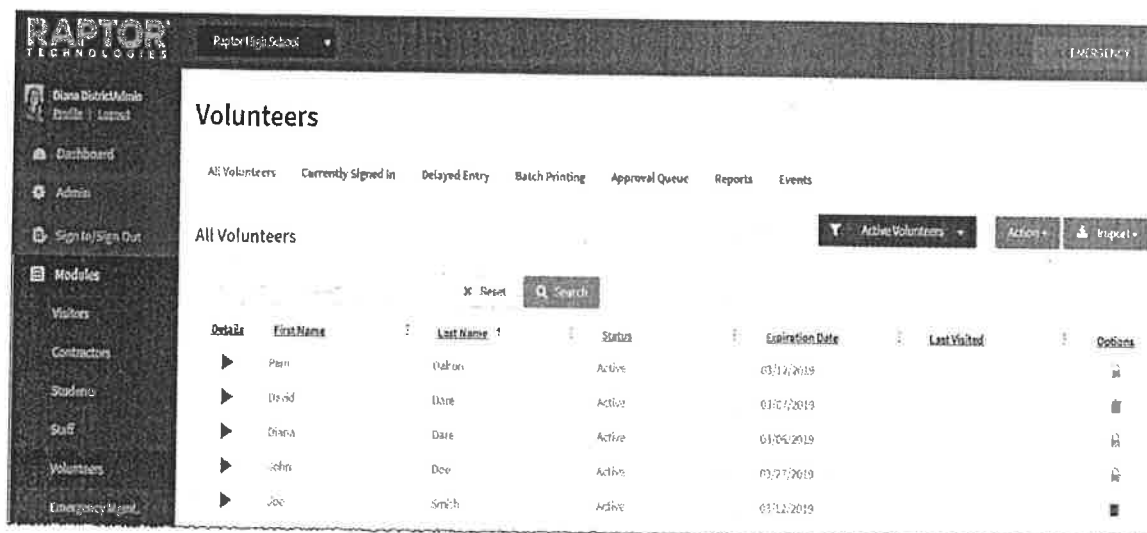


Managing Volunteers

You can manage volunteers using the **Volunteers** workspace. Select **Modules > Volunteers** in the navigation menu and then click the tab in the **Volunteers** workspace for the tasks you want to perform.



- n **All Volunteers** - View or filter the list of all volunteers, manage volunteers and volunteer details, create or import volunteer applications, and import approved volunteers.
- n **Currently Signed In** - View the volunteers who are currently signed into the building, print or reprint a badge, and sign out volunteers.
- n **Delayed Entry** - If you are unable to sign in or sign out due to equipment issues or internet connection issues, you can use the *Delayed Entry* feature to manually enter the sign-in and sign-out date and time.
- n **Batch Printing** - Run a batch of volunteers through the sex offender and custom alert checks, and then print their badges in advance of a school event where many volunteers are expected to sign in for the same event at the same time.
- n **Approval Queue** - Used by the Volunteer Coordinators to approve or deny volunteer applications, and to review the application history log to see the status of an application.
- n **Reports** - Run reports for volunteer activity.
- n **Events** - Used by the Volunteer Coordinators to manage events, such as creating and viewing events, signing up volunteers for events, sending emails about events to volunteers, and deleting events.

All Volunteers

Administrators with the *Can Manage Volunteers* permission can use the **All Volunteers** tab to view a list of all volunteers.

To search for a person in the grid, enter at least two characters of the name in the search field and click **Search**. Click **Reset**.

Details	First Name	Last Name	Status	Expiration Date	Last Visited	Options
▶	Pam	Dalton	Active	03/12/2019		ⓘ
▶	David	Dare	Active	03/07/2019		ⓘ
▶	Diana	Dare	Active	03/06/2019		ⓘ
▶	John	Doe	Active	03/27/2019		ⓘ

From the **All Volunteers** tab, you can also:

- n Filter volunteers to view Active Volunteers, Banned Volunteers, Expired Volunteers, Inactive Volunteers or All Volunteers
- n View or modify volunteer details
- n Ban a volunteer
- n Delete volunteers
- n Create an application for a volunteer
- n Email all volunteers
- n Show/Hide Functions
- n Expire all volunteers
- n Reset volunteer hours
- n Import approved volunteers and import volunteer applications (Administrators with the *Can Import Volunteers* permission)

Filter Volunteers

You can filter which volunteers to display on the **All Volunteers** workspace. Perform the following steps to filter the volunteers that display:

1. From the navigation menu, select **Modules > Volunteers**.
2. In the **Filter** drop-down list on the **All Volunteers** workspace, select which volunteers you want to display in the workspace (**Active Volunteers**, **Banned Volunteers**, **Expired Volunteers**, **Inactive Volunteers** or **All Volunteers**).

View or Modify Volunteer Details

Perform the following steps to view or modify the details about a specific volunteer.

1. From the navigation menu, select **Modules > Volunteers**.
2. On the **All Volunteers** workspace, find the volunteer whose details you want to view or modify. To search for a person in the grid, enter at least two characters of the name in the search field and click **Search**. Click **Reset** to clear the field.

Note:

The  icon in the **Options** column indicates the record can only be modified at the client level (All Buildings).

3. Click the ► icon next to the volunteer's name to expand the **Volunteer Detail** workspace and view the volunteer details.



Volunteers

All Volunteers Currently Signed In Approval Queue Reports Events

All Volunteers > Volunteer Detail




First Name * Middle Name Last Name * **EDIT**

Mary W Blair

Date Of Birth * ID Type ID Number


07/21/1968 USA VERMONT ****T24A

4. If you want to modify the volunteer record, click **Edit** and modify any of the following information in the volunteer record (asterisk * indicates a required field):
 - n **First Name***
 - n **Middle Name**
 - n **Last Name***

- n **Date of Birth*** - Click the  icon and select the date and year.
- n **ID Type** - Type of government-issued ID (Driver License or Passport) that was used for identification.
- n **ID Number** - The identification number associated with the government-issued ID Type.
- n **Official Record** - Select this check box if the volunteer record should become a permanent record in the Raptor system.
- n **Assigned ID** - Used to store a non-government ID number that can be used for signing in via a 1D barcode reader (this feature is not yet available in the product). The **Assigned ID** must be a minimum of 4 characters.
- n **Status** - Select **Active**, **Banned** or **Deactivated** from the drop-down list to change the status of the volunteer.

Note:

If you select **Banned**, you must enter a reason for banning the volunteer on the **Please Provide a Reason for Banning** dialog that is displayed when the changes are saved. See [Ban Volunteer](#).

- n **Expiration Date** - Click the  icon and select the date and year.
 - n **Gender** - Select **Female**, **Male** or **Unspecified** from the drop-down list.
 - n **Race** - Select the volunteer's race or **Unspecified** from the drop-down list.
 - n **Maiden Name**
 - n **Address 1** - Enter the volunteer's primary physical address.
 - n **Address 2/Address 3**
 - n **City/State/Zip Code/Country**
 - n **Email** - Enter the volunteer's email address.
 - n **Primary Phone** - Enter the primary phone number for the volunteer.
 - n **Second Phone/Third Phone**
5. In the **Buildings*** field, click **Add Building** and select the building to which the volunteer is associated.







