

Working with Awards

VSys One Webinar – February 2012

Computers understand rules. If you tell VSys what the rules are for a volunteer to be eligible for an award, it can sift through the data to find your candidates.

Award Type definitions:

Before you can ask who is eligible though, you need to set up the rules.

From the **Setup Panel**, choose **Award Types**.

Subjective/manual - These are the simplest types of awards. VSys will not automatically nominate anyone for them, they must be manually nominated based on your own criteria. Example: "Most Friendly Volunteer".

Hours between two dates - Requires a minimum number of hours between the dates that you specify. Example: 200 hours between January 1-December 31.

Lifetime hours - Requires a minimum number of hours credited in the volunteer's entire history. Example: 500 hours of total service.

Years with hours - A year only counts if, during that year, the volunteer has at least the specified number of hours. Example: With a 50 hour minimum, a volunteer worked - 100 hours in 2009, 35 hours in 2010, and 200 hours in 2011. They would have 2 years of service since 2010 is below the qualifying limit of 50.

Months with hours - An award based on how many months a volunteer was active. Example: A 6 month award, but only counting months when a volunteer had credited hours.

Years with active months - A year only counts if, during that year, there are at least the specified number of months with volunteer hours. Example: A Five year award, but the volunteer must have volunteers during at least 10 months out of each of those years for it to count.

Years since first activity - Counts the years since the volunteer's first credited volunteer hours, and that count must be between the given minimum and maximum. Example: A ten year award -looks at the lifetime years that the person has been with your organization.

List/Intellilist - A person is eligible for this award if he is on one or more of the lists you select here. Example: To receive the Guild Member of the Year award, the person must be on the "guild members" list.

Working with Awards

To see who is eligible, or who has received an award, use the **Award Manager** in the **User Tools** panel. There are two parts to the manager. One part lets you see who has already received an award, while the other part allows you to use the system to nominate people for awards.

View/Edit Existing Awards

To see who has been nominated for or has received an award, select the **View/edit existing** option on the left side of the screen. Use the filters below to select which award(s), when they were nominated or awarded or to filter on specific groups or types.

From the list of people you retrieve, you can select and right-click to edit the status (system created, nominated, awarded) or change/add dates.

Nominate Awards

To see who has been nominated for or has received an award, select the **Nominate awards** option on the left side of the screen. Use the filters below to select which award(s) or to filter on specific groups or types.

From the list of people you retrieve, you can select and right-click to edit the status (system created, nominated, awarded) or change/add dates.

From the Person Editor

In each person's profile, there is a panel for awards. Awards which have been nominated/awarded through the awards manager will show here. You can also add an award with the **Add award** link along the top bar of the panel.

Reports and Letters

Reports

From the reports panel select **Awards**. There are two types built-in: an Award Summary (totals) and an Award Detail (who received what awards).

Letters

To send letters, base the **Letter Template on Awards** and you will see the same filtering options that you had in reports and the Awards manager.