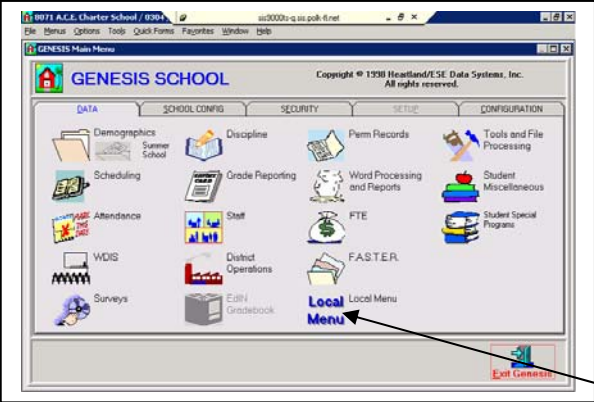
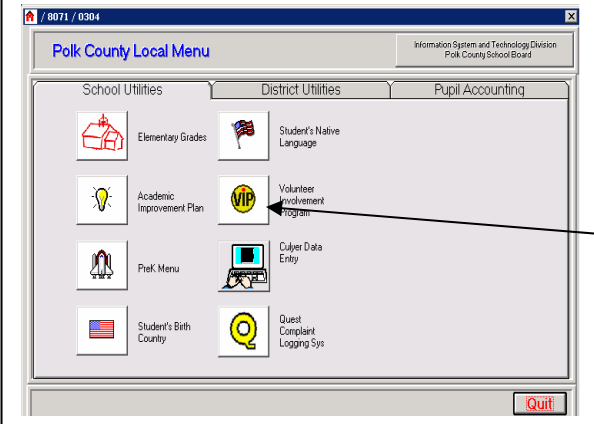
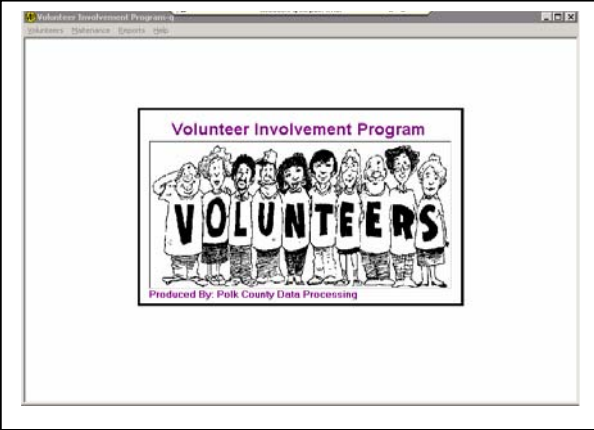
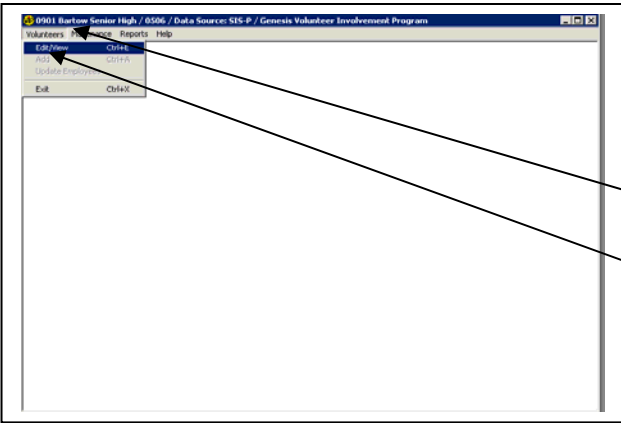
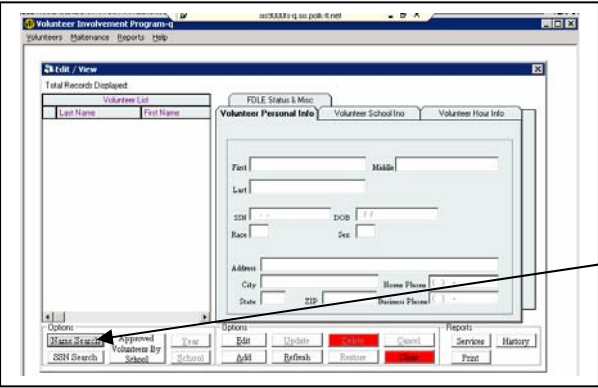
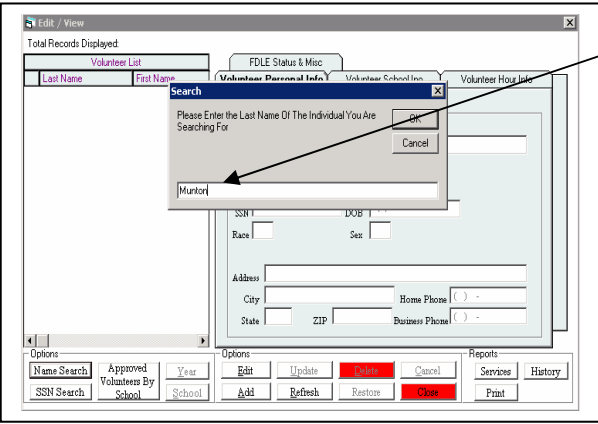
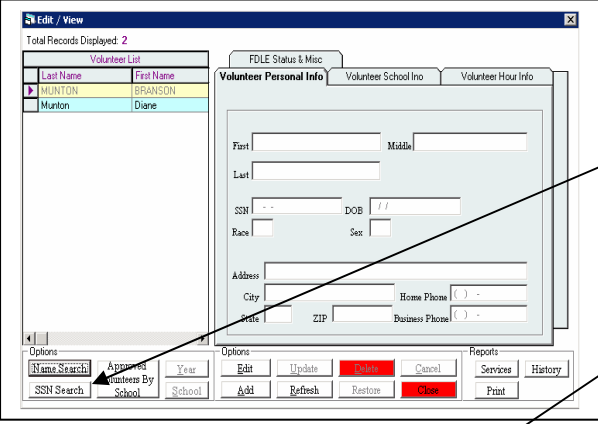
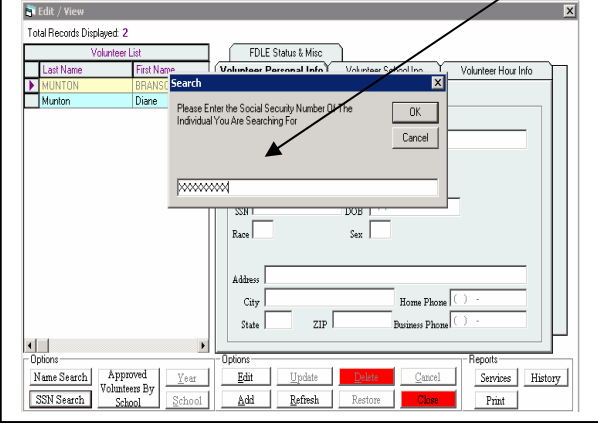


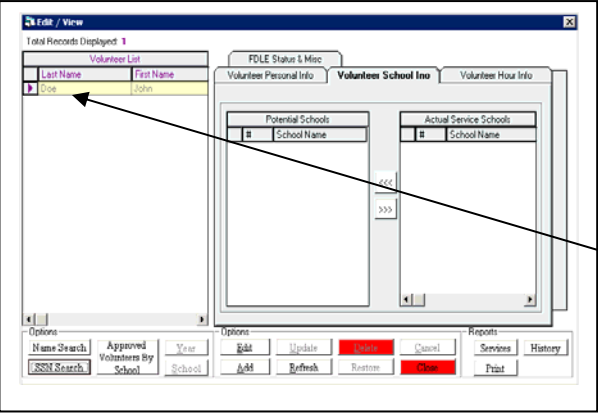
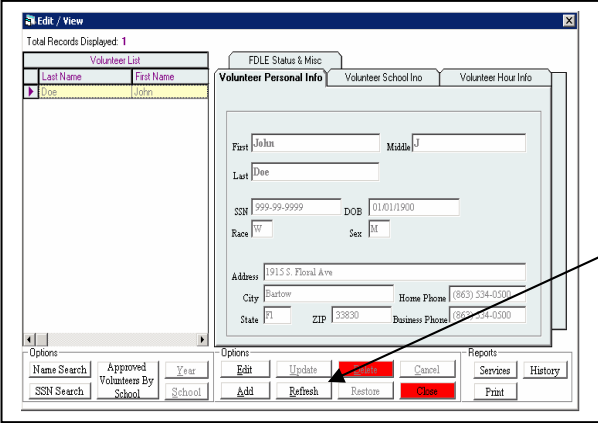
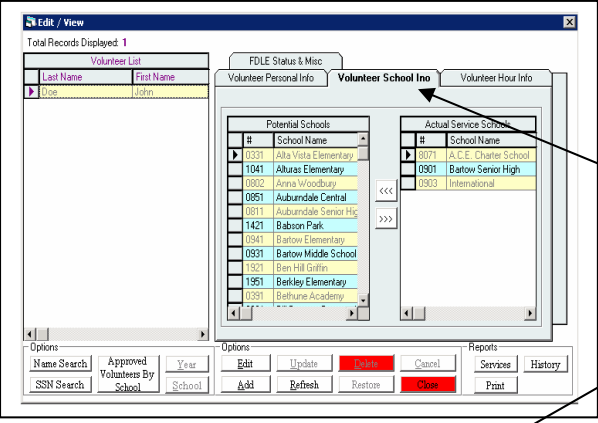
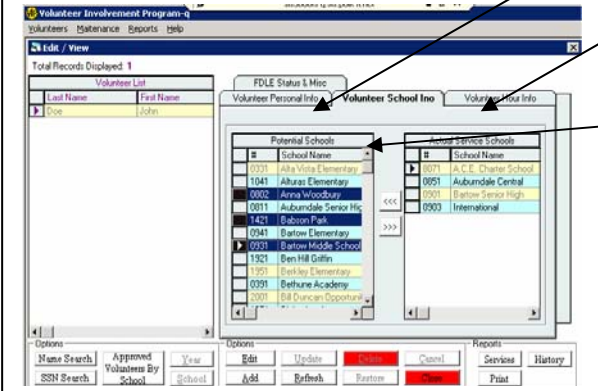
# Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
1	 	<p>The <b>Genesis School</b> screen is the first screen displayed once you have logged into Genesis.</p> <p><b><u>To open the Volunteer Involvement Program:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Local Menu</b> icon on the DATA Folder</li> </ul> <p>The <b>Polk County Local Menu</b> screen displays.</p> <ul style="list-style-type: none"> <li>Click the <b>Volunteer Involvement Program</b> icon on the School Utilities Folder</li> </ul>
2	 	<p>An introductory <b>Volunteer Involvement Program</b> screen displays briefly and then disappears.</p> <p>The <b>Volunteer Involvement Program</b> displays with a blank screen.</p> <p><b><u>To Edit/View Volunteers:</u></b></p> <ul style="list-style-type: none"> <li>Click <b>Volunteers</b> on the Menu bar</li> <li>Click <b>Edit/View</b></li> </ul>

