights, meeting rooms, cell phones or whatever resources your agency or unit may provide it's personnel to perform their tasks.

     If no resources are set up in your system, then no names will appear.
To reserve a resource, in step one, select the resource by clicking on the name to highlight it. Step two, click the button "Add Resource". Step three, click the button "Done Adding Resources" when you're done. You can select multiple resources if they are available. If a resource is already reserved, the name will appear in **Red** with ** on both sides of the name.

Request for a Shift Partner - Message (Plain Text)

File   Edit   View   Insert   Format   Tools   Actions   Help   Contribute   Adobe PDF

Reply | Reply to All | Forward | Save As... | | | X | A² | | Save As...

Open In Contribute | Publish To Website | Post To Blog

From: announcement@myvims.com	Sent: Thu 12/10/2009 11:18 PM
To: afemister@psvi.org	
Cc:	
Subject: Request for a Shift Partner	

A request for a shift partner has been made by Chuck Roast for a shift on 12 – 28 – 2009. To register for ths shift, please log in to your VIMS account and click on the day shown above which should be shaded in pink on your calendar. If another person has already responded and there is no longer a partner needed, the day will be shaded in grey on your calendar.

Pictured above is an actual e-mail sent by our VIMS demonstration system 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 announcing you need a shift partner, 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 all the VIMS users in your group. Only use this feature if you need to let others know you're requesting a shift partner or you were told to do so by your VIMS Admin.

To respond to a request for personnel needed for an event, as indicated in Red, or a shift partner, indicated in Pink or yellow day on your calendar, simply click on that day and a new page will appear as we show on the next page. Dates shown in Grey indicated there is an event or shift scheduled however it's filled but you can still add yourself to the wait list should someone else remove themselves from the event or shift.

Calendar Color Legend

| You are Scheduled | Scheduled & Pers. Needed | National |
| Personnel Needed | Event or Shift Filled | Holiday |

August 2011

<<						>>
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			

Schedule Your Shift   Print Text Version

Red = Personnel Needed for an event.

Pink = Partner needed.

Green = Your Scheduled.

Grey = Event or shift filled.

Yellow = Your scheduled & personnel needed.

| Home | Enter Hours | View Your Hours | Training | Reserved | Forms |
| Update Your Record | Weblinks | Logout | Your Schedule | Resources | Click here for Help |

Events for September 12, 2011

START DATE	EVENT TITLE	CREATOR
09/12/11 1:00 PM	City Street Fair	Volunteer Coordinator
09/12/11 6:00 PM	Evening Patrol Shift **(Partners needed: 1)**	Adam Smith

Show My Created Events   Create New Event

The above example shows what the next page will look like. In this case there are two needs showing, one posted by the unit coordinator for an event titled "City Street Fair" and the second need for a shift partner titled "Evening Patrol Shift" and also states how many partners are needed.

The person's name who created the event or shift will appear under the far right heading titled "Creator". To get more details about any posting or to sign up for it, simply click on the blue link listed under "Event Title" and another page will open as see on the next page.

NOTE: When a VIMS administrator creates an event, they have the ability to also create and list personnel needs by assignment. For example, if you have a recruiting booth at an event, a need may be listed as "Staff Recruiting Booth".

If you see specific needs listed in the area to the right, circled in **red,** you must select one of those needs from the drop down list, shown by the **green** arrow to sign up.

NAME OF EVENT: City Street Fair

Start Date:	September 12, 2011 1:00 PM
End Date:	September 12, 2011 4:00 PM
Number of Volunteers Needed:	2

Volunteer Needs:	NEED	COUNT	VOLUNTEER
	traffic	1	*Unassigned*
	roaving patrol	1	*Unassigned*

Resources Assigned:	TYPE	RESOURCE
	No Resources Assigned	

Need to personnel to assist officers with traffic control at one day street fair.

PERSONNEL CONFIRMED FOR EVENT OR SHIFT

—needed—   Volunteer for Event

PRINT EVENT DETAILS

Click Here to Print Event Details

As seen in the above example, this page will show you the details of the posting such as the start and end of the shift in date(s) and time and how many personnel are needed. Also listed are any resources assigned to the event and any special notes the creator of the event or shift entered about the posting. The lower part of the posting will also note the names of those who may have already signed up for it. If you want to sign up for this event or shift, simply click the button, "Volunteer for Event" and your calendar will turn green showing you are now signed up to work it.

