VPIN Quick Start

How to Get to VPIN Home Page:

- Open **Internet Explorer**. Type: https://VPIN.la-archdiocese.org and press **Enter** or click on **Go**
- If warning page appears: "There is a problem with the website's security Certificate," click "Continue to this website"
- Enter your User Name and Password; press **Enter** or Click **Login;** click on **VPIN** icon at top of next page

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Housekeeping/Help/Tips:

1. Review your organization's VPIN list periodically: click on **By Individual** icon to view list.
   - Are all paid personnel and volunteers on list?
   - If individual is not listed, click on **Add Individual** button and add information.
   - Click on each name and review **Individual Profile**. Modify missing/incorrect information.
   - To get complete list of names in your database, click on the 

 button the top of the Individual Status grid.
2. **Help Desk**:
- Monday through Friday, 9:00 a.m. to 5:00 p.m. (877.99-LOGOS (877.995.6467)) or support@logoscms.com)

3. **Important Tips:**
   - Use **VPIN Back** button to return to page you want, after viewing/saving information on a data entry page.
   - Do not use web browser's **Back** button: it will take you out of VPIN.
   - Click **Save/Update** whenever you add or change information on a page.

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Checking Individual Status:

- VPIN – Home Page: Click **By Individual** to view your location's staff and volunteers

  Actions for each line:

- Click the  button next to an organization's name to see organization's profile
- Click the  button next to a person's name to view or edit a person's profile. Once you are in a person's profile:
  - Click  button in the **Position** column to view or edit assignments
  - Click **Add New** to add person's assignment(s)
  - Click **Edit** in **Screening** column to view or edit screening(s) for selected person

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Managing Your Screenings

Access screenings from two locations on the **Individual Profile** page:

1) Click on **Edit** on bottom far left of **Assignment Grid** **or**

2) In the **Assignment Grid,** click on the  button in the **Position** column. Then from **Assignment History** Page, click on the **Edit** button.

- Click on a screening in the **Screenings** column to display **Member Background** page with details of screening.
- Select **Status** from dropdown menu**: Completed**, **In Process**, **Hold**, **No Screening**
- Enter: **Date Entered, Date Completed, Date Expires, Comments**
- Click **Save/Update** or added information will be lost
- Click **Back to Profile**, **Back to Assignment**, or **Back to Screening Grid** to continue on VPIN.

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Adding a Person: ***from Individual Status (*****Boldface** fields are required and must be filled in order to save)

- Click on **Add Individual**, on the lower right corner of the form
  1. **Title**: Select from dropdown menu Fr., Sr., Mr., Mrs., Miss, Ms., Dr., etc.
  2. **Role**: Select from dropdown menu
  3. **Phone Numbers:** Enter the number, dashes will be inserted automatically.

Remember: Your Login is secure; do not allow it to be available to others.

4. **Dates**: Use Calendar icon and click at date, or type one without slashes, they will be inserted automatically.
5. **Assignment History**: See below section.

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__Adding Assignment History__*:** ***required to create an Individual Profile.

1. **Assignment Disposition**: select from dropdown menu
2. **Worker Type**: select from dropdown menu, either **paid personnel** or **volunteer**
3. **Position**: select from dropdown menu
4. **Position Title** allows you to type in a title/role associated with the **Position Code**.
5. **Organization**: use the [+] symbol to choose the organization that is responsible for this individual, if it is other than the default.
6. **Dates** (mm/dd/yyyy): **Start** is required. **End** is optional.

➢ Click **Save/Update** at the top to add the individual.

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__Using Notifications on the Home Page__

➢ Click on **VPIN** under **Notifications and Contacts**.

➢ Check box next to star on person's name, and click **Edit/View** to view that person's **Individual Profile**.

➢ To add a notification: click **Add New** use the [+] symbol to find the person to whom you want to add a Note/Comment.

➢ Type the information in **Notes/Comments** box and click **Save/Update.**

➢ Back at Notifications Grid: click the **Forward** icon to send a notification to another user. A pop-up list of user names opens.

➢ Mark **check box** in front of name(s) to whom you want to send this notification.

1. **Export** — Creates Excel file of all items in **Notification Grid**.
2. **Email Notification** — Send an e-mail about the notification to these users.

➢ Click checkbox to mark one or more items; then click on **Close** in the column header to close selected items.

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__Using Reports and Utilities__

➢ Click on **Reports and Utilities** in left side column of screen.

➢ Click on **Screening Status:** Print to get statistics or list of individuals & their status.

1. Click on **Screening:** to select a specific screening to narrow your search.
2. Click on **Organizations** to select a specific organization if you have access to more than one.
3. Check the box **Define Criteria** to bring up drop down boxes that will let you narrow your search.
4. Options:
   - Select **Print Summary** (statistics) and/or **Print Detail** (individuals),
   - Select **Sort Order** for data.
   - Select **Screen or Printer** to output the report.
5. Click **Submit:** to preview or print your report.

➢ Click on **Position Report:** requires no selection entries.

➢ Click on **Contact Report:** requires no selection entries.

➢ Click on **Merge Individual Profiles**: Use to combine any duplicate records you find. First you select the person you want to merge, then the person you are merging them into. You can then select to merge all the data or specific fields.

➢ Click of **Screenings – Quick Update** to change screening values on multiple people at the same time.

1. Click on drop down boxes to select a Specific Screening, Screening Status or Organization to narrow your search.
2. Check the box **Define Criteria to** bring up drop down boxes to further narrow your search.
3. Click **Next** to see the list of individuals that match your criteria.
4. **Check** the box next to the individual names you wish to update, and click **Next.**
5. **Enter** the Screening details that you want to update on the selected individuals and click **Update** to process.

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