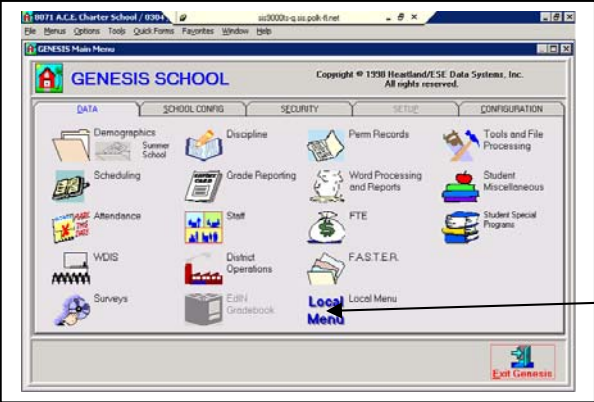


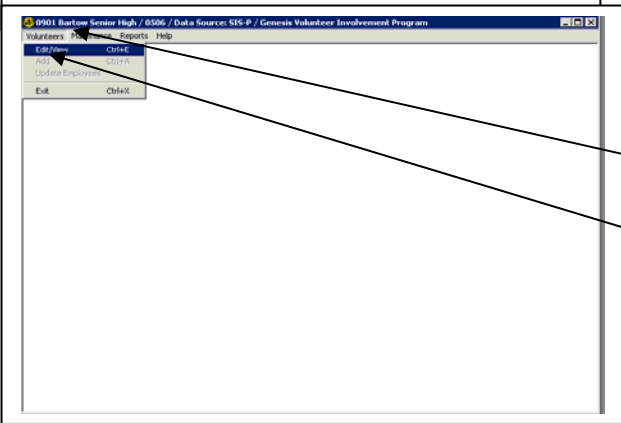
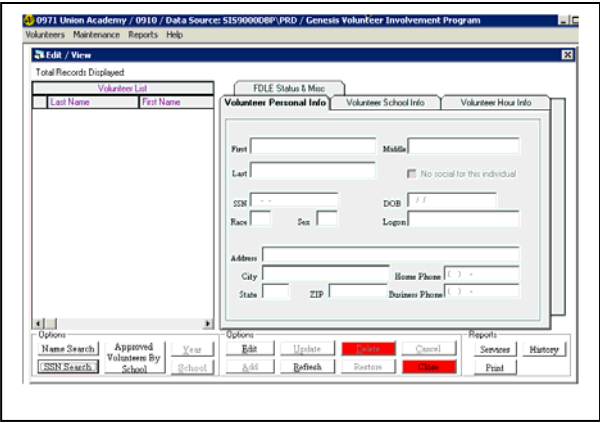
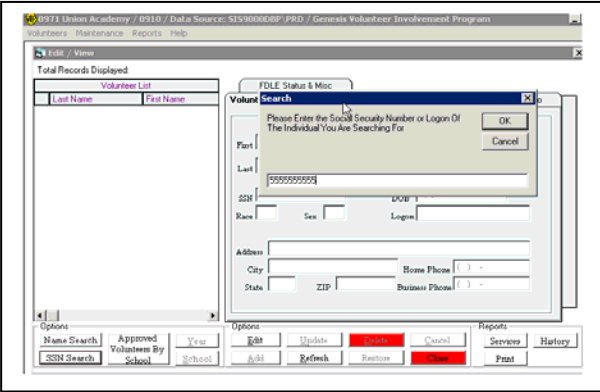
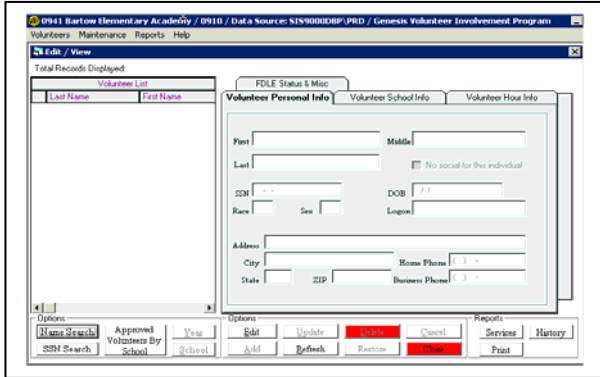
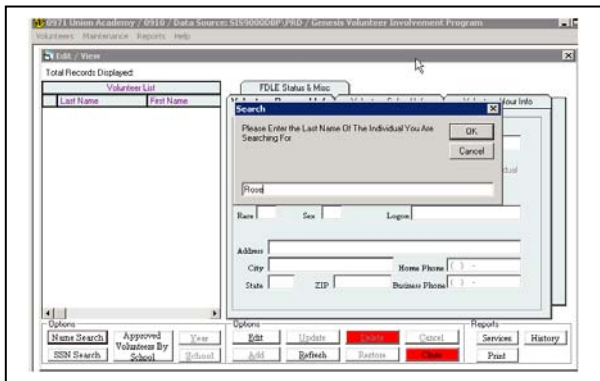