The screenshot shows a web form for managing volunteer records. It contains several sections with dropdown menus and buttons:

- Buildings ***: A dropdown menu with an "Add Building" button and a selected option "RAPTOR HIGH SCHOOL".
- Functions ***: A dropdown menu with an "Add Function" button and a selected option "SCHOOL EVENT".
- Organizations**: A dropdown menu with an "Add Organization" button and a selected option "4th GRADE".
- Affiliation**: A dropdown menu with a selected option "Parent".
- Preferred Language**: A dropdown menu with a selected option "English".
- Eye Color**: A dropdown menu with a selected option "Brown".
- Buttons**: "Save" and "Cancel" buttons at the bottom left.


6. In the **Functions*** field, click **Add Function** and select the function the person is volunteering for.
7. In the **Organizations** field, click **Add Organization** and select the organization the volunteer is associate with.
8. In the **Affiliation** field, select how the volunteer applicant is associated to a student in Raptor (for example, mother or father).
9. In the **Preferred Language** field, select the language the volunteer prefers to speak.
10. Click **Save** to update the record.


3. Click the ► icon next to the volunteer's name to expand the **Volunteer Detail** workspace.
4. Navigate to the **Hours Logged** grid and view the hours logged by the volunteer.

Hours Logged

Function	Sign-In	Sign-Out	Total Hours	Options
School Event	08/08/16 2:45 PM	08/08/16 3:15 PM	00:30	 
School Event	08/08/16 6:00 PM	08/08/16 6:00 PM	00:00	 
School Event	08/15/16 1:54 PM	08/15/16 6:00 PM	04:05	 

1 10 items per page

1 of 1 item: 

 **Reset Hours** (Last Reset Date: 08/07/2016)

View Volunteer Sign In/Sign Out History

The **Sign-In/Out History** grid on the **Volunteer Detail** workspace displays a log of sign-in and sign-out events for the selected volunteer.

Perform the following steps to view the volunteer sign-in and sign-out history:

1. In the navigation menu, select **Modules > Volunteers**.
2. On the **All Volunteers** tab, find the volunteer whose sign-in or sign-out history you want to view. To search for a person in the grid, enter at least two characters of the name in the search field and click **Search**. Click **Reset** to clear the field.
3. Click the ► icon to expand the **Volunteer Detail**.
4. Navigate to the **Sign-In/Out History** grid and view the sign-in and sign-out events for the volunteer.

Date/Time	Event Type	Event Method	Building Name	Function
05/09/16 4:32 PM	Sign In	Operator Assisted	Raptor High School	School Event
04/27/16 12:12 PM	Sign Out	Operator Assisted	Raptor High School	School Event
04/27/16 11:06 AM	Sign In	Operator Assisted	Raptor High School	School Event

By default, the **Date/Time**, **Event Type**, **Building Name** and **Destination** columns display. From the column menu, you can also select to display the **Event Method** (hidden by default) and **Notes** columns.

Show/Hide Functions

Volunteer Coordinators can filter the **All Volunteers** data grid to show those volunteers who are approved for a function. This filtered list can then be used to email those volunteers for events that require those functions.

Perform the following steps to display the functions:

1. From the navigation menu, select **Modules > Volunteers**.
2. On the **All Volunteers** workspace, click **Action** and select **Show/Hide Functions** to display the **Functions** column along with each function that the volunteers have been approved to participate.
3. Click the column **Filter** option to show only those volunteers who have the specific function associated with their profile.

The volunteers that meet this filtered function criteria display in the All Volunteers grid. You can now email these volunteers for a specific event that requires this function.

Email Volunteer

Volunteer Coordinators can send an email to a specific volunteer from the **Volunteer Detail** workspace.

Perform the following steps to send an email to a specific volunteer:

1. From the navigation menu, select **Modules > Volunteers**.
2. On the **All Volunteers** workspace, find the volunteer you want to email. To search for a person in the grid, enter at least two characters of the name in the search field and click **Search**. Click **Reset** to clear the field.
3. Click the ► icon next to the volunteer's name to expand the **Volunteer Detail**.
4. Click **Email Volunteer**.

Email Volunteer

From: ddare@comcast.com

To: d.dare@comcast.net

Subject:

Sample Email

Message:

This is a sample email to the specified volunteer,

Send

Cancel

Note:

The **To** field (email recipient) will not be populated if the **Email** field in the **Volunteer Profile** does not contain a value.

5. Enter the email **Subject** and **Message**, and then click **Send**.

Email All Volunteers

Volunteer Coordinators can send an email to all volunteers or a filtered set of volunteers from the **All Volunteers** workspace. Perform the following steps to email all volunteers:

1. From the navigation menu, select **Modules > Volunteers**.
2. On the **All Volunteers** workspace, use the column filters to display the volunteers you want to email. For example, if you need to send an email to volunteers who can tutor, un-hide the **Functions** column and filter the **Functions** column for **Tutor**.
3. Click **Action > Email All**.

A dialog box displays confirming the volunteers based on the selected filters.

4. Click **Proceed** on the confirmation dialog or click **Filter List Further** to return to the **All Volunteers** grid to change your filtered list.

Email Volunteers

This email will be sent to all volunteers that meet the filter criteria.

From: Devin@raptor6.com
To: 10 Volunteers
Subject:

Sample Email

Message:









Sample email message.

Send Cancel

5. Enter the email **Subject** and **Message**, and then click **Send**.

Currently Signed In Volunteers

Use the **Currently Signed In** tab to view all volunteers who are currently signed in, their photo, the sign in date and time, and their function. You can hover the cursor over the photo in the data grid to view an enlarged photo.


Volunteers							
All Volunteers	Currently Signed In	Delayed Entry	Batch Printing	Approval Queue	Reports	Events	
Currently Signed In							<input type="checkbox"/> Enable Multi Sign Out
Sign Out	Photo	First Name	Last Name	Function	Signed In	Options	
		Mary	Black	School Event	12/11/16 4:25 PM	 	
		Susan	Doyle	School Event	12/11/16 4:26 PM	 	

You can also perform the following tasks from this tab:

- n [Print or Reprint Badge](#)
- n [Sign Out Volunteers](#)

Print or Reprint Badge

If a volunteer has lost their badge or changed their destination, or the printer has malfunctioned, perform the following steps to reprint their:

1. In the navigation menu, select **Modules > Volunteers**.
2. Click the **Currently Signed In** tab.
3. In the **Options** column, click the  icon to print or reprint the volunteer's badge.

Sign Out Volunteers

You can use the **Currently Signed In** tab on the **Volunteers** workspace to sign out a single volunteer or multiple volunteers. Perform the following steps to sign out volunteers from this workspace:

1. In the navigation menu, select **Modules > Volunteers**.
2. Click the **Currently Signed In** tab.
3. Use one of the following depending on whether you want to sign out a single volunteer or multiple volunteers:
 - n To sign out a single volunteer, click **Sign Out** next to the volunteer's name.
 - n To sign out multiple volunteers, select the **Enable Multi-Sign-Out** check box in the upper right corner, select the check box next to all the volunteers to be signed out, and then click **Sign Out**. To return to single sign-out mode, clear the **Enable Multi-Sign-Out** check box.