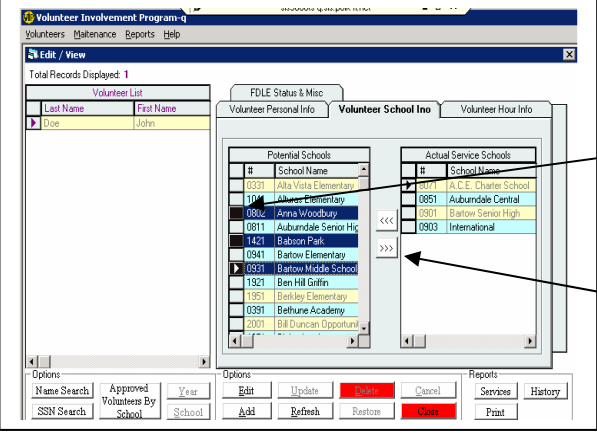
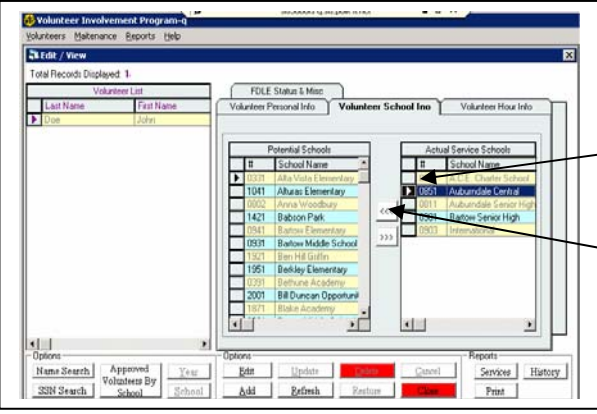
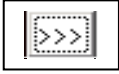

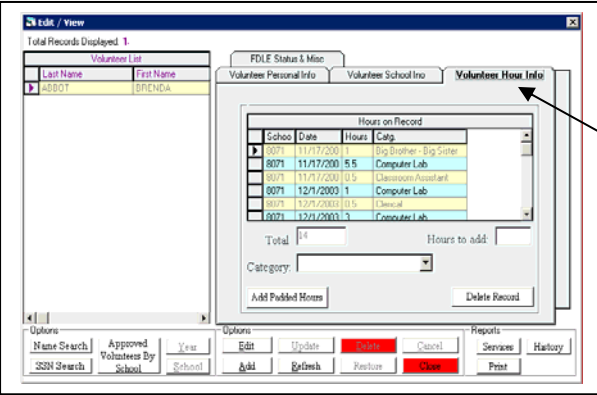
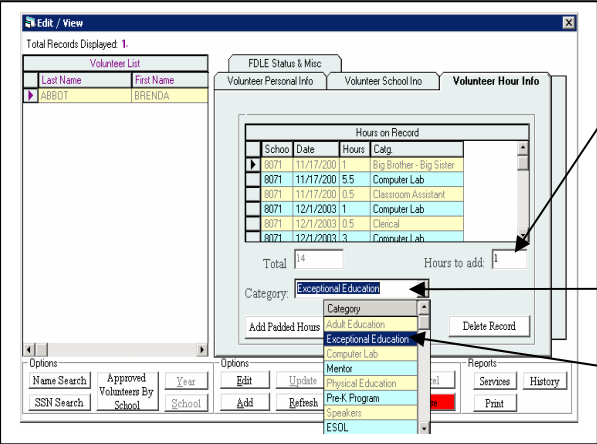
## Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
3	 	<p>The <b>Edit/View</b> screen displays.</p> <p>There are two ways to search for a Volunteer.</p> <p><b><u>To search for a Volunteer using the person's Last Name:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Name Search</b></li> </ul> <p>The <b>Last Name</b> search window displays.</p> <ul style="list-style-type: none"> <li>• Type the <b>Last Name</b> of the Volunteer you are searching for into the <b>Name</b> field</li> <li>• Click <b>OK</b> or Press <b>Enter</b> to continue</li> <li style="text-align: center;">Or</li> <li>• Click <b>Cancel</b> to close the search window</li> </ul> <p>The <b>Name</b> search selection(s) displays in the top left section of the screen in the Volunteer List.</p>
4	 	<p><b><u>To search for a Volunteer using a Social Security Number:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>SSN Search</b></li> </ul> <p>The <b>Social Security</b> search window displays.