

How VicTouch clock in/out works

Note: You will need your PIN that was assigned to you and sent in an e-mail;

The link to the to the Clock in / out VIC touch is located on the VIC net.

Questions: 320-251-1612 or E-mail tricaptaxes@tricap.org

Remember to Clock out at the end of your shift

Let's get started, First log in Go to www.tircap.org , Tax program, Volunteer , Volunteer Log in VIC net
Log in the VIC net, then Click at the bottom VIC touch clock in/out

Volunteer Information Center

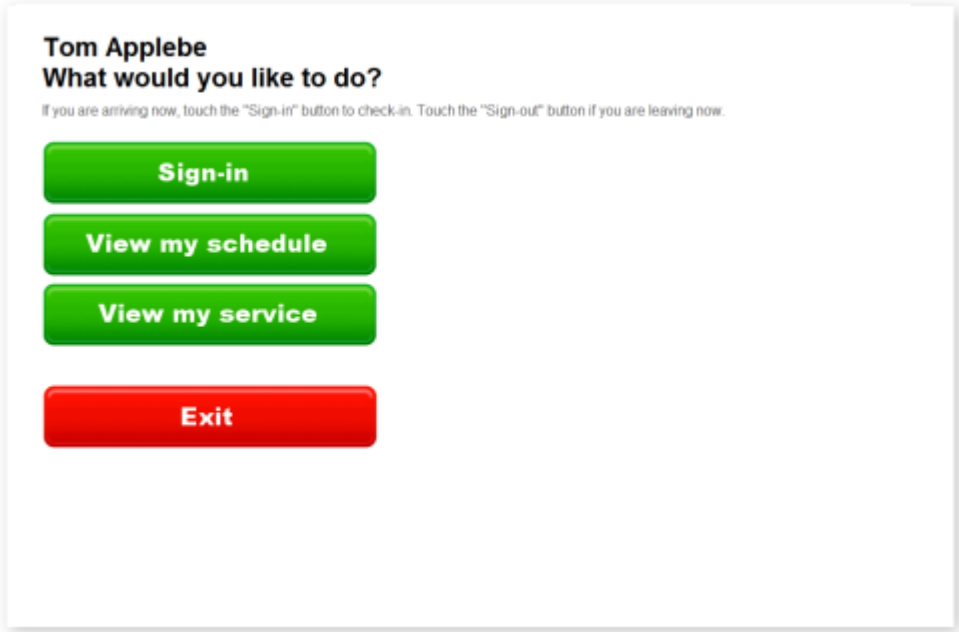


Welcome. The Volunteer Information Center is where volunteers check-in and out. If you are ready to check-in or out and you have a volunteer PIN number, enter it here to get started.
If you are interested in becoming a volunteer please ask us about our volunteer opportunities!

Enter your volunteer PIN number
Enter your volunteer ID number using the keypad buttons, and then touch the Continue button

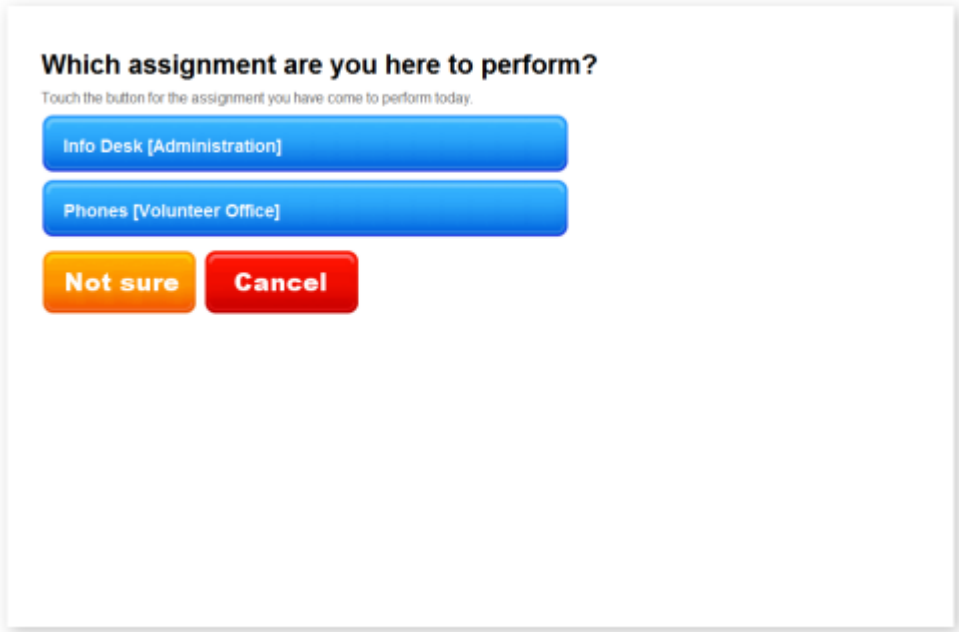
1	2	3	
4	5	6	Cancel
7	8	9	← Backspace
*	0	#	Continue

Next, select what you want to do (i.e. "Sign-in")...



Once you sign-in, you will be asked to choose the Assignment you have come to perform. This enables Tri-CAP to track volunteer service according to assignment.

Please make sure you choose the correct assignment and day.



Last, confirm your selections...

Is this information correct?

If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

Name: **Tom Applebe**

Date: **Friday, November 28, 2008**

Time in: **12:43 pm**

Assignment: **Info Desk [Administration]**

Yes

No

Once you confirm your selection you are officially signed in. **You should sign-out at VicTouch using a similar procedure at the end of their duty.**

As soon as you signs-out, a service record will be automatically added showing times in and out, the assignment that were served in (if they selected one when they signed-in) and the number of hours they performed. You'll see these entries on the Service tab in the volunteer's record.

Messaging features enable you to post messages for individual volunteers, all volunteers, or specific groups of volunteers. Volunteers receive your messages when they check-in or out.

Mail for Tom Applebe



Message

Date: Friday, November 28, 2008

Subject: Parking pass

Tom,

Please stop the volunteer office sometime before you leave today. Your new parking pass is ready for you to pick-up.

Thanks.

Continue

Touch the Continue button when you have finished reading a mail message.

You can view your service and the volunteer schedule at the VicTouch.

When viewing your service history, volunteers can see all of their recorded volunteer service by year; and they can open any year to see their detailed service records for that year. Volunteer cumulative hours and years of service can also be displayed.

Service history for Tom Applebe

Totals
Year-to-date hours: 698:30
Life hours: 2,243:30

Service by year

Year	Hours	Merit Hours
View details for year 2008	698:30	698:30
View details for year 2007	449:00	449:00
View details for year 2006	535:45	535:45
View details for year 2002	108:45	108:45
Life total	2,243:30	2,243:30

Finished

It's often motivating for volunteers to see their own time and service contributions accumulate each time they check-in or out.

Volunteers can check their schedules at the VicTouch station; and they can even sign-up for vacant scheduling openings or remove themselves from the schedule right at VicTouch. Volunteers can even email themselves a copy of their monthly schedule whenever they choose.



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Website: www.tricap.org