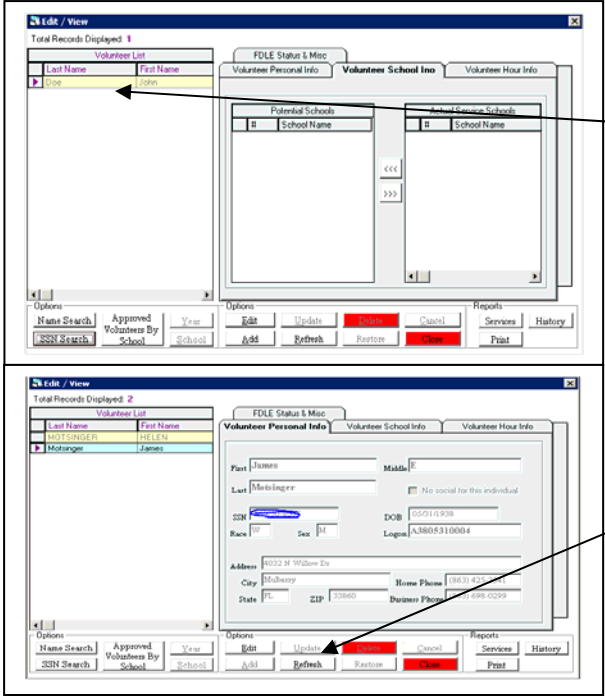
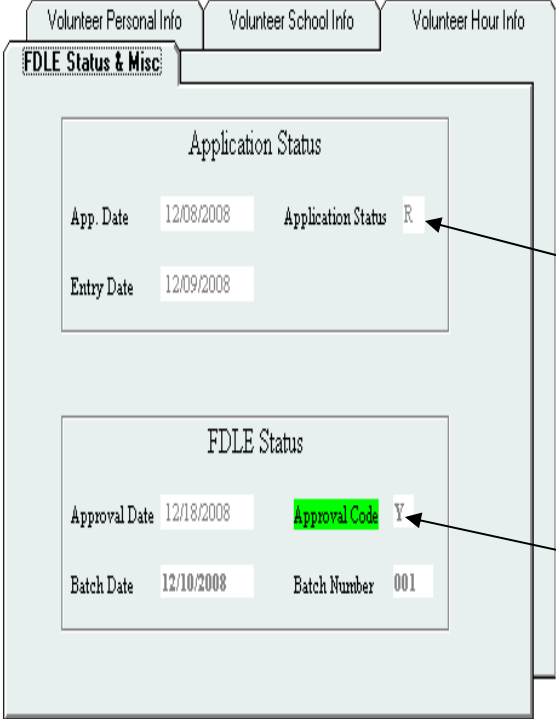
# Genesis Volunteer Involvement Program Edit / View

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 <b>DATA</b> 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 <b>School Utilities</b> 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>