NAME OF EVENT: Advanced First Aid

Start Date: **November 19, 2011 9:00 AM**

End Date: **November 19, 2011 4:00 PM**

Number of Volunteers Needed: **FULL - 1 volunteers for 1 positions**

Volunteer Needs: **NEED   COUNT   VOLUNTEER**
No Volunteer Needs

Resources Assigned: **TYPE   RESOURCE**
No Resources Assigned

PERSONNEL CONFIRMED FOR EVENT OR SHIFT

Roast, Chuck

—needed— ▾ | Sign Up for Wait List |

If an event or shift posting appears in Grey color on your calendar it means the event is full and no more personnel are required. However if you'd like, you may add yourself to a "Wait List" should someone who is currently signed remove themselves. To add yourself to the event "Wait List", simply click the button marked "Sign Up for Wait List".   If someone who is already signed up removes themselves and you are the first person on the wait list, you'll automatically move up and be assigned to the event and receive an e-mail notifying you. **SPECIAL NOTE:** when wait listed, your calendar will turn Green that day however it does not mean you are assigned unless you receive an Internal Message and/or an external e-mail stating you have been assigned to it.

NAME OF EVENT: somerville street nights

Start Date:	October 30, 2011 3:45 PM
End Date:	October 30, 2011 10:45 PM
Number of Volunteers Needed:	3

Volunteer Needs:

NEED	COUNT	VOLUNTEER
traffic	2	*Unassigned*
roaving patrol	1	*Unassigned*
roaving patrol	1	Cindy Block

Resources Assigned:

TYPE	RESOURCE
	No Resources Assigned

kdkdkdkdkkdkdkdkdkdkdkdkdkd

PERSONNEL CONFIRMED FOR EVENT OR SHIFT

Block, Cindy -- ***roaving patrol***

Remove me from Event

PRINT EVENT DETAILS

Click Here to Print Event Details

To remove yourself from an event or shift that you've signed up for, simply open the event details by clicking on the date on your calendar and click the button, "Remove me from Event" and your calendar will turn back to Red or Pink indicating you are no longer scheduled for this.
SPECIAL NOTE: Your VIMS administrator has the ability to automatically limited the number of days in advance that you can remove yourself from an event. You should check with them to see what your unit policy is, if any, so you'll know if you need to find someone to fill your slot if you have to cancel.

| Home | Enter Hours | View Your Hours | Training | Reserved | Forms |
| Update Your Record | Weblinks | Logout | Your Schedule | Resources | Click here for Help |

Forms

Select the Form to View:

Surprise March 2011 Newsletter)

Driving Policy – Volunteer Vehicles (Version 2)
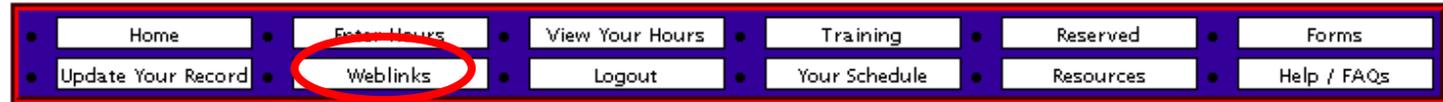
Team Incident Briefing 1

Unit Area Map

Request for Live Scan Service

Leave of Absence

VIMS administrators may add any forms to the forms page they wish to make available to you. Examples may include newsletters, forms, policies and procedures, training documents, etc.

Forms created with software such as Adobe Professional .pdf version may allow you to fill in the form online to print or save locally to your computer and route it via your own external e-mail.

Note, the form titles you see to the left are only examples from our VIMS demonstration site and may not reflect your site, if any at all.

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

Informative Links on the Web

Your Agency's Policy and Procedure Manual
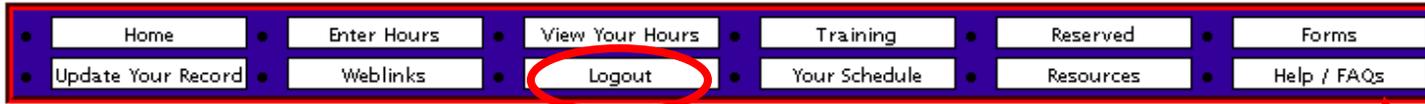
America's Most Wanted

Nationwide Daily Police News and Articles

Los Angeles Police Department

Public Safety Volunteer Institute

VIMS Product Information Page

Your agency VIMS administrator may add any website links they wish to for easy access by you while logged into your individual VIMS account.

We've also added a few popular ones that you may enjoy viewing so please take a moment to click on the "Weblinks" tab to see what's there.

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

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

HELPFUL TIP: To learn more about VIMS or read any of our other helpful documents or to view this document online, click the "Help / FAQ's" tab.

When you're finished using your VIMS account for logging hours, viewing events or whatever purpose you logged in for, please be sure to log out by clicking the "Logout" tab show above. Leaving your VIMS account open at all times without a need to may create a security risk to your personal information if you're in a public area where strangers can walk by and view your site so be sure to log out when your done!

Good Job, You're Done!

Thank you for taking the time to learn how to use your VIMS account.

Please send any comments or suggestions to us at info@myvims.com

If you need help, please contact agency VIMS admin first before contacting us as the issue you're having may be a simple one. If you do contact us, please give us your name, agency, and as many details as possible of the problem so we can understand it and help you.

Please forward any help request to: help@myvims.com and we'll respond quickly, usually in the same day.