

# Voltrak on the Web

**VOLTRAK**® SOFTWARE  
by Benan Systems

Volunteers ...  
Making a Better World

Volunteer Tracking Software v5.0

Volunteers Making a Better World

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**VoltrakWeb** has been designed after our network version of Voltrak – long accepted for its user friendly design and comprehensive volunteer data tracking. Benan Systems offers VoltrakWeb is a complete package including Voltrak Volunteer Tracking Software, Touch Screen Sign In, and unlimited 1-800 and on line support. The price for VoltrakWeb is only \$35/month with the initial capacity to track 8000 active/archived volunteers and 10 users accessing VoltrakWeb simultaneously with no increase in price. All set up fees and data conversion fees have been waved in this introductory price.

A live is available on [www.Voltrak.net](http://www.Voltrak.net)

The pages below present some of the major screens of VoltrakWeb with a brief explanation.

# Volunteer Record

**VOLTRAK** SOFTWARE  
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Volunteers ...  
Making a Better World

**VOLUNTEER RECORDS**

Add Search by  Last  First  Number  Search

	Title	First Name	Last Name	Nickname
<a href="#">View</a>	Mr.	Anthony	Rickard	Tony
<a href="#">View</a>	Ms.	Betty	Richards	Beth
<a href="#">View</a>	Mr.	Courtney	Reich	Court
<a href="#">View</a>	Ms.	Patricia	Reynolds	Pat
<a href="#">View</a>	Ms.	Pauline	Root	Pauly

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Work Data Medical Tests Training Program Daily Schedule Master Schedule Entry

See Office Personal Message Send Email Load Picture Delete Picture Reports

Save Delete Cancel

**Volunteer Record**

General Work Related Emergency/Add'l Alternate Address

Title  First Name\*  MI  Surname\*

Nickname\*

Address\*

City\*  State\*  Zip

Home Phone\*  Work Phone

Vol Type

Date of Birth  Gender  Male  Female

Referred From

Marital Status

Work Status

Date Confidentiality Statement Signed

Work Areas  Skills

Languages

Memo

This is the main screen of Voltrak from which almost all of a volunteer's information may be accessed, new volunteers added, deleted and archived. The other menus of Voltrak are also available on the left side without having to return to a main menu.

Search by last name, first name, or volunteer number. Click on an alpha letter, then scroll or use the search option. Click on All and scroll or use Search.

Once a volunteer is selected all the blue tabs, brown buttons and the remainder of data are automatically filtered to present just that volunteer's data.

Almost everything you need to know about this volunteer is available from this one screen.

Send an email, or send 'See Office' or a personal message to the sign in system. No need to send a message that a Medical Test is due, Sign In gives them an automatic 2 week notice. Of course, there is also a complete edit and print menu for Medical tests and Training programs, complete with automatic letters and lists of non-compliance.

General Reports  
Awards  
Applicant Tracking  
Setup and Utilities  
Report Generator  
Sign In Utilities  
Logout

<a href="#">View</a>	Engr	Allan	Villena	Allan
<a href="#">View</a>	Ms.	Andrea	Holloway	Andy
<a href="#">View</a>	Mr.	Andrew	Forest	Andy
<a href="#">View</a>	Mr.	Aniela	Herres	Aniela
<a href="#">View</a>	Ms.	Ann	McCloud	Annie
<a href="#">View</a>	Mr.	Anthony	Rickard	Tony
<a href="#">View</a>	Mr.	Aodh	Schleif	Aodh

1 2 3 4 5

Work Data Medical Tests Training Program Daily Schedule Master Schedule Entry

Volunteer Record

General Add

Medical Test Data for : Meister, Adao

From : To : Search Show All

	Medical Test	Test Date	Results	Due Date
<a href="#">Select</a>	TB Test	08/11/2007	Neg	08/11/2008
<a href="#">Select</a>	Hepatitis	01/14/2006	Neg	01/14/2008

Volunteer Record

Title  
Nickname\*  
SS No.\*  
Address\*  
City\*  
Home Phone\*  
Email  
Vol Type  
Date of Birth  
Referred From  
Marital Status  
Work Status  
Date Confidential  
Work Areas

If the 'Medical Tests' button is clicked all medical test data are presented. There is no 'field' for medical test so you are not limited to the number of different tests that can be tracked. (9,999 are available, just like Skills, Languages, Work areas and Training Programs.)