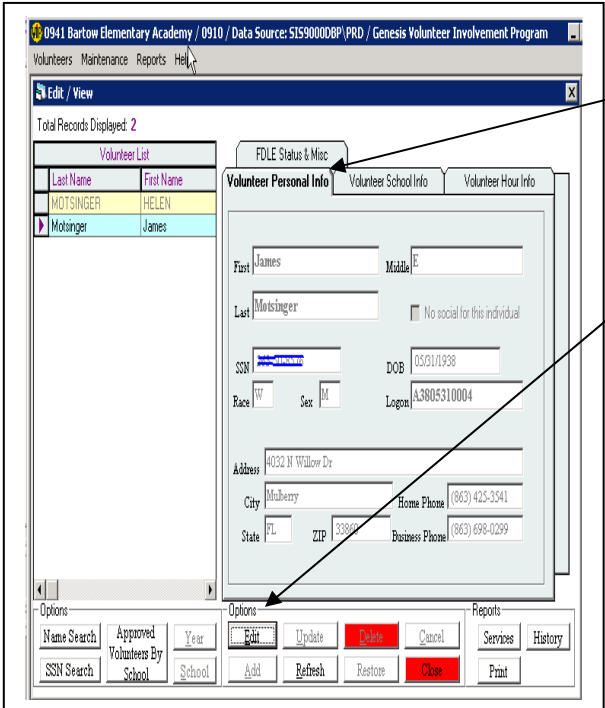
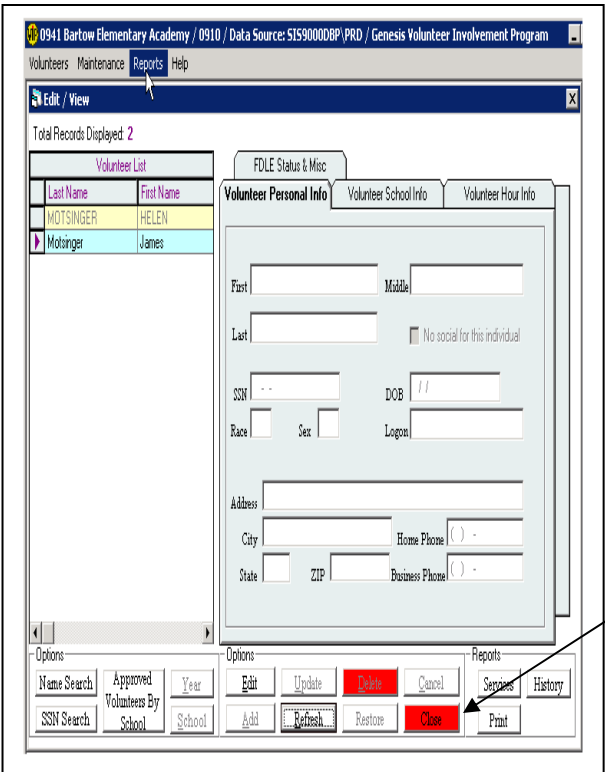
## Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
3	 	<p>The <b>Edit/View</b> screen displays.</p> <p>There are two ways to search for a <b>Volunteer</b>.</p> <p><b><u>To Search for a Volunteer using a Social Security Number: (PREFERRED WAY)</u></b></p> <ul style="list-style-type: none"> <li>Click <b>SSN Search</b> button</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 <b>Press Enter</b> to continue</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <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>
4	 	<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> button</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 <b>Press Enter</b> to continue</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <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>