</p> <ul style="list-style-type: none"> <li>• Type the <b>Social Security Number</b> (without the dashes) of the Volunteer you are searching for into the <b>Social Security</b> field</li> <li>• Click <b>OK</b> or Press <b>Enter</b> to continue</li> <li style="text-align: center;">Or</li> <li>• Click <b>Cancel</b> to close the search window</li> </ul> <p>The <b>Social Security Number</b> search selection displays in the top left section of the screen in the Volunteer List.</p>

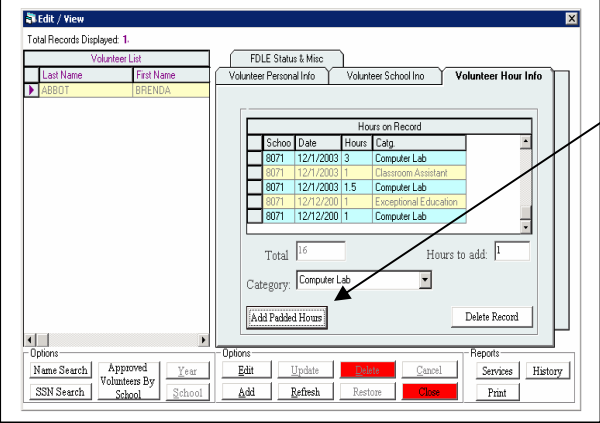
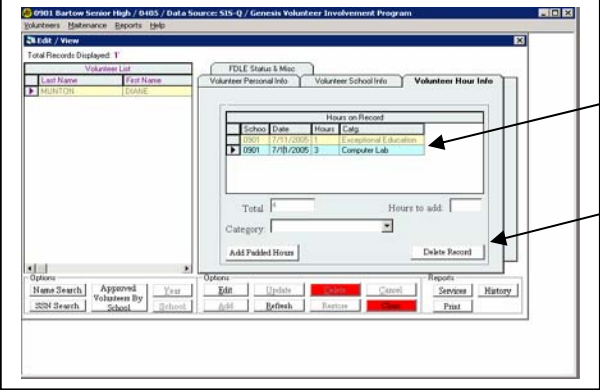
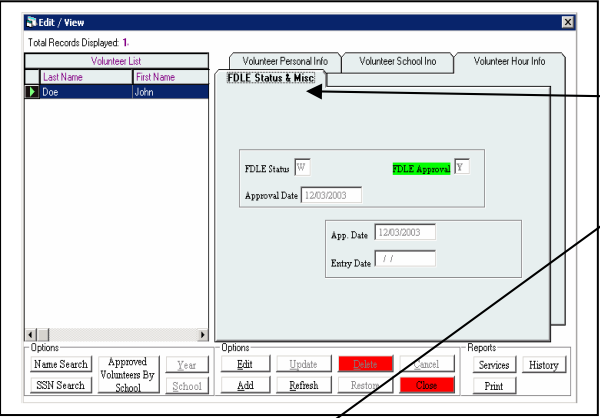
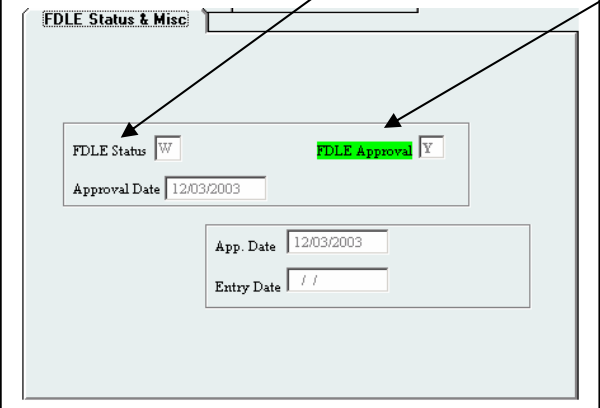
## Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
5		<p><b><u>To display the Volunteer's Personal Information:</u></b></p> <ul style="list-style-type: none"> <li>• Double click the <b>Volunteers Name</b> in the Volunteer List</li> </ul> <p>The Volunteer's personal information displays in the <b>Volunteer Personal Info</b> Folder.</p>
		<p><b><u>Note: To clear the folders and select a different Volunteer at any time:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Refresh</b> button</li> </ul>
6		<p><b><u>To view the Actual Service Schools list for the Volunteer:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Volunteer School Info</b> Tab</li> </ul>
