

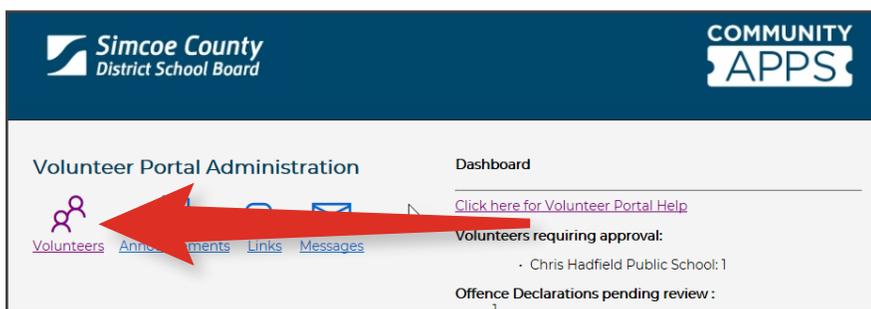
Volunteer Portal Admin: What is Community Apps?

Community Apps is a portal to view all volunteers that have registered to be a volunteer at your school.

Those users create their own accounts on the Volunteer Portal, and use it to apply to your school and update their documentation. With this Community Apps Admin tool, you can see if all the required documents were completed and review their application status.

The Dashboard

To access the Dashboard, open the Volunteer Portal Administration page and click on Volunteers.



On this page you will also find other useful tools like the Approved Volunteers list, Announcements, and Messages.

Volunteer List

Here you will see a list of volunteers who have submitted an application, all of which are in different stages of completion. The list is in alphabetical order by last name.

Volunteer	Schools	Documents	Status	Action	Adjudicated
Hicox, Archie		Accessibility Training Complete Criminal Record Check Complete	Active	Profile Schools Documents	
Brooks, Hatten		Accessibility Training Complete Criminal Record Check Complete	Active	Profile Schools Documents	
Engel, Mike		Accessibility Training Complete Criminal Record Check Complete	Inactive	Profile Schools Documents	
Wallace, Mia		Criminal Record Check Incomplete Accessibility Training Complete	Active	Profile Schools Documents	
Fremont, Lisa	Alcona Glen Elementary School	Approved Criminal Record Check Complete Accessibility Training Complete	Active	Profile Schools Documents	Adjudicated
Wenscombe, D.		Criminal Record Check Incomplete Accessibility Training Incomplete	Active	Profile Schools Documents	
Baines, Lorraine		Accessibility Training Incomplete Criminal Record Check Incomplete	Active	Profile Schools Documents	
Sietland, Christa		Criminal Record Check Incomplete Accessibility Training Incomplete	Active	Profile Schools Documents	

Column Descriptions

Volunteer	Schools	Documents	Status	Action	Adjudicated
Hicox, Archie		Accessibility Training Complete Criminal Record Check Complete	Active	Profile Schools Documents	

Volunteer

Shows their first and last name.

Schools

Lists all of the schools the volunteer is assigned to.

Documents

Lists the Accessibility Training, Criminal Background Check, and Offence Declaration documents and indicates if they are complete, incomplete, or pending review. View more information by clicking on the document title.

Document - Hicox, Archie (archieh@gmail.org)

Accessibility Training

Document Status: Complete

Achieved: May 04, 2018

Expires: Dec 31, 9999

Signature: Hicox, Archie hasFlag: Signed

Comments:

(Click here to show Comment History)

Save

Back to List

Active:

DateModified: May 04, 2018
DateCreated: May 04, 2018
UserModified: Hicox, Archie
Adjudicated:

Status

Will show the volunteer as Active or Inactive.

Action

This links to the volunteers profile, schools and documents. View more information by clicking on each of the items.

Adjudicated

This column will be blank unless the volunteer has been Adjudicated. If the Adjudicated box is checked, call your area Executive Assistant for additional information.

