

KHSC Volunteer Guide for Accessing Volgistics Remotely

On January 17th 2023, Volgistics underwent a system upgrade which has changed the interface of what you will see on both the on-site sign-in computer and when you login to Volgistics remotely. The screen on the sign-in computer functions in the same way as the old one, and your access code has not changed. However, the interface you will see when logging into Volgistics remotely is quite different. This quick guide will walk you through how to navigate this new version of Volgistics.

To log into Volgistics remotely, click [HERE](#).

- If you have forgotten your password, click “**Forget your password?**” to reset it
- If you have never signed in remotely before, click “**Need a password?**” to set up access. You will need to use the email address that you use to correspond with Volunteer Services (this is also the one you included as part of your application). If you need help with this, please contact the Volunteer Services office at 613-549-6666 x 2359 #1.

Homepage

When you first login to Volgistics, you will see the following homepage:

The screenshot shows the Volgistics homepage. At the top left is the Kingston Health Sciences Centre logo. At the top right is the user profile for Lynda, a Volunteer. Below the navigation bar, there are three main sections: 'Discounts', 'How to Use the Staxi Wheelchair', and 'Your Assignments'. The 'Discounts' section includes text about the discount program and a 'Click Here' button. The 'How to Use the Staxi Wheelchair' section includes text about the Staxi wheelchair and a 'Click Here' button. The 'Your Assignments' section has a red arrow pointing to a list of two 'Virtual Visit Facilitator (Assigned)' roles.

Similar to the old interface, you will see the options at the top to view your **Mailbox**, **Schedule**, and **Service**. On the right-hand side, you will see all of your active volunteer **Assignments**.

Schedule

When you click on “Schedule” at the top, you will notice the calendar view looks quite different from the old view. The orange “Help Wanted” bubbles are now gone. In place of these, you will now see a **green box** with “__ Openings” (red arrow) wherever there are open shifts. Any shifts you are currently scheduled for will show on the respective day (blue arrow).

Home Mail **Schedule** Service

If you are using a computer and you are not able to make your shift, please click on the date you will be away and click “Remove Me”. It will then appear as a Help Wanted symbol so other volunteers can pick it up that day.

Today < > 📅 January 2023 🖨️ Filter Month ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			4 Openings	2 Openings	3 Openings	2 Openings

9:00am • Virtual Visits Facilitator

Adding a Shift

To add a shift, click on the green “__ Openings” button on whichever day you’d like. You’ll be shown a list of open shifts for that day. Simply click “Schedule” to schedule yourself for that shift.