		<p><b><u>Potential Schools</u></b> are listed in the left column</p> <p><b><u>Actual Service School(s)</u></b> selected for the Volunteer are listed in the right column</p> <ul style="list-style-type: none"> <li>• Use the <b>scroll bar</b> to view an entire list</li> </ul> <p>You can add more schools to the Actual Service Schools selections; however, you can <b><i>only remove your own school</i></b> from the <b><u>Actual Service Schools</u></b> list.</p>

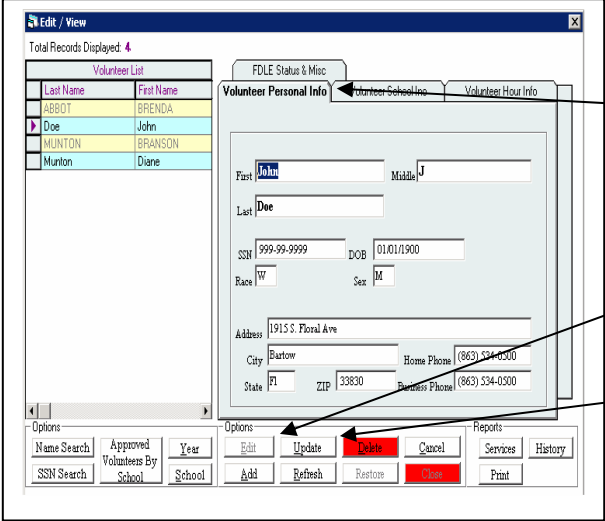
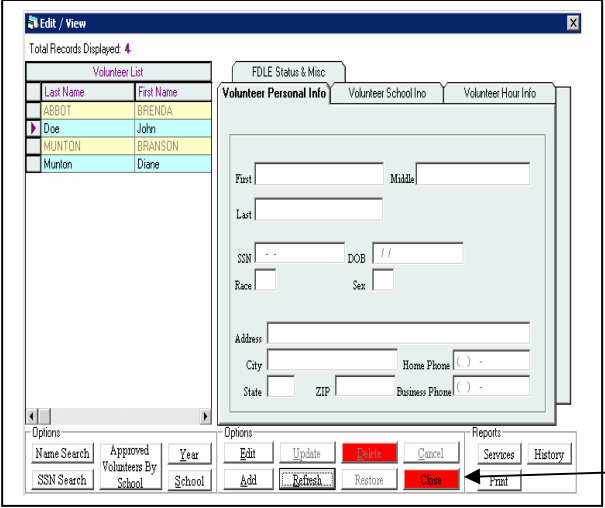
# Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
7	 	<p><b><u>To add a school(s) to the Actual Service Schools list:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>button</b> to the left of the Potential school(s) to highlight the selection(s)</li> <li>• Click the <b>add button</b></li> </ul> <div style="text-align: center;">  </div> <p><b><u>To remove your school from the Actual Service School list:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>button</b> to the left of your School Name to highlight the selection</li> <li>• Click the <b>remove button</b></li> </ul> <div style="text-align: center;">  </div>
8	 	<p><b><u>To Display hours of Service for a Volunteer:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Volunteer Hour Info</b> Tab</li> </ul> <p>The <b>Hours on Record</b> for the Volunteer display.