

# VIMS Individual Users Guide



## How to Log Hours and/or Activities for Individual Users

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

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Version 1

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

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

This is where you'll enter your hours performed which are added and totaled in real time mode and appear on your and your coordinator's site 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.

## Enter your hours

### To Enter Your Hours as Fixed Number, Use This Section

Date Served: August 27, 2011

Number of Hours:

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

Start: August 27, 2011 10:15 PM

End: August 27, 2011 10:15 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

Enter

Individual Users Guide; How to Register on and Use VIMS.

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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 and/or edit, delete your hours as needed.

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. Finally, click "Enter" and you're done.

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
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## 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

Enter

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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.

Home	Enter Hours	View Your Hours	Training	Reserved	Forms
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**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:**

- Assist Officer
- Citizen Flag Down
- Personal Mileage
- RU OK Check
- Traffic Control
- Vacation Check

Enter

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## Hours Volunteered

[Click here to view your hours activities](#)

<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Date Volunteered</a>	<a href="#">Total Hours</a>	<a href="#">Service Type</a>	<a href="#">Group</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	08 - 27 - 2011	4.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	08 - 01 - 2011	6.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	08 - 01 - 2011	21.00	Admin	Admin
<a href="#">Edit</a>	<a href="#">Delete</a>	07 - 04 - 2011	6.00	Patrol	Admin
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 26 - 2011	4.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 04 - 2011	3.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 02 - 2011	1.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 02 - 2011	4.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 01 - 2011	4.00	Front Desk	Admin
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 01 - 2011	3.00	Admin	Admin
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 01 - 2011	4.00	Patrol	Citizens Patrol
<a href="#">Edit</a>	<a href="#">Delete</a>	05 - 31 - 2011	4.00	Front Desk	Admin

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".



## 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.



<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Date Volunteered</a>	<a href="#">Activity</a>	<a href="#">Number</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	08 - 01 - 2011	Vacation Check	3
<a href="#">Edit</a>	<a href="#">Delete</a>	08 - 01 - 2011	RU OK Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	07 - 04 - 2011	RU OK Check	4
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 26 - 2011	RU OK Check	3
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 26 - 2011	Vacation Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 26 - 2011	Assist Officer	1
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 02 - 2011	Vacation Check	2
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 02 - 2011	Assist Officer	1
<a href="#">Edit</a>	<a href="#">Delete</a>	06 - 02 - 2011	RU OK Check	3
<a href="#">Edit</a>	<a href="#">Delete</a>	05 - 07 - 2011	RU OK Check	4
<a href="#">Edit</a>	<a href="#">Delete</a>	05 - 07 - 2011	Vacation Check	3
<a href="#">Edit</a>	<a href="#">Delete</a>	05 - 07 - 2011	Assist Officer	1
<a href="#">Edit</a>	<a href="#">Delete</a>	04 - 20 - 2011	RU OK Check	3
<a href="#">Edit</a>	<a href="#">Delete</a>	04 - 20 - 2011	Vacation Check	2

# Good Job, You're Done!

Thank you for taking the time to learn how to log your hours and/or activities.

Please send any comments or suggestions to us at [info@myvims.com](mailto:info@myvims.com)

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