Today < > 📅 Friday, 20 January 2023 🖨️ Filter Day ▾

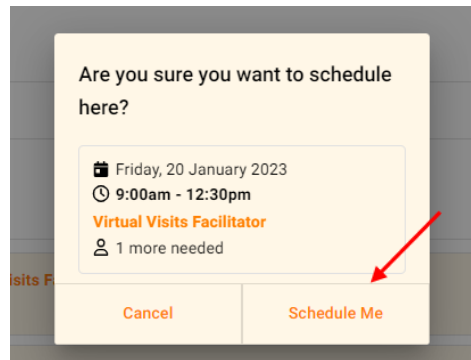
Your Schedule

No scheduled events

Openings

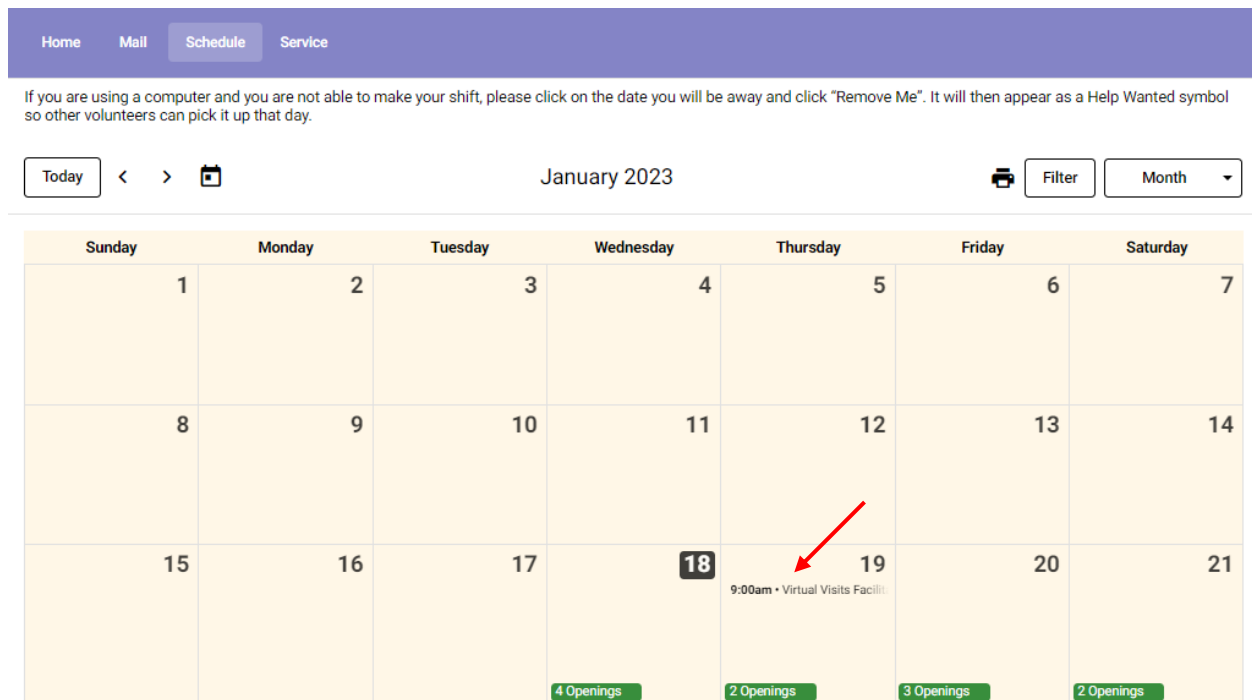
🕒 9:00am - 12:30pm	Virtual Visits Facilitator	Schedule
👤 1 more needed		
🕒 1:00pm - 4:30pm	Virtual Visits Facilitator	Schedule
👤 1 more needed		
🕒 4:30pm - 6:30pm	Virtual Visits Facilitator	Schedule
👤 1 more needed		

Then follow the on-screen prompt and click **“Schedule Me”** to confirm your selection.

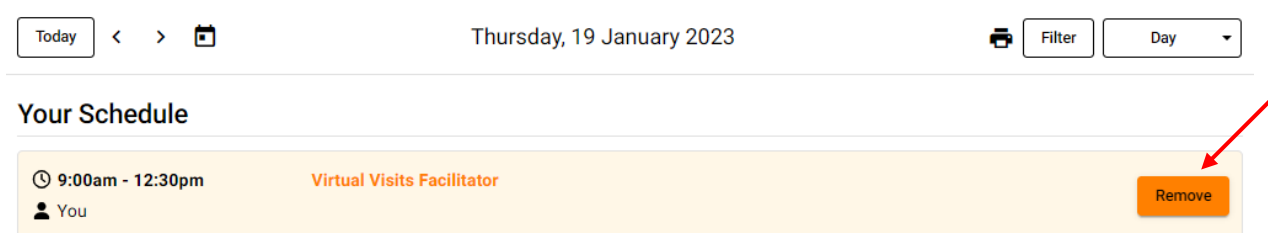


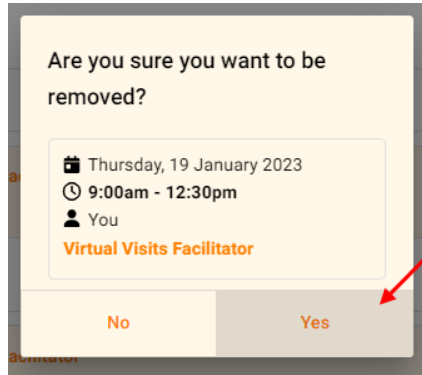
Removing a Shift

To remove a shift you are scheduled for, click on the shift you'd like to remove:



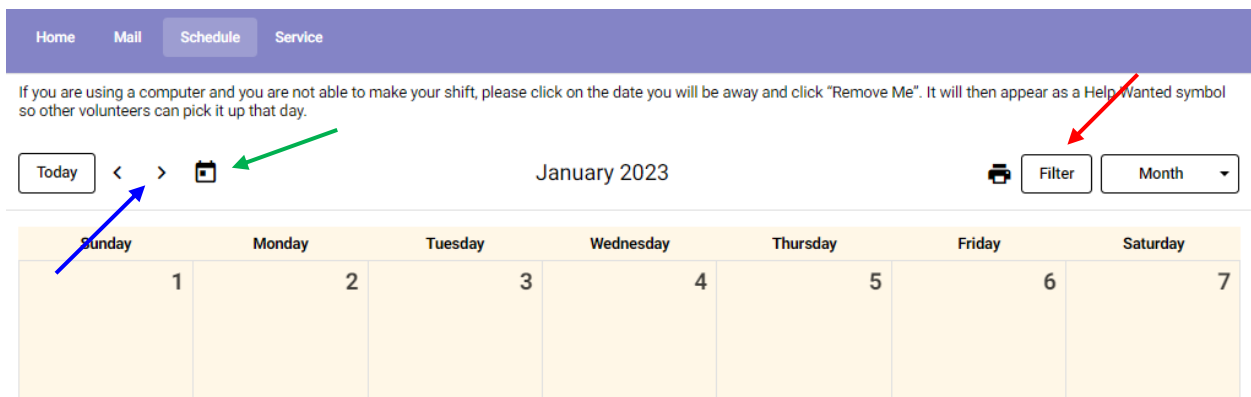
Then, click the orange **“Remove”** button and follow the on-screen prompt to confirm your selection:





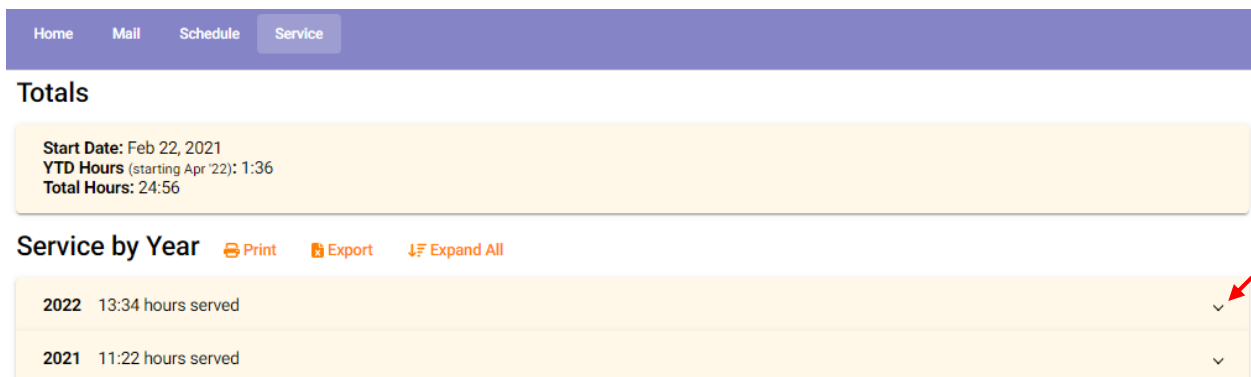
Other Schedule Features

- If you volunteer in multiple roles, you may want to view the shift openings for a specific role. To do this, click the **“Filter”** button (red arrow) and then follow the on-screen prompts to select which role you’d like to filter by. Click **“Apply”** to update the calendar to show only that role.
- If you want to navigate to a different month, click the **“<”** or **“>”** buttons (blue arrow). Or, you can click the calendar icon (green arrow) to skip ahead to a specific month.





Service

If you click on the **“Service”** tab at the top, you can see your **Total Service** to date and your **Service by Year**. If you’d like to see more details about your service in a given year, click on that year to expand the entries.



Service by Year   

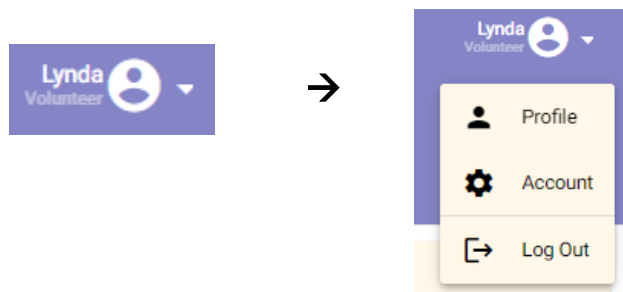
Date ↓	Assignment	Hours	Goal
April 23	Virtual Visits Facilitator	1:36	
February 22	Virtual Visits Facilitator	2:07	
February 19	Virtual Visits Facilitator	2:29	
February 8	Virtual Visits Facilitator	2:04	
February 5	Virtual Visits Facilitator	2:35	
February 2	Virtual Visits Facilitator	2:43	
Totals	6 entries	13:34	

Once you’ve expanded a given year, you also have the option to “**Print Year**” (which will generate a PDF you can print) or “**Export Year**” (which will generate an Excel spreadsheet).

Profile and Account Settings

If you would like to update your Volgistics **Profile** information (e.g., name, address, phone number, email address, etc.) or your **Account** settings (e.g., communication preferences or password), click on the icon with your name in the upper right corner of the screen. Select “Profile” or “Account” from the drop-down menu and then follow the on-screen prompts.



If you require additional help navigating Volgistics remotely, please contact the Volunteer Services office at 613-549-6666 x 2359 #1 and we will be happy to assist! 😊