</p> <p><b><u>To Add hours of Service for a Volunteer:</u></b></p> <ul style="list-style-type: none"> <li>• Type the <b>number of hours</b> into the Hours to add field</li> <li>• Click the <b>drop down arrow</b> to the right of the Category field</li> <li>• Use the <b>scroll bar</b> to view an entire list</li> <li>• Select a <b>Category</b> from the Category list</li> </ul>

## Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
9	 	<ul style="list-style-type: none"> <li>Click the <b>Add Padded Hours</b> button</li> </ul> <p>The category and number of hours added will display at the bottom of the <b>Hours on Record</b> list.</p> <p><b><u>To Delete hours of Service for a Volunteer:</u></b></p> <ul style="list-style-type: none"> <li>Use the <b>scroll bar</b> to view the entire Hours on Record list</li> <li>Click the <b>Category/ Hours</b> from the selection menu to select</li> <li>Click the <b>Delete Record</b> button</li> </ul> <p>The <b>Category / Hours</b> are removed from the bottom of the Hours on Record List.</p>
10	 	<p><b><u>To view the FDLE Status Information:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>FDLE Status &amp; Misc</b> Tab</li> </ul> <p><b><u>The FDLE Status for the Volunteer</u></b></p> <ul style="list-style-type: none"> <li><b>W:</b> for <b>Waiting</b> to be sent to FDLE</li> <li><b>S:</b> for <b>Sent</b> to FDLE</li> <li><b>R:</b> for <b>Received</b> from FDLE</li> </ul> <p><b><u>The FDLE Approval for the