Volunteer Delayed Sign In and Sign Out

Note:

This feature is not visible at the All Buildings level.

If you are unable to sign in or sign out due to equipment issues or internet connection issues, you can use the *Delayed Entry* feature to manually enter the sign-in and sign-out date and time. This feature allows users to record the actual sign-in and sign-out time but the entry is delayed until the system is available.

Perform the following steps to use the Delayed Entry feature:

1. Select the school from the Building Selector (you must select a specific building to use the delayed entry feature).
2. From the navigation menu, select **Modules > Volunteers** and click the **Delayed Entry** tab.
3. If the person has previously been scanned into Raptor, enter their **First Name** or **Last Name** in the text field, click **Find**.

Volunteers

All Volunteers Currently Signed In **Delayed Entry** Batch Printing Approval Queue Reports Events

Delayed Entry

mary black Find

Search Results

Select	First Name	Last Name	Date Of Birth	ID Number
▶	Mary	Black	09/21/1965	*****24A

4. Click the ▶ icon to select the volunteer's name in search results and expand the workspace.

Sign-In Date/Time * Sign-Out Date/Time

Function * Organization

Please select an option Please select an option

Notes

Submit Cancel

5. Enter the following information (asterisk * indicates a required field):

- n **Sign-In Date/Time*** - Click the icon to select the date and then click the ⌚ icon to select the time that the person signed in.
- n **Sign-Out Date/Time** - If the system was still down when the person signed out, click the icon to select the date and then click the ⌚ icon to select the time that the person signed out.

Note:

The Sign-In Date and Sign-Out Date must be the same date.

- n **Function*** - From the drop-down list, select the reason the volunteer is signing in.
- n **Organization** - From the drop-down list, select the organization associated with the volunteer. This field is required if the *Require Sign-In Organization* setting is enabled (disabled by default).
- n **Notes** - Optionally, enter notes that describe the event.

6. Click **Submit**.

A *Delayed Entry Successful* message displays in the lower right corner of the screen.

Batch Printing

Note:

This feature is not visible at the All Buildings level.

The Batch Printing feature enables users to run a batch of volunteers through the sex offender and custom alert checks, and then print their badges in advance of a school event where many volunteers are expected to sign in for the same event at the same time.

Using this feature speeds up the sign in process for an event and helps prevent a long line of volunteers at the Front Desk. When the volunteers arrive, you simply look at their ID and hand them their badge.

While running the batch, if one or more volunteers are flagged with an offender or custom alert, the user can view the alerts and decide if the person is a match. If they are a match, no badge is created, and they will not be signed in at the time designated in the Batch Detail.

Add Batch Print Job

Note:

You can also copy a **Completed Batch** job and modify it to create a new batch job. See [Clone Batch Print Job](#).

The screenshot shows the 'Volunteers' module with the 'Batch Printing' tab selected. The 'Batch Detail' form is displayed, featuring a breadcrumb trail 'Batch Printing > Batch Detail'. A message states: 'The chosen function will be printed on the volunteer's badge.' The form includes fields for 'Batch Name', 'Batch Description', 'Sign In Date / Time', 'Sign Out Date / Time', and 'Function'. The 'Function' field has a dropdown menu with the text 'Please select an option'. At the bottom left, there are 'Save' and 'Cancel' buttons.

Perform the following steps to add and execute a batch print job:

1. Select the school from the Building Selector (you must select a specific building).
2. From the navigation menu, select **Modules > Volunteers** and then click the **Batch Printing** tab.

Volunteers									
All Volunteers Currently Signed In Delayed Entry Batch Printing Approval Queue Reports Events									
Current Batches									+ Add Batch
Details	Name	Sign-In D...	Sign-Out...	Printed	Not Printed	Alert Match	Status	Options	
▶	PTA Bake Sale	12/12/16 12:15 PM	12/12/16 2:45 PM	0	3	0	Not Printed		
10 items per page 1 of 1 items									
Completed Batches									
Details	Name	Sign-In Date/Time	Sign-Out Date/Time	Volunteer Count	Status	Options			
▶	After School Event	08/08/16 6:00 PM	08/08/16 6:15 PM	4	Completed	Close			
▶	After School Event	08/08/16 3:15 PM	08/08/16 3:15 PM	3	Completed	Close			

- Click **Add Batch**.
- Enter the following information on the **Batch Detail** workspace (asterisk * indicates a required field):
 - Batch Name*** - Enter a name for the batch job.
 - Batch Description** - Enter a description for the batch job.
 - Sign-In Date/Time*** - Click the icon to select the sign-in date and then click the icon to select the sign-in time.
 - Sign-Out Date/Time*** - Click the icon to select the sign-out date and then click the icon to select the sign-out time.

Note:
The **Sign-In Date** and **Sign-Out Date** must be the same date.

- Destination/Reason*** - Select where the person is going in the building or the reason for the visit from the drop-down list. You can also enter a custom value in the text field.
 - Click **Save**.
 - In the **Volunteer List** grid on the **Batch Detail** workspace, click **Add Volunteer**.

Volunteer List							Print Batch Now	+ Add Volunteer
Details	First Name	Last Name	ID Number	Date Of Birth	Status	Status Date	Options	
▶	Mary	Black	****124A	09/21/1963	Not Printed	08/08/2016		
▶	Susan	Doyle	****3518	04/11/1957	Not Printed	08/08/2016		
▶	John	Doe		01/01/1981	Not Printed	08/08/2016		

Note:



You can only add volunteers to the batch if they have previously signed in and have an official record in the Raptor system.

7. Enter the volunteer's name in the text box and then click **Find**.
8. In the search results, click **Select** next to the volunteer's name.
9. On the **Volunteer Detail** workspace, click **Add Person**.

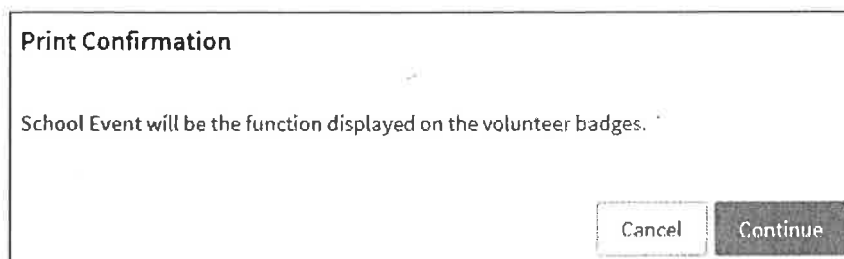
10. Repeat Step 6 through Step 9 for all volunteers to be added to the batch.

Execute Batch Printing

Perform the following steps to execute and print the batch from either the **Batch Printing** workspace or the **Batch Detail** workspace.

