

VOLGISTICS INFORMATION

Volgistics is a safe, secure, and reliable database for managing information related to all our Auxiliary volunteers. You can use Volgistics from any computer, anywhere, as long as it has an Internet connection and any popular web browser, including Internet Explorer, Firefox, Safari, and Chrome.

VicTouch, located at the main CHOMP facility, includes a check-in and check-out system ideal for our on-site volunteers.

VicNet is available for volunteers online, from their own computers, to check their schedules, sign-up for openings, post their interests and availability, and report and monitor their volunteer service. Volunteers access VicNet online from home or anywhere they have an Internet connection.

VicTouch

When you arrive at the hospital for a volunteer shift (or other Auxiliary-related activities), you can sign in at the terminal at the reception desk (or the one in the Auxiliary lounge). You sign in by entering your seven-digit phone number on the touch screen. (If you and another volunteer have the same phone number, one of you will need to add "1" after your seven-digit number.) Follow directions on the screen to complete signing in. When you sign in, you will be asked to select from several categories under which to sign in (e.g. different services or shifts, supervisor, officer, administration). When you complete your shift, follow the same procedure to sign out.

Volgistics is programmed to deal with a variety of situations automatically. If you forget to sign out, Volgistics will automatically credit you with two hours for the service you have indicated. For example, if you sign in for a morning shift at the reception desk (9:00-1:00), Volgistics will credit you with only two hours. You need to sign out if you want the full credit of four hours. If you sign in for the early evening shift (4:30-6:30), Volgistics will credit you with two hours. Volgistics will also take into account that adults and collegiates should be credited with double hours before 8 a.m. and after 5:00 p.m. on weekdays. You should also get double hours on weekends and holidays.

Volgistics will automatically add one merit hour to your service hours for every shift worked if you live in Marina and north, east of York Road on Highway 68 in Salinas, on Carmel Valley Road east of Schulte Road, or Yankee Point and south. If you have signed in under "Administration" and forget to sign out, you will automatically be credited with two hours. You can claim credit for attending hospital-related meetings and luncheons outside the hospital.

You can claim hours from your home (or any!) computer if you forget at the hospital or are claiming hours for service or an event away from the main hospital. You can also claim such hours by contacting the Auxiliary office (625-4555) and reporting the date and number of hours you want credited and the office volunteers will log them for you.

VicNet

To access Volgistics from home:

1. Go to the internet and type in www.chompauxiliary.org
2. On the left under "Volunteer", click on "Volunteer login"
3. The next screen is Volgistics sign-in. Type in your email address as your Login name and your pin number (telephone number) as your Password.
4. That should take you to your individual Volunteer Information page. From that Home Page, you can click on "Post your hours" on the left or Time Sheet at the top: either will get you to the next page. (It should be self-explanatory from there.)

From your individual Volunteer Information (Home) page, you can also click on other options.

"My Profile" shows your personal data. You need to contact the Auxiliary office if you need to change any personal data.

"My Schedule" tells you what service you are working and when. Our staffers all use Volgistics to create their monthly schedules and you can fill in open (Help Wanted) shifts in your service. When you do, your staffer is automatically notified that the opening is filled. We truly appreciate your generosity in helping us cover these openings.

"My Service History" tells you your hours to date. Click on a year for the detailed report. If you need a hard copy printout of the shifts you worked, click on "Printable View".

"Time Sheet" (discussed above) is where you go to record your service hours.

"Account" gives you the option to change your password from your phone number to something else if you choose.

If you have questions about any of this, your staffer, the Auxiliary office, or the Auxiliary Technology Director can assist you.