Volunteer</u></b></p> <ul style="list-style-type: none"> <li><b>Y:</b> for <b>Yes</b> FDLE Approved</li> <li><b>N:</b> for <b>No</b> needs more information</li> <li><b>P:</b> for <b>Pending</b> needs more information</li> </ul> <p><b><u>Approval Date:</u></b> Date of FDLE Approval</p> <p><b><u>App. Date:</u></b> Date of Application</p> <p><b><u>Entry Date:</u></b> Date the application was entered into Genesis</p>

## Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
12	 	<p><b><u>To Edit Volunteer information:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Volunteer Personal Info</b> tab</li> </ul> <p>The Volunteer's personal information displays in the <b>Volunteer Personal Info</b> Folder.</p> <ul style="list-style-type: none"> <li>• Click the <b>Edit</b> button</li> <li>• Type the <b>Change(s)</b></li> <li>• Click the <b>Update</b> button</li> </ul> <p>Fields that can be edited:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• City</li> <li>• State</li> <li>• Zip Code</li> <li>• Home Phone numbers</li> <li>• Business Phone numbers</li> </ul> <p>Note: To request a name change send an update card or call the Community Involvement Office (Ph: 534-0818).</p> <p><b><u>To View Volunteer Reports or Exit the Volunteer Involvement Program:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Close</b> button</li> </ul>