1. In the navigation menu, select **Modules > Volunteers** and then click the **Batch Printing** tab.
2. Use one of the following methods to execute and print the batch:
 - n From the **Current Batches** grid on the **Batch Printing** workspace, click the  icon in the **Options** column to execute the batch.
 - n From the **Current Batches** grid on the **Batch Printing** workspace, click the  icon to open the **Batch Print Details** workspace. In the **Volunteers List** grid, click **Print Batch Now**.

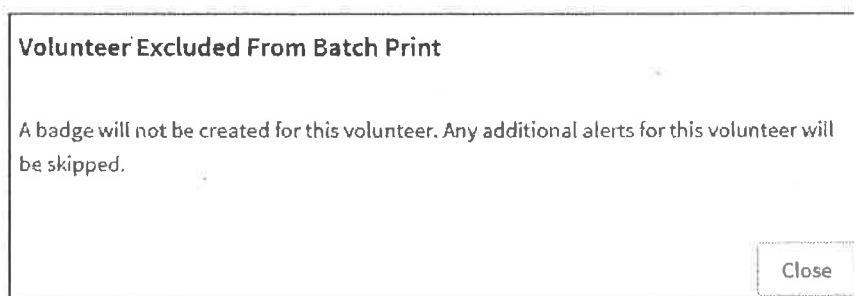
The following confirmation dialog displays.



3. Click **Continue**.

4. If a Possible Offender alert displays for any of the volunteers in the batch, review the information and determine if it is a match. See [Possible Offender Alert for Volunteer Applicant](#).

If the volunteer is a match to an offender or custom alert, the badge will not be printed and the following dialog displays.



5. Click **Close** to exit the dialog and continue with the batch printing.

Note:

The badges print alphabetically with any possible alert matches (confirmed as a no match) printing at the end of the batch.

When all the badges have printed, a dialog displays indicating the *Batch printing is complete* and displays how many badges were printed.



6. Click **Close** to exit the dialog.

On the date and at the time specified in the **Batch Print Sign-In Date/Time**, the volunteers will be automatically signed in to the Raptor system.

On the date and at the time specified in the **Batch Print Sign-Out Date/Time** field, the volunteers will be automatically signed out.

Note:




- n A batch print is not complete until both the sign-in and sign-out times have elapsed. Up until the sign-out time has elapsed, the batch print is still considered active and can be modified.
- n Once the sign-out time has elapsed, the batch print is considered complete and will be moved to the Completed Batches grid.

Clone Batch Print Job

The Clone Batch feature enables you to copy a **Completed Batch** job and modify it to create a new batch job. Perform the following procedure to clone a batch print job:

1. Select the school from the Building Selector (you must select a specific building).
2. From the navigation menu, select **Modules > Volunteers** and then click the **Batch Printing** tab.
3. In the **Completed Batches** grid, click **Clone** in the **Options** column for the batch job you want to copy.

Details	Name	Sign-In Date/Time	Sign-Out Date/Time	Volunteer Count	Status	Options
▶	After School Event	04/08/16 3:15 PM	04/08/16 3:15 PM	3	Completed	Clone
▶	Bake Sale	08/08/16 2:45 PM	08/08/16 5:30 PM	3	Completed	Clone

4. On the **Batch Detail** workspace, enter the following information (asterisk * indicates a required field):
 - n **Batch Name*** - Optionally, modify the batch job name.
 - n **Batch Description** - Optionally, modify the description for the batch job.
 - n **Sign-In Date/Time*** - Click the  icon to select the sign-in date and then click the  icon to select the sign-in time.
 - n **Sign-Out Date/Time*** - Click the  icon to select the sign-out date and then

click the  icon to select the sign-out time.

Note:
The Sign-In Date and Sign-Out Date must be the same date.

n **Function*** - From the drop-down list, select the reason the volunteer is signing in.

5. Click **Save**.

Volunteer Reports

Use the Reports tab to access and run any of the available volunteer reports. See [Volunteer Reports](#).

Volunteers

[All Volunteers](#)
[Currently Signed In](#)
[Delayed Entry](#)
[Batch Printing](#)
[Approval Queue](#)
[Reports](#)
[Events](#)

Volunteer Reports

Active Volunteers
Profile information, including photo, on volunteers whose status is active

All Volunteers By Status
Volunteers grouped by status.

Approved Applications
Volunteer Applications that have been approved

Denied Volunteer Applications
Volunteer applications with a denied status.

Top Volunteers by Building
Volunteers grouped by buildings sorted by greatest total time.

Total Hours Per Volunteer
Total number of volunteer hours associated to each volunteer.

Total Hours Per Volunteer By Building
Total number of hours worked per volunteer grouped by building.

Total Volunteer Hours Worked Per Affiliation
Total number of volunteer hours associated to each affiliation.

Total Volunteer Hours Worked Per Building
Total number of volunteer hours associated to each building.

Total Volunteer Hours Worked Per Function
Total number of volunteer hours associated to each function.

Total Volunteer Hours Worked Per Organization
Total number of volunteer hours on behalf of an organization.

Volunteer Applications by Status and Building
Volunteer Applications modified within specified date range and grouped by status and building.

Volunteer Count and Hours Per Age Group
Total count of volunteers and hours for youth, adult and senior age groups.

Volunteer Hours by Function and Building
Volunteer Hours grouped by function and building.

Volunteer Sign-In History by Building
Volunteer sign in history grouped by building.

Events

The **Events** tab is used by the Volunteer Coordinator to manage events, such as creating an event, viewing all events, modifying an event and deleting an event. You must have the *Can Manage Events* permission to see this tab.

Details	Name	Sponsor	Location	Start Date / Time	End Date / Time	Needed	Options
▶	Bake Sale	District	Raptor Elementary	12/22/16 1:11 PM	12/23/16 1:11 PM	5	■
▶	Special event coaching	District	Raptor Elementary	12/22/16 1:12 PM	12/22/16 1:12 PM	10	■
▶	After School Event	District	Raptor High School	12/19 16:33 PM	12/19/16 4:54 PM	5	■
▶	Saturday Workshop	District	Raptor High School	12/17 16:30 PM	12/17/16 4:53 PM	5	■

The events that have been created are displayed in the **All Events** workspace.

Use the **Filter** drop-down to narrow the search for specific events. You can filter to display **Scheduled Events**, **Past Events** and **All Events**.

