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 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")...
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...
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.
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.

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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