

Name:

User Name:

Password:

To log nonscheduled volunteering or meeting/event volunteering:

1. Go to our website: www.gsivc.org and click on Launch Assisted Rides from the right hand side any page.
2. Please request your User Name and Password from Kristopher Cline or KC Brewster at Good Shepherd Caregivers.
 - **User Names** are typically your last name followed by your first initial (i.e. clinek)
 - **Password** by default is set the same as your user name
You can change your password anytime you like. If you lose it, let me know and I can reset it. Please let me know if you have any questions. Thank you so much for helping our cause!!!
3. Click the **blue notepad (log volunteer hours/miles and other activities)** on the top portion of the toolbar
4. Click the corresponding **date, activity, client, hours, and miles.**
 - When volunteering for events or meetings, you do not need to put in a client
5. Fill out the **notes section** if applicable for you volunteering time
6. Click **Submit**

To log your schedule absence or time you will be unavailable:

(I.e. vacation, sick, etc...)

1. Follow steps 1-2
2. Click red and white calendar at top of page, in the toolbar
3. Fill out the **begin and end date, type of notification, entry description, verify, and status**
 - a. Type of notification description
 - i. **Warn:** will only give us a pop up notifying us to check if you are available
 - ii. **Block:** will not allow us to schedule you for anything
 - b. **Verify** will make us verify with you prior to any scheduling, something like warn
 - c. The **status** is the active state of your unavailability to volunteer
 - i. **Active:** states you are still unavailable
 - ii. **Inactive:** you are back to active volunteering
 - iii. **Delete:** either gives you an opportunity to delete a mistake or allows you to delete based on a change of plans
4. Click **Submit**

To sign up for a volunteer drive or other service need:

On the select menu – select 50 Report – Click Go To ASSIGN a ride to yourself:

- 1) Click on the **STATUS** of the ride to bring up the 'Driver Trip Update' function
- 2) Click on the **'Assign Me As Driver'** button
- 3) Click on the **'Close'** button

To REMOVE yourself from a ride:

- 1) Click on the **STATUS** of the ride to bring up the 'Driver Trip Update' function
- 2) Click on the **'Remove Me As Driver'** button

- 3) Click on the **'Close'** button

To UPDATE a Ride as COMPLETED:

- 1) Click on the **STATUS** of the ride to bring up the 'Driver Trip Update' function
- 2) Select **COMPLETED** in the 'New Status' drop down box, enter mileage and hours
- 3) Click the **UPDATE** button

To ADD Additional Stops:

- 1) Click on the **STATUS** of the ride to bring up the 'Driver Trip Update' function
- 2) Click on the **ADD STOPS** button
- 3) Check additional stops and click the **UPDATE** button.
- 4) Click the **CLOSE** button

NOTE: Can only be done AFTER a ride is marked as COMPLETED.

To ADD A Driver Note (optional):

- 1) Click on the **STATUS** of the ride to bring up the 'Driver Trip Update' function
- 2) Click on the **ADD DRIVER NOTE** button
- 3) Add note and click the **'Update Driver Note'** button

NOTE: All of the above actions can be done one after the other in the 'Driver Trip Update' function

To VIEW Trip MANIFEST:

- 1) Click the **'Display Trip Manifest'** button
- 2) Select **DATE** of trip(s) and click the **SUBMIT** button
- 3) You may optionally display a map by clicking on the **'Display Map'** button

To VIEW the COMPLETED Rides Report:

- 1) Click on the **'Display Completed Rides Report'** button
- 2) Report **defaults** to show the **last 30 days of rides**.
- 3) Enter new date range or check the **'All Rides'** box and
- 4) Click the **GO** button