You can perform the following tasks from this workspace:

- n Add an event
- n View Volunteers Signed Up for Event
- n Send Email to All Volunteers Signed Up for Event
- n Send Email to All Eligible Volunteers for Event
- n Sign Up Volunteers for Event
- n Send Email to Individual Volunteer Signed Up for Event
- n Remove Volunteer from Event

Add Event

Volunteer events can be created at the building level or client level (All Buildings). Perform the following steps to add an event:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Volunteers

All Volunteers Currently Signed In Approval Queue Reports **Events**

All Events Upcoming Events Add Event

Details	Name	Session	Location	Start Date / Time	End Date / Time	Needed	Options
▶	Bake Sale	Public	Raptor Elementary	12/20/16 1:11 PM	12/20/16 1:11 PM	3	
▶	Special event meeting	Public	Raptor Elementary	12/22/16 1:12 PM	12/22/16 1:12 PM	10	
▶	After School Event	Public	Raptor High School	12/19/16 3:12 PM	12/19/16 4:04 PM	5	
▶	Saturday Workshop	Public	Raptor High School	12/17/16 3:01 PM	12/17/16 4:01 PM	5	

2. On the **All Events** workspace, click **Add Event**.

Volunteers

All Volunteers Currently Signed In Approval Queue Reports **Events**

All Events > Add Event

Name * Special event meeting **Description** Meeting to discuss upcoming event

Location Raptor Elementary **Address** 102 Raptor Lane **City** Houston **Zip Code** 77061

Start Date / Time * 12/14/2016 6:00 PM **End Date / Time *** 12/14/2016 7:30 PM **Needed** 10 **Signed Up**

Functions * Add function SCHOOL EVENT X

Notes

3. On the **Add Event** workspace, complete the following fields:
 - n **Name*** - Enter a name for the event.
 - n **Description** - Enter information that describes the event.
 - n **Location** - Enter the name of the location (building) where the event will occur.
 - n **Address** - Enter the physical address of the event location.
 - n **City/Zip Code** - Enter the name of the City and postal zip code for the location of the event.

- n **Start Date/Time*** - Click the 📅 icon to select the date of the event and then click the ⌚ icon to select the time the event starts.
- n **End Date/Time*** - Click the 📅 icon to select the date the event ends and then click the ⌚ icon to select the time the event ends.
- n **Needed** - Select the number of volunteers needed to help with the event.
- n **Signed Up** - This read-only field indicates the number of volunteers who have already signed up for the event.
- n **Functions*** - Click **Add Function** and select the type of event from the drop-down list.

Note:

Only volunteers that have been approved for the **Functions** in the event detail, can sign up for that event.

- n **Notes** - Enter any additional notes about the event.

4. Click **Save**.

View Volunteers Signed Up for Event

Volunteer Coordinators can view who has signed up to volunteer for an event from the **Event Detail** workspace. Perform the following steps to view who has signed up:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Volunteers

All Volunteers Currently Signed In **Approved Queue** Reports Events

▼ Upcoming Events ➕ Add Event

All Events

Details	Name	Sponsor	Location	Start Date/Time	End Date/Time	Needed	Chokou
▶	Race Sale	District	Raptor Elementary	12/17/16 8:00 PM	12/17/16 11:00 PM	3	■
▶	Special Event Meeting	District	Raptor Elementary	12/22/16 10:00 AM	12/22/16 1:00 PM	10	■
▶	After School Event	District	Raptor High School	12/19/16 5:00 PM	12/19/16 7:00 PM	5	■
▶	Subsidy Workshop	District	Raptor High School	12/17/16 5:00 PM	12/17/16 7:00 PM	5	■

2. On the **All Events** workspace, click the ▶ icon next the event you want view.
3. On the **Event Detail** workspace, you can view the number of volunteers who have signed up for the event in the **Signed Up** field in the upper portion of the workspace.
4. Navigate to the **Volunteers Signed Up** grid to view the volunteers who have signed

up for the event.

Volunteers Signed Up					Email Options +	Event Sign Up
First Name	Last Name	Email	Sign-Up Date/Time	Options		
Pam	Dillon	d.dillon@raptor6.net	02/24/19 8:02 PM		Email	Resign

Send Email to All Volunteers Signed Up for Event

Users with the *Can Manage Events* permission can send an email to all volunteers who have signed up for a specific event. Perform the following steps to send an email to all volunteers who have signed up for the event:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Volunteers

All VolunteersCurrently Signed InApproval QueueReportsEvents

All Events

Upcoming EventsAdd Event

Details	Name	Sponsor	Location	Start Date / Time	End Date / Time	Needed	Options
▶	Bake Sale	DMHS	Raptor Elementary	12/13/16 10:11 PM	12/23/16 10:11 PM		
▶	Special event meeting	DMHS	Raptor Elementary	12/22/16 1:12 PM	12/22/16 1:12 PM	10	
▶	After School Event	DMHS	Raptor High School	12/19/16 3:39 PM	12/19/16 4:04 PM	5	
▶	Saturday Workshop	DMHS	Raptor High School	12/17/16 3:01 PM	12/17/16 6:01 PM		

2. On the **All Events** workspace, click the ▶ icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Email Options** and select **Email All Signed Up** from the drop-down list.

Volunteers Signed Up					Email Options +	Event Sign Up
First Name	Last Name	Email	Sign-Up Date/Time	Options		
Susan	Doyle	susandoyle@raptor6.com	03/28/17 1:56 PM		Email All Signed Up	
Mary	Black	maryblack@raptor6.com	12/12/16 12:24 PM		Email All Eligible	
					Email	Resign
					Email	Resign

4. Enter the email **Subject** and **Message**, and then click **Send**.

Email Volunteer(s)

This email will be sent to all volunteers who are signed up to work this event.

From: Volunteer Coordinator

To: 2 Volunteers

Subject:

Bake Sale

Message:

Please plan to attend planning meeting prior to event.

Send Cancel

Send Email to All Eligible Volunteers for Event

Users with the *Can Manage Events* permission can send an email to all eligible volunteers for an event based on the function(s) selected for the event. An eligible volunteer is one who has an active status, is approved for one or more functions that are associated with an event, and who has not already signed up to volunteer for the event.

Perform the following steps to view all eligible volunteers for an event:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Volunteers								
<div> All Volunteers Currently Signed In Approval Queue Reports Events </div>								
<div> All Events <div>Upcoming Events</div> <div>Add Event</div> </div>								
Details	Name	Sponsor	Location	Start Date / Time	End Date / Time	Needed	Options	
▶	Bake Sale	DWHS	Raptor Elementary	12/21/16 11:00 AM	12/21/16 11:00 PM	1		
▶	Special event meeting	DWHS	Raptor Elementary	12/22/16 3:15 PM	12/22/16 3:15 PM	10		
▶	After School Event	DWHS	Raptor High School	12/19/16 3:35 PM	12/19/16 4:04 PM	5		
▶	Saturday Workshop	DWHS	Raptor High School	12/17/16 3:01 PM	12/17/16 4:01 PM	5		

2. On the **All Events** workspace, click the ▶ icon next to the event to expand the **Event Detail**.

3. In the **Volunteers Signed Up** grid, click **Email Options** and select **Email All Eligible** from the drop-down list.

Note:

This email will be sent to all eligible volunteers who are approved for the functions of this event.

Email Volunteer(s)

This email will be sent to all eligible volunteers who are approved for the functions of this event.

From: Volunteer Coordinator

To: 8 Volunteers

Subject:

Bake Sale

Message:

This is a sample email to all eligible volunteers approved for the function of this event.