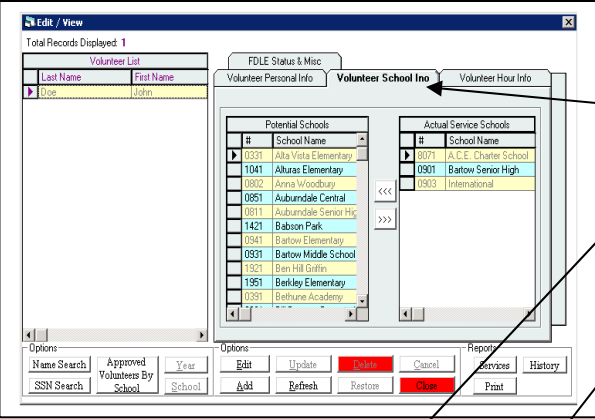
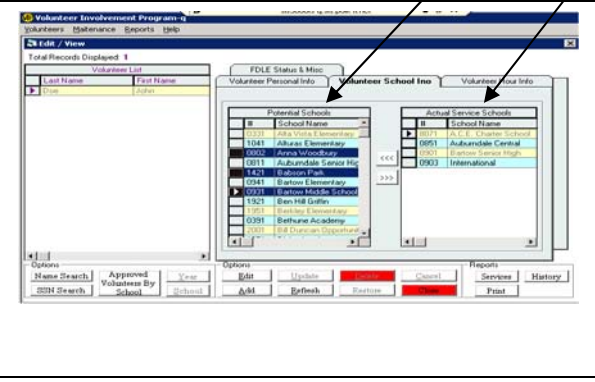
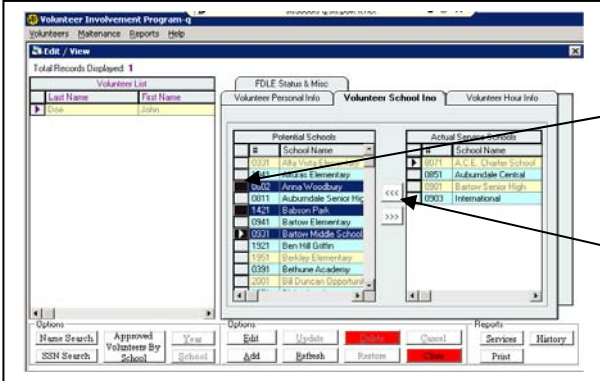
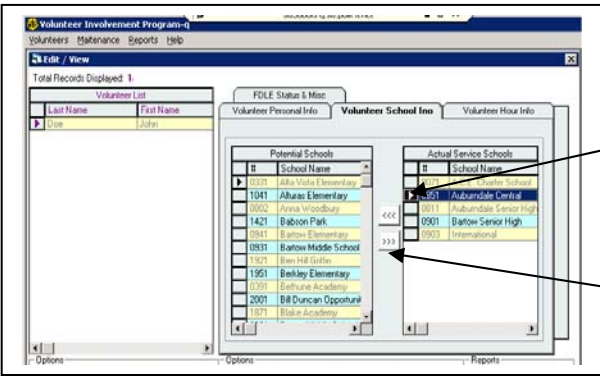
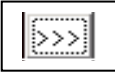

## Genesis Volunteer Involvement Program Edit / View

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 on 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 FDLE Status &amp; Misc 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 Application Status</u></b> for the Volunteer</p> <ul style="list-style-type: none"> <li>• <b>U:</b> Unpaid Application Fee</li> <li>• <b>W:</b> Waiting to be sent to FDLE</li> <li>• <b>S:</b> Sent to FDLE</li> <li>• <b>R:</b> Received from FDLE</li> </ul> <p><b><u>App. Date:</u></b> Date of Application  <b><u>Entry Date:</u></b> Date the Application was Entered into Genesis</p> <p><b><u>The FDLE Approval Status</u></b> for the Volunteer</p> <ul style="list-style-type: none"> <li>• <b>Y:</b> Yes FDLE Approved</li> <li>• <b>N:</b> No needs more information</li> <li>• <b>P:</b> Pending needs more information</li> </ul> <p><b><u>Approval Date:</u></b> Date of FDLE Approval  <b><u>Batch Date:</u></b> Date Batch Sent to FDLE  <b><u>Batch Number:</u></b> Batch Number Application was sent to FDLE in that Batch Number</p>