The other 'Brown' buttons are similar, displaying the indicated data with add/delete or change options.

The Master Schedule is only part of our scheduling system. These data are converted into a monthly schedule with dates on demand, which can further be edited to track absentees, and leave of absences. The monthly schedule(s) are also available from the Volunteer record.

General Reports  
Awards  
Applicant Tracking  
Setup and Utilities  
Report Generator  
Sign In Utilities  
Logout

<a href="#">View</a>	Engr	Allan	Villena	Allan
<a href="#">View</a>	Ms.	Andrea	Holloway	Andy
<a href="#">View</a>	Mr.	Andrew	Forest	Andy
<a href="#">View</a>	Mr.	Aniela	Herres	Aniela
<a href="#">View</a>	Ms.	Ann	McCloud	Annie
<a href="#">View</a>	Mr.	Anthony	Rickard	Tony
<a href="#">View</a>	Mr.	Aodh	Schleif	Aodh

1 2 3 4 5

Work Data Medical Tests Training Program Daily Schedule Master Schedule Entry

Volunteer Record

General Add

Master Schedule for : Meister, Adao

Day TimeIn TimeOut Area # Area Name S\_Type

<a href="#">Select</a>	M	08:00 AM	01:00 PM	6001	Information Booth	W
<a href="#">Select</a>	W	08:00 AM	01:00 PM	6001	Information Booth	W
<a href="#">Select</a>	F	08:00 AM	01:00 PM	6001	Information Booth	W

Volunteer Record

Title  
Nickname\*  
SS No.\*  
Address\*  
City\*  
Home Phone\*  
Email  
Vol Type  
Date of Birth  
Referred From  
Marital Status  
Work Status  
Date Confidential  
Work Areas

# Volunteer lists

This is one of the ‘work horse’ options of Voltrak. These are pre-programmed reports, group emails, sign in messages and exports, all with a variety of easy to use filters. The Skills option allows you to build almost 10,000 different groups and a volunteer can be a member of any number of them.

The Group Email sends an individual email to each volunteer with the same message. Or send a message to the Sign in system for all ‘Active’ assigned to the ‘Information Booth’ letting them know of a mandatory upcoming meeting. Put the meeting notice on the Sign In’s General Bulletin Board as well (Sign In Utilities).

A feature to either ‘Tag’ or ‘Untag’ selections will also be available as well as a label saver to enter the number of blank labels on the first label sheet.

**Volunteer Lists**

»Work Data

Medical Tests

Training Programs

Scheduling

»Awards

»General Reports

»Setup and Utilities

Sign In Utilities

Applicant Tracking

Report Generator

Logout

**1. Select Printout**

<input type="checkbox"/> Name List	<input type="checkbox"/> Individual Profiles without Memo
<input type="checkbox"/> Name List with Phone	<input type="checkbox"/> Individual Profiles with Memo
<input type="checkbox"/> Address/Phone List (Landscape)	<input type="checkbox"/> Birthday List <span style="float: right;">Birth Month</span>
<input type="checkbox"/> Address List (3 Column)	<input type="checkbox"/> Order by Day <input type="text"/>
<input type="checkbox"/> Emergency Phone #'s	<input type="checkbox"/> Birthday List Labels
<input type="checkbox"/> Assigned Work Areas	<input type="checkbox"/> Labels
<input type="checkbox"/> Referral Source	<input type="checkbox"/> Email List with No Email Address
<input type="checkbox"/> Accumulated Hours	<input type="checkbox"/> Email List with Email Address
<input type="checkbox"/> Sort By Hours	<input type="checkbox"/> Export Data Only (Dbf Format)
<input type="checkbox"/> Name/Volunteer Status	