4. Enter the email **Subject** and **Message**, and then click **Send**.

Sign Up Volunteers for Event

Volunteer Coordinators can sign up volunteers for an event using the **Events** tab on the **Volunteers** workspace. Perform the following steps to sign up volunteers for an event:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Volunteers							
All Volunteers Currently Signed In Approval Queue Reports Events							
All Events							
Details	Name	Season	Location	Start Date / Time	End Date / Time	Needed	Options
▶	Hyde Park	Default	Hyde Park Elementary	12/23/16 11:00 AM	12/23/16 11:00 PM	1	■
▶	Special event meeting	Default	Raptor Elementary	12/23/16 1:12 PM	12/23/16 3:12 PM	10	■
▶	After School Event	Default	Raptor High School	12/16/16 6:00 PM	12/16/16 8:00 PM	5	■
▶	Saturday Workshop	Default	Raptor High School	12/17/16 1:00 PM	12/17/16 4:00 PM	5	■

2. On the **All Events** workspace, click the ▶ icon next the event you want to add volunteers.
3. On the **Event Detail** workspace, navigate to the **Volunteers Signed Up** grid and click **Event Sign Up**.
4. Enter the volunteer's **First** and/or **Last Name** in the text field and click **Find**.

Volunteers

All Volunteers Currently Signed In Approval Queue Reports Events

All Events > Event Detail > Event Sign Up

Search results will be filtered to display only those volunteers that are approved for functions specified in this event

susan doyle Find

Search Results

Select	Photo	First Name	Last Name	Date Of Birth	ID Number
Sign Up		Susan	Doyle	04/11/1957	****3518

5. In the **Search Results** area, click **Sign Up** next to the volunteer's name.

Note:

Only those volunteers that match the search criteria and the **Functions** selected in the event detail will be returned in the **Search Results**.

The volunteer displays in the **Volunteers Signed Up** grid for the event and the number in the **Signed Up** field in the event detail increments.

Send Email to Individual Volunteer Signed Up for Event

Volunteer Coordinators can send an email to those volunteers who have signed up for an event from the **Event Detail** workspace. Perform the following steps to send an email to an individual volunteer who is signed up for an event:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Details	Name	Successor	Location	Start Date / Time	End Date / Time	Needful	Options
▶	Duke's	District	Raptor Elementary	12/22/16 1:11 PM	12/22/16 3:11 PM	3	■
▶	Special event meeting	District	Raptor Elementary	12/22/16 1:11 PM	12/22/16 3:11 PM	10	■
▶	After School Event	District	Raptor High School	12/15/16 3:39 PM	12/15/16 4:04 PM	5	■
▶	Saturday Workshop	District	Raptor High School	12/17/16 1:01 PM	12/17/16 4:01 PM	8	■

2. On the **All Events** workspace, click the ▶ icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Email** for the volunteer who you want to send an email.

Note:

If the volunteer does not have an email address in their profile, the **Email** button does not display.

Email Volunteer

From: ddare@comcast.com
To: d.dare@comcast.net
Subject:

Sample Email

Message:

This is a sample email to the specified volunteer.

Send Cancel

4. Enter the email **Subject** and **Message**, and then click **Send**.

Remove Volunteer from Event

Event Coordinators can remove a volunteer who is signed up for an event and reset the **Signed Up** number to reflect the change on the **Event Detail** workspace. Perform the following steps to remove a volunteer from an event:

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

Volunteers

All Volunteers Currently Signed In Approval Queue Reports Events

All Events Upcoming Events Add Event

Details	Name	Sponsor	Location	Start Date / Time	End Date / Time	Needed	Options
▶	Pake Sale	DJH&C	Raptor Elementary	12/21/16 9:31 PM	12/21/16 1:31 PM	1	⋮
▶	Special event training	DJH&C	Raptor Elementary	12/22/16 1:12 PM	12/22/16 2:12 PM	10	⋮
▶	After School Event	DJH&C	Papier High School	12/15/16 5:49 PM	12/15/16 4:54 PM	5	⋮
▶	Saturday Workshop	DJH&C	Papier High School	12/17/16 9:11 PM	12/17/16 4:01 PM	5	⋮

2. On the **All Events** workspace, click the ▶ icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Remove** and then click **Yes** on the **Removal Confirmation** dialog.

Volunteers Signed Up					<input type="button" value="Email Signed Up"/> <input type="button" value="Event Signed Up"/>
First Name	Last Name	Email	Sign-Up Date/Time	Options	
Pam	Dillon	d.dillon@comcast.net	02/24/15 4:02 PM	<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

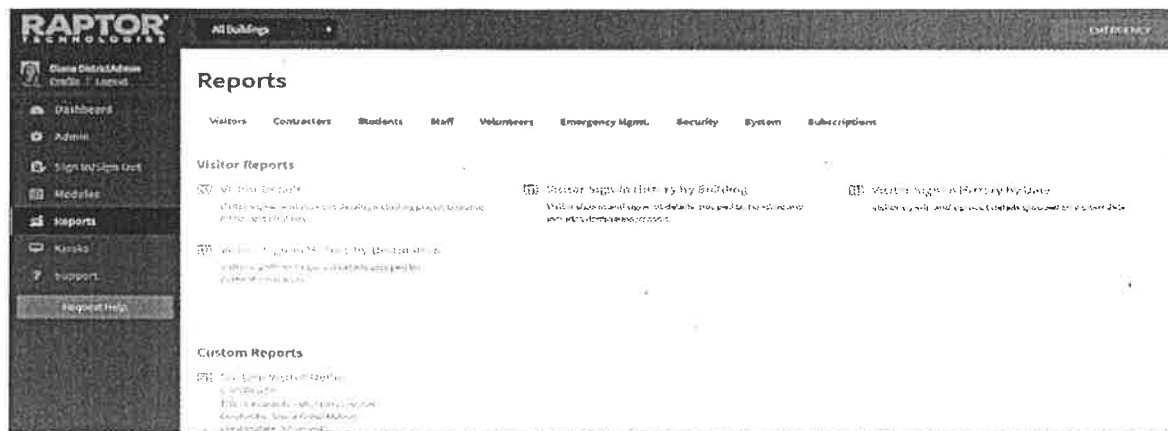
The **Email Removed Volunteer** dialog displays to send the volunteer an email that they have been removed from the event. Complete the **Message** and click **Send**.

If the volunteer does not have an email address in their profile, the **To** field displays null. Click **Cancel** to cancel the email.

Using Reports

The **Reports** workspace provides the reporting functionality in Raptor and organizing the output. After running a report, you can manipulate the contents of the report, export it to a PDF or Excel file, and print the report.

You can also set up report subscriptions from this workspace.