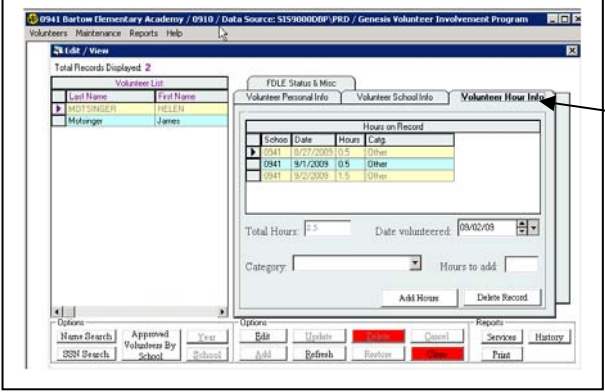
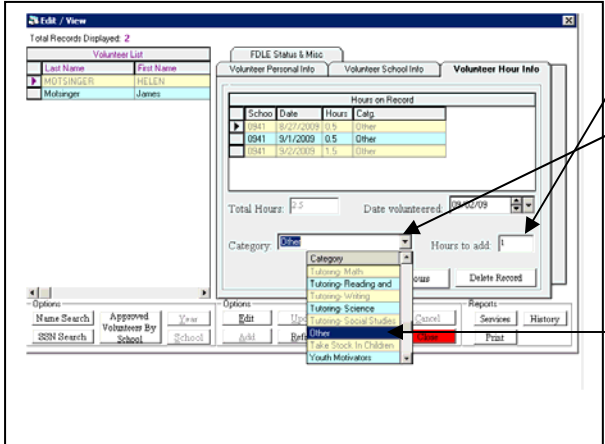
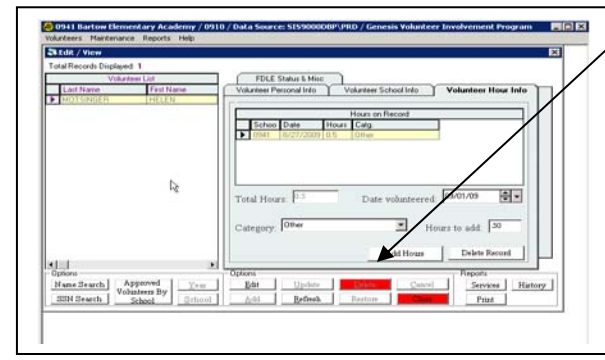
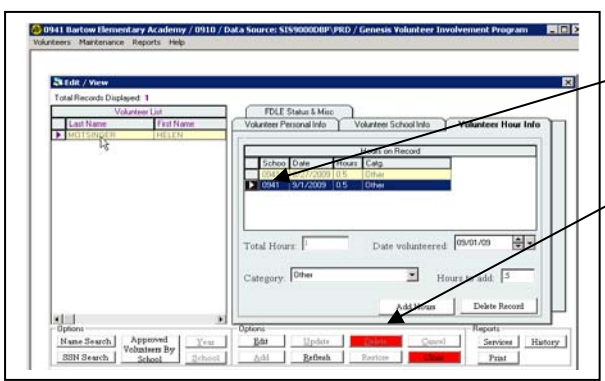
## Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
7		<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><b><u>Fields that can be Edited:</u></b></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><b><u>Note:</u></b> To Request a Name, Birthdate or Social Security Number change; send an email to <a href="mailto:rebecca.kenner@polk-fl.net">rebecca.kenner@polk-fl.net</a> or <a href="mailto:margaret.wheele@polk-fl.net">margaret.wheele@polk-fl.net</a> in the <b>Community Involvement Office</b></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>

# Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
8	 	<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 <i>only remove your own school</i> from the <b><u>Actual Service Schools</u></b> list.</p>
9	 	<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 <i>highlight</i> 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 <i>highlight</i> the Selection</li> <li>Click the <b>Remove Button</b></li> </ul> <div style="text-align: center;">  </div>

# Genesis Volunteer Involvement Program Edit / View

Steps	Screen Displayed	Procedures
10	 	<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>
11	 	<ul style="list-style-type: none"> <li>Click the <b>Add 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 <b>Hours on Record</b> 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>