**2. Select Limitations (optional)**

<input type="checkbox"/> <b>Types</b>	<input type="checkbox"/> <b>Status</b>
<input type="checkbox"/> Adult <input type="checkbox"/> Junior	<input type="checkbox"/> Active <input type="checkbox"/> Pending
<input type="checkbox"/> Aux Member <input type="checkbox"/> RSVP	<input type="checkbox"/> Inactive <input type="checkbox"/> Resigned
<input type="checkbox"/> Community Service <input type="checkbox"/> Student	<input type="checkbox"/> OnLeave

<input type="checkbox"/> <b>Skills</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: right; margin-top: -10px;">+ -</div>	<input type="checkbox"/> <b>Work Areas</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: right; margin-top: -10px;">+ -</div>
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**Language** Chinese ▼

Select Limitations ONLY to limit to specific items. If not checked, all Types and Status will be used automatically; Skills and assigned Work area will be ignored.

**3. Order of Presentation**

Alphabetical

Volunteer Number

Zip Code

**4. Optional Functions**

Send Email

Send Message to SignIn

## Hour Reporting

Talk about easy reporting, here are the two screens for all your Month End and Year End reporting. Just check off the ones you want and make sure the printer is ready, grab a cup of coffee and come back to all your reports.

### MONTHLY REPORTS

#### 1. Monthly Report(s) for:

Year

Month

#### 2. Select Report(s)

- Summary Page
- Work Areas, Hours by Volunter Types
- Work Areas, with Volunteer Names
- Memo to Work Areas
- Volunteer List Limit to type
- Inactive Work Areas

Print

### YEAR END REPORTS

#### 1. Year-end Report(s) for:

Beginning Month

Beginning Year

#### 2. Select Report(s)

- Summary Page
- Work Areas, Hours by Volunter Types
- WorkAreas, Hours by Month
- Work Areas, with Volunteer Names
- Memo to Work Areas
- Volunteer List Limit to type
- Inactive Work Areas

Print

# Awards

While we're on easy, how about 3 seconds of your time to figure out who's getting an award, what level and how many in each level? Just click on 'Award Calculations.' (This is also an edit screen if you want to give a volunteer an award who is 'close.')

Then select the reports you want. When the awards have been given, click on Global Update and enter a date, we do the updating. One minute tops for all of this. You're done!

- »Volunteer Records
- »Work Data
- Medical Tests
- Training Programs
- Scheduling
- »Awards
- Awards
- Global Update
- Report/Export Selections
- »General Reports
- »Setup and Utilities
- Sign In Utilities
- Applicant Tracking
- Report Generator
- Logout

AWARDS						
Award Calculation						
Search by <input checked="" type="radio"/> Last <input type="radio"/> First <input type="radio"/> Number						
<input type="text"/>						
<input type="button" value="Search"/>						
	Last Name	First Name	Last Award	Date Received	Award Due	Career Hours
<a href="#">Select</a>	Crayton	Jeffery	6950		0	7,344.00
<a href="#">Select</a>	Dixon	Sharon	950		0	1,258.00
<a href="#">Select</a>	Downey	Jean	12	09/03/2008		
<a href="#">Select</a>	Dusan	Arndt				
<a href="#">Select</a>	Federolf-Ruf	Arnold				
<a href="#">Select</a>	Forest	Andrew	4950		0	5,307.00
<a href="#">Select</a>	Geiger	Iona	300		0	300.00
<a href="#">Select</a>	Gillam	April	100		0	153.00
<a href="#">Select</a>	Herres	Aniela				
<a href="#">Select</a>	Holloway	Andrea	450		0	540.00
<a href="#">Select</a>	Holly	Sharon	200		0	307.00
<a href="#">Select</a>	Johnston	Henry	500	02/27/2006		685.60
<a href="#">Select</a>	Jones	Tom				
<a href="#">Select</a>	Kandel	Apolonia				
<a href="#">Select</a>	Kennedy	Dorothy	3450		0	3,576.00