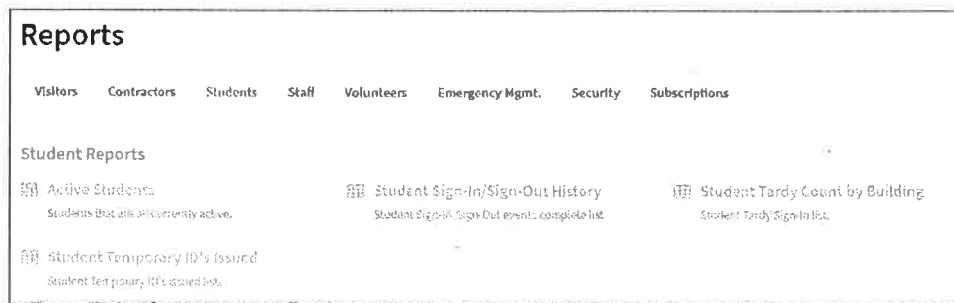
From this workspace, you can:


- n Generate reports
- n Customize report output
- n View reports
- n Create and modify custom reports
- n Add, modify and delete report subscriptions
- n View Volunteer reports

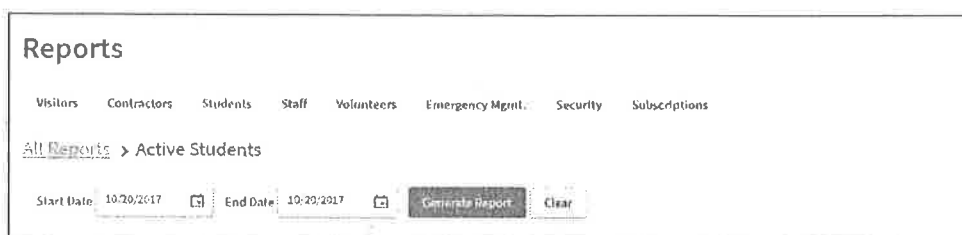
Generate Report

Perform the following steps to generate a report:

1. Access the report using one of the following methods:
 - n Select **Reports** in the navigation menu and click the tab for the type of report you want to run (Visitors, Contractors, Students, Staff, Volunteers, Emergency Management or Security).
 - n Select **Modules** in the navigation menu and select the module (Visitors, Contractors, Students, Staff, Volunteers or Emergency Mgmt) and then click the **Reports** tab in the module workspace.
2. Select the specific building or All Buildings from the Building Selector.
3. Select the report that you want to generate.



4. If the report includes a date range, click the  icon to select the **Start Date** and **End Date** for the date range to include in the report.



5. Click **Generate Report**.

Customize Report Output

Once the report has been generated, you can specify how the information displays.

Specify Columns

Perform the following steps to specify the columns that display in the report:

1. Click the  icon next to each column heading and select Columns.



Raptor High School

Reports

Visitors Contractors Students Staff Volunteers

[All Reports](#) > Visitor Details

Start Date: 9/3/2018 End Date: 12/20/2018

Drag a column header and drop it here to group by that column

First Na...	Last Na...	ID Num...
Susan	Doyle	↑ Sort Ascending
Sam	Smith	↓ Sort Descending
Susan	Doyle	Columns ▶
Diana	Bradbery	Filter ▶


This site is for authorized clients only. Unauthorized use is prohibited.

- ☒ Image
- ☒ First Name
- ☒ Middle Name
- ☒ Last Name
- ☒ Full Name
- ☒ Date Of Birth
- ☒ ID Number
- ☒ Assigned Id
- ☒ Building Name
- ☒ Destination/Reason
- ☒ Sign-In Date/Time
- ☒ Sign-In Date
- ☒ Sign-Out Date/Time
- ☒ Total Time
- ☒ Notes
- ☒ Eye Color*
- ☒ Parking Lot*
- ☒ Parking Space*

- n To group based on a column, the column must be visible. Once the grouping has been completed, you can hide the column.
 - n You can select to display **Custom Profile** and **Custom Sign-In** fields. You can move the fields from one column position to another but cannot perform any other functions against these fields such as grouping and sorting. When viewed in the report grid, these fields will have an asterisk at the end of their name.
2. Select the check boxes for the columns you want to display in your report. Clear the check boxes for columns you do not want to display in the report.

Sort Output

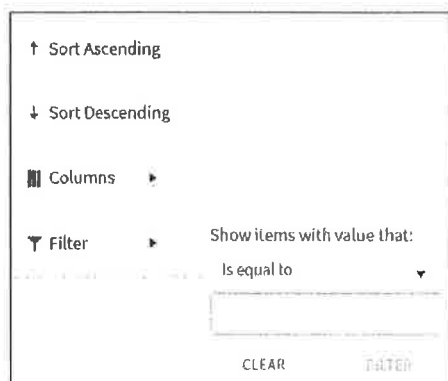
You can sort the output in **Ascending** or **Descending** order using one of the following methods:

- n Click the column heading to switch between **Ascending** and **Descending** order.
- n Click the  icon and select **Sort Ascending** or **Sort Descending**.

Filter Output


You can filter the information that displays in the report based on the specified filter criteria.


1. Click the  icon and select **Filter**.




↑ Sort Ascending

↓ Sort Descending

Columns 

Filter  Show items with value that:

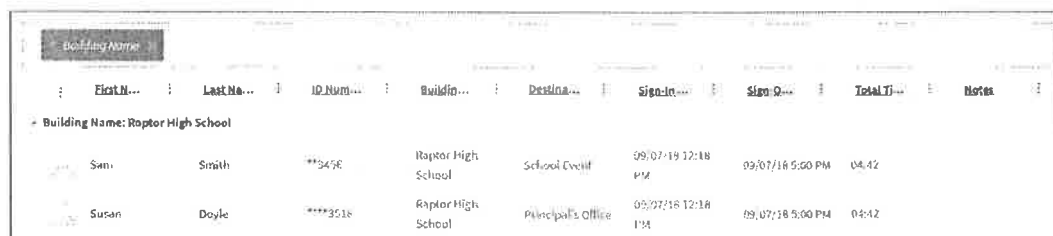
Is equal to 



CLEAR FILTER

2. In the drop-down, select the operator to use (Is equal to, Is not equal to, Starts with, Contains, Does not contain, Ends with) and enter the filter criteria in the text box.
3. Click **Filter**.

Group Output

You can group the report output on most of the columns that display in the report. For example, if you want to view information grouped by building, simply drag the **Building Name** column into the grouping box (dotted frame above columns). The report content displays by the selected grouping.





Building Name									
	First Name	Last Name	ID Number	Building	Destination	Sign-in Time	Sign-out Time	Total Time	Notes
Building Name: Raptor High School									
	Sarah	Smith	****3456	Raptor High School	School Office	09/07/18 12:18 PM	09/07/18 5:00 PM	04:42	
	Susan	Doyle	****3518	Raptor High School	Principal's Office	09/07/18 12:18 PM	09/07/18 5:00 PM	04:42	

You can drag multiple column headings into the grouping box to display multi-level groups in the report.

Click the **X** to remove an item from the grouping box.

View Report

You can export the report in Excel or PDF format, and then open the file and print the report.

- n Select the  icon to generate the report in an Excel file. All the report records will also be exported to the Excel file.
- n Select the  icon to generate the report in PDF.

PDF Export Options

File Name:

All Pages? ☒ Yes
☐ No

Paper Size? ☒ Automatic
☐ Letter
☐ Legal

When you generate the report in PDF format, you also have the following export options:

- l Change the name of the output file (File Name).
- l Print only the first page of the report or all pages (All Pages, Yes; Only the first page, select No).
- l Select the paper size on which to print the report (Paper Size). All options format the report in a Landscape orientation. Depending on the number of columns in the report, you can select:
 - o Automatic, which scales the size of the report to fit on the default paper size.
 - o Letter, which will format the report on an 8-1/2 x 11-inch page.
 - o Legal, which will format the report on an 8-1/2 x 14-inch page.

