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 <u>HERE</u>.

- If you have never signed in remotely before or you have forgotten your password, click "**Password Reset**" to reset it. 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:

Similar to the old interface, you will see the options at the top to view your **Mail**, **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).

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.

Then follow the on-screen prompt and click "**Schedule Me**" to confirm your selection.
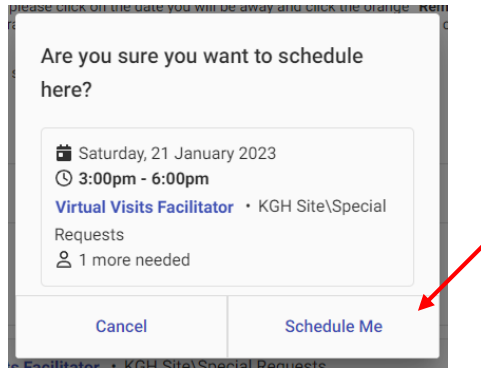
Removing a Shift

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:

Your Schedule

🕐 4:30pm - 6:30pm 👤 You	**Virtual Visits Facilitator** • KGH Site\Special Requests	**Remove**

Are you sure you want to be removed?

📅 Friday, 20 January 2023
🕐 4:30pm - 6:30pm
👤 You
Virtual Visits Facilitator • KGH Site\Special Requests

No	**Yes**

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.

If you have any difficulty doing this please ask any of the staff in Volunteer Services to assist you. Thank you!

Today	< > 📅		January 2023		🖨	Filter	Month ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7

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.

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).
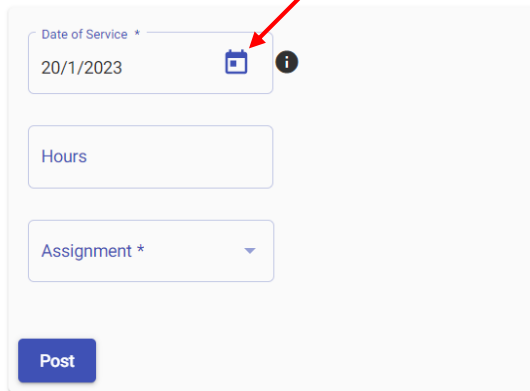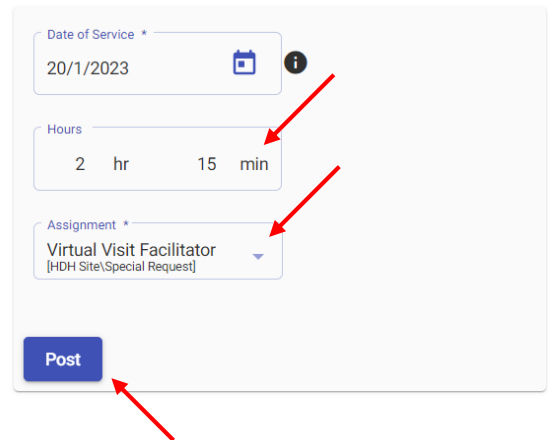

Logging Hours Remotely

If you are a volunteer who can log hours remotely, please note that this function has changed from the previous version of Volgistics. Now, instead of the "Timesheet" option at the top of the homepage, you will access this feature under the "Service" tab. If your volunteer account has this capability, you will see a **Post Service** option at the top of this page:
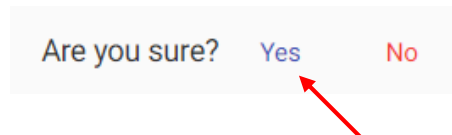
Select the date you volunteered by clicking on the small calendar icon, then type in the number of hours you served (hours and minutes). Finally, click the "Assignment" drop-down menu to indicate the role that you volunteered in. Click "Post" and then follow the prompt and click "Yes" to confirm your selection. The hours will then be added to your Volgistics account.

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.
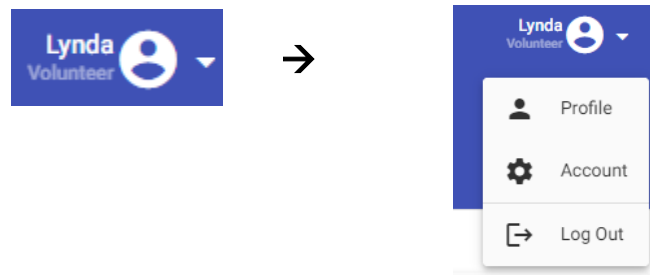
If you require additional help navigating Volgistics remotely, please contact the Volunteer Services office at

613-549-6666 x 2359 #1 and we will be happy to assist! ☺