- »Volunteer Records
- »Work Data
- Medical Tests
- Training Programs
- Scheduling
- »Awards
- Awards
- Global Update
- Report/Export Selections
- »General Reports
- »Setup and Utilities
- Sign In Utilities
- Applicant Tracking
- Report Generator
- Logout

**Volunteer Lists**

**1. Report for (check at least one)**

Award Level A

Award Level B

**2. Select One or More**

Alphabetical

Alphabetical, Award Due only

Separated by Award Due Levels

Labels (Due only)

Export (Due only)

**3. Limit By**

Volunteer Status

# Activity and Inactivity

Want to know who's been working and who's been not? Check out this Activity/Inactivity Menu:

- »Volunteer Records
- »Work Data
- Medical Tests
- Training Programs
- Scheduling
- »Awards
- »General Reports
  - Inactivity/Activity
  - Longevity
  - Monthly Calculations
  - Monthly Reports
  - Year End Reports
  - Year to Year Comparisons
  - Volunteer Statistics
- »Setup and Utilities
- Sign In Utilities
- Applicant Tracking
- Report Generator
- Logout

### ACTIVITY/INACTIVITY REPORTING

**1. Select Printout**

List

Letters

Labels

Export

**2. Select Limitations (optional)**

Volunteer Type	Volunteer Status
<input type="checkbox"/> Adult	<input type="checkbox"/> Active
<input type="checkbox"/> Aux Member	<input type="checkbox"/> Inactive
<input type="checkbox"/> Community Service	<input type="checkbox"/> OnLeave
<input type="checkbox"/> Junior	<input type="checkbox"/> Pending
<input type="checkbox"/> RSVP	<input type="checkbox"/> Resigned
<input type="checkbox"/> Student	

**3. Order of Presentation**

Alphabetical

Last Day Worked

**4. Select Work Date Limit**

Not worked since (Inactivity) Date

Worked from (Activity)

Not worked for (Inactivity) # of days

Woked for (Activity)

*Selections for 4 are either those not working (Inactivity) or for those having worked (Activity). Note to change the body of letter if using it for 'Activity'.*

**5. Labels - enter the number of Blank Labels on the first sheet**

*Use only 30 labels per sheet; labels are generated from the top of the column down, not across.*

*There MUST be more than one record being requested.*

Notice that so far there has been no real teaching, but you have learned A LOT about how to run Voltrak. We're easy....

Now for the harder part, how do we get the hours into Voltrak?

## Hours entry

I know, let's have the volunteers do this....

Touch Sign In or Sign Out

Enter Volunteer Number and

Press OK

Enter Work Area Number and

Press OK

Press Change to enter new Area or

If Valid, Press Finished

Volunteer Number 40

Meister Adao T

Work Area Number 6000

Administration

Change Area

Sign In Sign Out

1 2 3

4 5 6

7 8 9

0 Search Area

Finished OK Cancel

**General Message Center**

Volunteers, welcome to your new message center!

Each time you sign in, check this center to see if there are general messages from the Volunteer Office.

This system will also have these message capabilities:

- 'see office' alert
- personal message
- Med test and Training alerts 2 weeks prior to date

*The Touch Screen Sign in Software* will also be one of your best communication centers. From Volunteer Records you can send an alert to see the office or a personal message to any volunteer. From Volunteer Lists, send a group message. Once a message is 'picked up' by the Volunteer it is automatically deleted. No clean up on your part, but you can view undelivered messages and delete them when necessary.

When a volunteer signs out, the work data are stamped with a date, hours, where they worked and their type (Adult, Student, etc.). Their Accumulated Hours (career) and Year to Date Hours are automatically updated as well as the last date and area they worked. This last work area will then appear for them automatically when they sign in the next time.

VoltrakWeb also has manual posting routines and work data print outs, as well as many other features. A demo of VoltrakWeb is available on our web site and a demo of our network version of Voltrak may be requested, along with accompanying brochures.

Please don't hesitate to call or email for more information on Voltrak or VoltrakWeb.

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