Manage Custom Reports


Users with the *Can Run <Module> Report* permission can create custom reports from the Raptor out-of-the-box reports.

Create Custom Report

Perform the following steps to create a custom report:

1. Access the report using one of the following methods:
 - n Select **Reports** in the navigation menu and click the tab for the type of report you want to run (Visitors, Contractors, Students, Staff, Volunteers, Emergency Management or Security).
 - n Select **Modules** in the navigation menu and select the module (Visitors, Contractors, Students, Staff, Volunteers or Emergency Mgmt.) and then click the **Reports** tab in the module workspace.
2. Select the specific building or All Buildings from the Building Selector.
3. Select the report that you want to generate.



4. If the report includes a date range, click the  icon to select the **Start Date** and **End Date** for the date range to include in the report.



5. Click **Generate Report**.

Reports

Visitors Contractors Students Staff Volunteers Emergency Mgmt. Security Subscriptions

Active Students

Start Date: 8/30/2018 End Date: 11/20/2018 **Generate Report** Clear

Table:

First Name	Last Name	ID Number	Grade	Excused Tardy	Unexcused Tardies	Temp ID Count
Grade: 10						
Melinda	B	954728023	10	0	0	0
Robert	Burwell	429613947	10	0	0	0
Douglas	Blaz	215312669	10	0	0	0

6. Select **Save As** and enter a name for the report (required) and optionally, enter a description of the report.

Enter a name and description for the custom report.

Report Name *

Custom Active Students Report

Description

This is a custom report saved from the Active Students out-of-box report.

Buttons: Cancel Save

7. Click **Save**.

The report displays under **Custom Reports** on the Reports workspace.

Reports

Visitors Contractors Students Staff Volunteers Emergency Mgmt. Security Subscriptions

Student Reports

- Active Students
Student that are all currently active
- Student Detention By Consequence Date
Detention assigned to students within a date range
- Student Sign-In/Sign-Out History
Student Sign-In/Sign-Out history
- Student Tardy Count by Building
Student Tardy Count by Building
- Student Temporary ID's Issued
Student Temporary ID's Issued

Custom Reports

- Recent High Student Sign-In/Sign-Out History
Student Sign-In/Sign-Out history

View and Modify Custom Reports

After a custom report has been created, you can view the reports from the **Custom Reports** area on the **Reports** workspace.

You can also modify the custom report and save it, rename, or save it as another custom report.

Perform the following steps to modify a custom report:

1. Access the report using one of the following methods:
 - n Select **Reports** in the navigation menu and click the tab for the type of report you want to run (Visitors, Contractors, Students, Staff, Volunteers, Emergency Mgmt or Security).
 - n Select **Modules** in the navigation menu and select the module (Visitors, Contractors, Students, Staff, Volunteers or Emergency Mgmt) and then click the **Reports** tab in the module workspace.
2. If you want to only modify the report name and/or description, in the **Custom Reports** area, click **Edit/Delete**, modify the **Report Name** and/or **Description** and click **Save**. Click **Delete** to remove the custom report.
3. If you want to modify the report content, in the **Custom Reports** area, select the report you want to modify, change the dates if necessary, and click **Generate**.
4. Make your changes to the report, and then click **Save/Delete** and select one of the following options:
 - n **Save** - This option will save the changes to the custom report with the same name.
 - n **Save As** - This option allows you to save the modified custom report with a different custom report name.
Enter a new report name (required) and description, and click **Save**.
 - n **Delete** - This option deletes the custom report.
On the confirmation dialog, click **Yes** to continue with the deletion or **No** to cancel the action.

Volunteer Reports

You can access **Volunteer** reports from the **Volunteers** workspace or the **Reports** workspace:

- n To access from the **Volunteers** workspace, select **Modules > Volunteers** in the navigation menu and then click the **Reports** tab.
- n To access from the **Reports** workspace, select **Reports** in the navigation menu and then click the **Volunteers** tab.

The following **Volunteer** reports are available:

- n **Active Volunteers** - Volunteer profile information, including photo for all volunteers with an **Active** status; also shows whether the volunteer has a volunteer portal account.
- n **All Volunteers By Status** - Volunteers grouped by status; also shows whether the volunteer has a volunteer portal account.
- n **Approved Applications** - Volunteer applications that have been approved.
- n **Denied Volunteer Applications** - Volunteer applications with a **denied** status.
- n **Top Volunteers by Building** - Volunteers grouped by buildings and sorted by greatest total time; also shows whether the volunteer has a volunteer portal account.
- n **Total Hours Per Volunteer** - Total number of volunteer hours associated to each volunteer.
- n **Total Hours Per Volunteer By Building** - Total number of hours worked per volunteer grouped by building.
- n **Total Volunteer Hours Worked Per Affiliation** - Total number of volunteer hours associated to each affiliation.
- n **Total Volunteer Hours Worked Per Building** - Total number of volunteer hours associated to each building.
- n **Total Volunteer Hours Worked Per Function** - Total number of volunteer hours associated to each function.
- n **Total Volunteer Hours Worked Per Organization** - Total number of volunteer hours on behalf of an organization.
- n **Volunteer Applications by Status and Building** - Volunteer applications modified within specified date range and grouped by status and building.
- n **Volunteer Hours by Function and Building** - Volunteer hours grouped by function and building.
- n **Volunteer Sign-In History by Building** - Volunteer sign in history grouped by building.

- n **Volunteer Count and Hours Per Age Group** - Total count of volunteers and hours for youth, adult and senior age groups.

Note:


- n When volunteer hours are reported but not associated to a building, the building will be listed as **Not Specified** in reports that group by building. This occurs when an event is created, and no building is associated to the event, and then the volunteer updates their hours for the event in the volunteer portal.
- n Total Time is shown in the format of hours and minutes (HH:MM) and Total Hours is shown in the format of hours as a decimal number with two digits after the decimal point (HH.hh).

Raptor Support


The **Support** menu item launches the **Raptor Support Center** where you can find Self Help Resources for using Raptor.

Raptor Support Center


Support Resources




GETTING STARTED



RAPTOR UNIVERSITY



PRODUCT NEWS



COMMUNITY

Contact Us

Contact Support

Support Phone: (713) 880-8902. Choose option 2.

Support Email: support@raptortech.com

Raptor Live Support

Are you on the phone with us right now? Enter the code provided by the support engineer to start the support session.

Name

9-Digit Code

Start Support Session

Raptor Store

Access Raptor Store

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v6.1.1.2109 1-877-RAPTOR 713-880-8902 www.raptortech.com

Contact Us Via Email

To contact the Raptor Support team through email:

1. Click **Contact Support**.
2. Complete the information on the form and then click **Send**.

Access Raptor Store

Click **Access Raptor Store** for easy access to the Store for ordering additional equipment, replacement items and badges.