Volunteer Profile

Volunteer Profile

Email Address: archieh@gmail.org

Legal First Name: Archie

Legal Last Name: Hicox

Middle Name: Jules

Community Pass Name:

Adjudicated:

Primary Phone: Evenings

Alternate Phone: Evenings

Text Messaging:

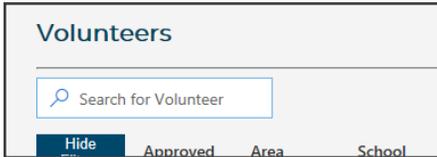
Alternate Email:

Birth Date: 02 March

How to search and filter

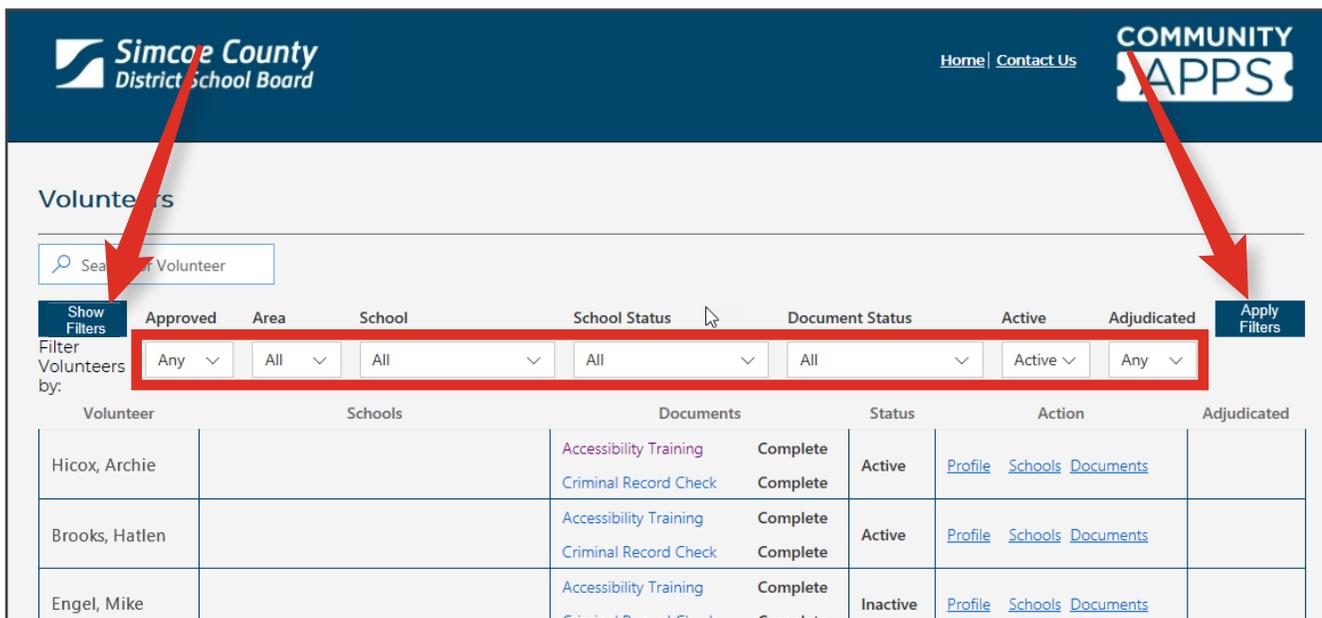
Search

You can search for a specific volunteer by using the search box in the top left.



Filters

To filter your list click on Show Filters. You can then use the drop down to sort by a single category or multiple categories. Click on Apply Filters to see your results based on the filters you select.



The screenshot shows the 'Simcoe County District School Board' logo and 'COMMUNITY APPS' header. Below the search box, there is a 'Show Filters' button and a row of filter categories: 'Approved', 'Area', 'School', 'School Status', 'Document Status', 'Active', and 'Adjudicated'. Each category has a dropdown menu. A red box highlights these dropdown menus. Below the filters is a table of volunteers with columns for 'Volunteer', 'Schools', 'Documents', 'Status', 'Action', and 'Adjudicated'. The table lists three volunteers: Hicox, Archie; Brooks, Hatlen; and Engel, Mike. Each volunteer row has links for 'Profile', 'Schools', and 'Documents'.

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Engel, Mike		Accessibility Training Complete Criminal Record Check Complete	Inactive	Profile Schools Documents	