

VMS 3.1 List of Resources

Coordinator Website- mgcoord.ucanr.edu/administration/vms/

Power Point templates with script

- Volunteer Level Access
- Administrator Level Access

VMS Help Webpage (no password required)- vmshelp.ucanr.edu

One Sheet: VMS 3.1 New or Improved Features

- Highlighting new features for volunteer level access and administrator level access

VMS 3.1 User's Guide

- Volunteer Level
- Administrator Access Level

The *User's Guide* will be updated continuously as the system is refined and bugs fixed.

How-To Videos- YouTube Playlist

Volunteer

- Welcome to VMS 3.1
- How to enter hours
- How to edit your profile
- How to volunteer for an event
- How to complete reappointment

VMS Administrator

- How to import new volunteers
- How to change achievement level or status

Report Bugs- ucanr.edu/vmsfeedback

Feedback on VMS 3.1 bugs and issues is being handled through the survey tool. Communication Services and Information Technology programmers will continue to address and fix reported bugs on a monthly basis.



VMS 3.1 New or Improved Features

Volunteer Level Access

- New mobile-friendly design
- Easy left side navigation
- Automatic alerts and reminders
- Homepage year and lifetime volunteer and continuing education hours display
- Convenient buttons that jump to commonly used / viewed sections
- Search bars
- Toggle buttons to show and hide features
- Maps of event locations
- Ability to volunteer for a shift
- Ability to volunteer to bring resources
- Photo Album
 - Increased photo limit to 2MB
 - Upload multiple photos at a time
- Reappointment-no changes for MGP
- Reappointment- added waivers (MFP only)
 - Waiver of Liability
 - Preparing / Serving Food Release Statement
- [VMS Help Webpage](#)
 - User's Guide
 - How-To Videos
 - Report a Problem button

Administrator Level Access

- Searchability across all admin functions
- Calendar and Events
 - Create multiple shifts in a single calendar entry
 - List resources needed for event
 - Create reoccurring events
 - Ability to merge / delete calendars
 - Multiple *Event Coordinators*
 - Toggle on / off *Bring Guest* option
 - Option to delay publishing of event information
- Roster
 - Ability to sort the roster in VMS by field
 - Ability to transfer volunteers to a different county
 - Bulk add / import large numbers of new volunteers
 - Select multiple volunteers at a time to send / resend welcome email
 - Export an excel based mailing list for easy mailing label creation
 - Larger character capacity in *comment / notes* fields
 - Added *reason for resignation* field
- Reporting
 - Run and save custom reports
 - Ability to run *Legacy Reports*

