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 to www.tricap.org. On the top right of the screen press Login. This will take you to the VIC Net login screen. Log in with your Login Name and Password.
Press VIC Touch which is located on the upper right. Enter your Volunteer PIN number and press continue.
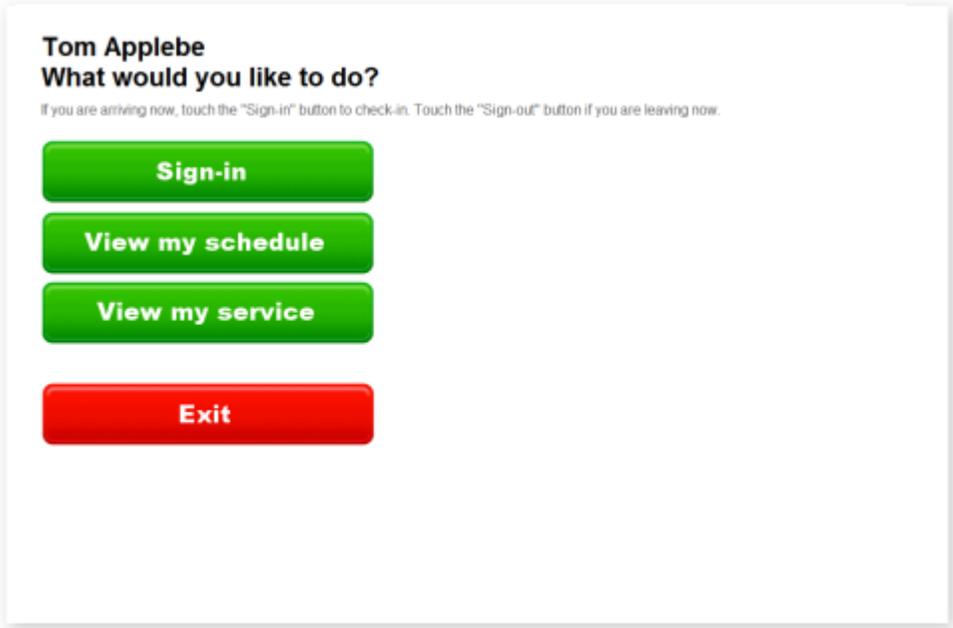

Next, select what you want to do (i.e. "Sign-in")...

Tom Applebe
What would you like to do?

If you are arriving now, touch the "Sign-in" button to check-in. Touch the "Sign-out" button if you are leaving now.

Sign-in

View my schedule

View my service

Exit

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.

Which assignment are you here to perform?

Touch the button for the assignment you have come to perform today.

Info Desk [Administration]

Phones [Volunteer Office]

Not sure   Cancel
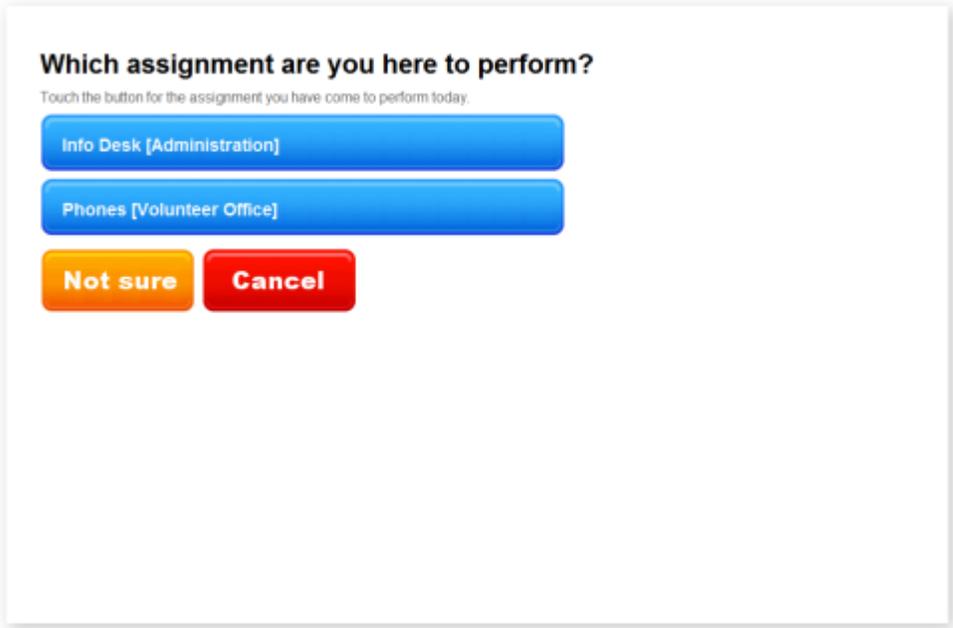
Last, confirm your selections...

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.

Schedule for Tom Applebe

◄ Nov 2008 | Jan 2009 ► | **Finished**

We need volunteers on days that have the Help wanted symbol. Touch any of these days to learn more or to sign-up

December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 — 9:45 a to 12:00 p Info Desk	2 HELP WANTED	3 HELP WANTED	4 HELP WANTED	5 HELP WANTED	6 HELP WANTED
7 HELP WANTED	8 — 9:45 a to 12:00 p Info Desk	9 HELP WANTED	10 HELP WANTED	11 HELP WANTED	12 HELP WANTED	13 HELP WANTED
14 HELP WANTED	15 — 9:45 a to 12:00 p Info Desk	16 HELP WANTED	17 HELP WANTED	18 HELP WANTED	19 HELP WANTED	20 HELP WANTED
21 HELP WANTED	22 — 9:45 a to 12:00 p Info Desk	23 HELP WANTED	24 HELP WANTED	25 HELP WANTED	26 HELP WANTED	27 HELP WANTED

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